

70-1 Health Services (Portales)

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1. **Purpose.** The purpose of these policies and procedures is to set forth the services provided by Health Services of Eastern New Mexico University-Portales (the University).
2. **Policy.** The policies established in furtherance of the foregoing purpose are:
 - A. University Health Services shall provide outpatient visits, limited outpatient services, minimum dispensary services and assistance with medical and dental referrals for all full-time students and those part-time students who choose to purchase the services.
 - B. All student Health Services records shall be confidential, as required by the United States Family Educational Rights Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).
 - C. Guests and visitors to the University shall be extended emergency first aid treatment for medical complaints or accidents when appropriate.

The foregoing purpose and policies are implemented by the following.

Procedures

3. **Administration.** These policies and procedures shall be administered by the director of Health Services with oversight by the vice president for Student Affairs (VPSA).
4. **Requirements.** Students shall be required to present their ID card prior to being treated at Health Services.
5. **Fees.** Students carrying twelve (12) hours or more during the fall and spring semester shall be charged a Health Services fee at the time of registration. Summer school students with six (6) hours or more shall be automatically charged this fee. Students who are carrying fewer than twelve (12) hours in the fall or spring, or fewer than six (6) hours in the summer, may purchase Health Services care by paying the required fee determined by the number of credit hours the student is taking. A special card shall be issued to those students who choose to pay this fee.
6. **Summer Session.** Summer school students shall be required to present their ID card prior to being seen by Health Services. Students carrying fewer than six (6) hours who wish to be treated by Health Services shall pay the required Health Services fee according to the number of credit hours they are carrying. Medication and laboratory work shall be paid by the student.
7. **Emergency.** Emergency service shall be arranged at Roosevelt General Hospital-Portales when Health Services is not open during the fall, spring and summer sessions. The student shall be responsible for all costs incurred.
8. **Student Records.** The release of student Health Services records is as follows:
 - A. Written consent, signed by the student, is required before his or her Health Services records can be released to anyone else. If students request a copy of their Health Services records for

themselves, it is ~~not~~ necessary for them to sign a release form. The request shall be documented on their electronic health record,

- B. In case of a telephone inquiry from parents, their son or daughter must sign a consent form with Health Services before information can be shared.
 - C. Students requesting lab or x-ray results shall come to Health Services for their results.
- 9. Injections.** All injections shall be given only in the presence of a health care-professional. Following any injections, students shall be required to wait fifteen (15) minutes under observation at Health Services.
- 10. Communicable Diseases.** Communicable diseases (except Chicken Pox) diagnosed at Health Services shall be reported (the name of the disease and the physician making the diagnosis) to the New Mexico Health Department.
- 11. Emergency Courtesy Treatment.** Whenever necessary, guest patients shall be seen by Health Services. If this visit is the result of an injury or accident that occurred on University property, Department of Public Safety shall be notified while the patient is still at Health Services so that an officer may fill out an Incident Report.
- 12. Class Absences.** Written excuses for class absences can be issued by Health Services. If a faculty member wishes direct confirmation of the student's illness, it shall be confirmed by Health Services or the Office of Student Affairs. The Office of Student Affairs shall continue to send notices to professors when a student is to be out of class for a period of time due to hospitalization or lengthy illness requiring recuperation at home, etc.

Approved by the Board of Regents on May 12, 2006.

Amendments approved by the Board of Regents on May 8, 2020.