LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER – SHREVEPORT

EMPLOYEE ACCESS TO CARE

Purpose:

To insure that all employees seeking healthcare at Louisiana State University Health Sciences Center are appropriately registered with complete and accurate personal and financial information.

Policy:

1. Upon presentation to Louisiana State University Health Sciences Center with the intent of seeking/receiving healthcare, all persons must be entered into the hospital registration system.

2. Employees of Louisiana State University Health Sciences Center desiring to obtain healthcare services from a Louisiana State University Health Sciences Center physician or department must be entered as a patient in the Hospital registration system. This includes obtaining medication prescriptions, consults/referrals, work or school excuses. Employees being seen in the Occupational Health clinic do not have to register as patients.

3. Employees of the institution cannot obtain healthcare services for a family member without registering that individual as a patient.

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Administrator

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Date

Written: 4/03
Clinical Board Approval: 5/20/03, 6/17/03
Revised: 6/03