

POLICY

Medical Visit Verification

Policy

Student Health Center (SHC) will issue a medical Visit Verification Form (VVF) to students who request written documentation of SHC utilization. The VVF will include the date, time and duration of treatment. A VVF does not preclude class absence policies established by faculty.

Procedure

- a. VVF will be issued upon student request when SHC provides care or is made aware of a student requiring emergency/urgent care, including confinement to a hospital or the Student Health Center. A copy of the form will be filed in the student's medical record.
- b. In the rare case of serious illness, the SHC staff will notify the student's professors by phone or email of the absence. No confidential medical information can be released without the student's permission.
- c. SHC will make individual determinations when to notify the VP of Student Affairs

Sanctions

Absence from class policies and penalties are established by individual professors. SHC does not have the authority to excuse students from class attendance. Individuals who falsify VVF will be referred to Student Conduct.

Responsibility for Implementation

SHC and students are responsible for implementation of this policy. It is the student's responsibility to be aware of absence policies of individual professors/instructors and forward VVF to appropriate individuals as needed.

Scope of Policy Coverage

This policy applies to all SRU students.