

POLICY

Medical Visit Verification

Policy

Student Health Services (SHS) will issue a medical Visit Verification Form (VVF) to students who request written documentation of SHS 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 SHS 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 SHS 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. SHS will make individual determinations when to notify the Executive Director, Student Health and Wellness.

Sanctions

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

Responsibility for Implementation

SHS 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.