UTMB HANDBOOK OF OPERATING PROCEDURES

| Section 7 Subject 7.1 | Student Policies Student Services and Activities | 07/03/03 - Originated 12/04/13 - Reviewed w/ changes - Reviewed w/o changes | |
|--------------------------|--|---|--|
| Policy 7.1.10 | Student Accident & Injury Reporting | 01/07/14 - Effective Student Affairs - Author | |

Student Accident & Injury Reporting

Policy

UTMB is committed to ensuring the safety of its students and requires reporting of any accident/injury incurred on the UTMB campus. Students shall seek prompt medical attention in the following manner:

Emergent Situations:

- 1. For emergencies, students should go directly to the nearest emergency department. Students are responsible for all charges related to emergency care.
- 2. Students should report and seek treatment for all occupational exposures as outlined in in the blood borne pathogens (BBP)-Occupational post exposure chemoprophylaxis policy.

Non-Emergent Situations:

- 1. Student Health and Counseling, during regular working hours, will provide evaluation and treatment for UTMB students and other students contracted to receive services at Student Health and Counseling if their accident/injury is not critical.
- 2. Students, without contractual relationships, should report to their Primary Care Physician or any Urgent Care for evaluation if their accident/injury is not critical. Students are responsible for all charges related to the care received.
- 3. After regular work hours, students can call the UTMB Access Center. Students may also report to any Urgent Care Center for nonemergency treatment. Students are responsible for all charges.

Guidelines

- 1. Students should complete the <u>Student Accident and Injury Report</u> Form for all other accident/injury occurrences in their role as a student on the UTMB campus.
- The completed form should be returned to Student Health and Counseling within two working days.
 Student Health and Counseling will forward the duplicate copy of the form to the appropriate student affairs dean.
- 3. Treatment received in Student Health and Counseling that results in consults within UTMB at other clinics for reported injury/accident occurrences will be billed to insurance. If the student has no insurance they will be responsible for the full payment for all services received.
- 4. Review will be done as needed in conjunction with applicable departments and committees.

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Guidelines (cont'd)

- 5. Questions regarding follow up care will be directed to Student Health and Counseling.
- 6. Based on the severity of the occurrence, the offices of risk management and UTMB legal affairs will be notified.

References

UTS114-Reporting Claims (Or Possible Claims) Arising Under Texas Tort Claims Act.

Reporting Claims (Or Possible Claims) Arising Under Texas Tort Claims Act

Texas Tort Claims Act (Chapter 101, Texas Civil Practice & Remedies Code)

IHOP 6.1.4 Significant Event Reporting