EMPLOYEE ACCESS TO CARE

Purpose:

To insure that all employees seeking healthcare at LSUHSC are appropriately registered with complete and accurate demographic and financial information.

Policy:

1. Employees of LSUHSC-Shreveport desiring to obtain healthcare services from a LSUHSC-S 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.

2. 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 or acquaintance without adhering to established registration guidelines, registering that individual as a patient.

4. All copays, deposits and out of state fees are applicable for employees, family members and/or acquaintances.

Administrator

7/20/12

Date

Written: 4/03
Clinical Board Approval: 5/20/03, 6/17/03, 3/21/06, 5/19/09, 7/17/12
Reviewed: 6/03, 2/06, 4/09, 7/12
Revised: 6/03, 2/06, 4/09, 7/12