

<b>ADMINISTRATIVE DIVISION</b> Division of Student Affairs		<b>POLICY NUMBER</b> STAF 7.01
<b>POLICY TITLE</b> Eligibility for Student Health Services		
<b>SCOPE OF POLICY</b> USC Upstate		<b>DATE OF REVISION</b> October 2024
<b>RESPONSIBLE OFFICER</b> Director of Health Services		<b>ADMINISTRATIVE OFFICE</b> Office of the Vice Chancellor for Student Affairs

**PURPOSE**

All students enrolled at the University of South Carolina Columbia campus are eligible for care at Health Services. Faculty and staff are also eligible for limited access to services at Health Services. Students are required by the Board of Trustees of the University of South Carolina to pay a student health fee which provides a basic level of prepaid health care services. Fees are charged for those services which are not fully covered by the health fee.

- A. Health Services offers a comprehensive health care program to students of the University of South Carolina Upstate. Eligibility to receive care at Health Services is determined by enrollment status. Students are eligible for treatment as defined below:
  - 1. Graduate and undergraduate students enrolled in 1 or more credit hours during fall or spring semesters.
  - 2. Enrolled continuing students registered for the fall and spring semesters but not registered for classes during the summer are eligible for services during the summer on a fee-for-service basis.
  - 3. Newly entering students (freshmen and transfers) eligible to enroll in classes. Eligibility is effective ninety (90) days prior to the start of the newly entering student’s initial academic term to allow for pre-matriculation and other healthcare services related to enrollment (i.e. Immunization).
  
- B. Faculty & Staff are eligible for treatment for limited services. Payment is on a fee for service basis only, with no health fee option. Payment is expected at the time of service.
  - 1. University Faculty and Staff: Only for the duration of employment at the University.
    - a. Wellness profiles, acute illness visits and Flu vaccines through the State Health Plan for faculty and covered spouses
  
- C. As a responsible healthcare institution, Health Services provides urgent, first aid care for visitors who may or may not be eligible for care. Those not eligible for care are referred or transferred to public health care providers following immediate first aid care. A referral list of providers is maintained for this purpose. Urgently ill people are referred to triage for nursing evaluation, first aid, and preparation for transfer. Questions about medical urgency are referred to triage for evaluation and disposition.
  
- D. Services and Charges after Graduation or Certain Withdrawals

1. Eligibility to use Health Services will be extended for USC Upstate graduates to provide a transition period following graduation. This extension ensures reasonable time for appropriate disposition of ongoing care and provides new graduates an opportunity to continue access to primary care prior to starting employment or relocating for a maximum of thirty (30) days on a fee-for-service basis only.
2. Extended eligibility will not be granted to students who withdraw under less than honorable conditions, including academic ineligibility or disciplinary reasons.
3. Eligibility to use Health Services may be extended on a case by case basis, to students who are forced to withdraw from the University for medical reasons or other honorable conditions. Any extensions granted that relate to withdrawals apply only to the remainder of the academic term during which the student withdraws.

**PROCEDURES**

- A. Eligibility status is verified by clinical support staff before an appointment is scheduled and before an individual enters the system as a patient.
- B. Students are required to show their current Student ID as evidence of identity. In cases of urgent need for medical care, a patient may be identified as eligible with picture ID and verified using the University student database or Health Services electronic health records system.
- C. Students maintain eligibility:
  1. During winter break if enrolled in the fall semester
  2. Ten days prior to the start of the fall/spring semester. This allows students the opportunity to obtain care that may assist in their matriculation to the university and for those students that may arrive early for sanctioned university activities (athletics)
  3. Thirty days after their last enrolled date for medical visits to the Health Services on a fee-for-service basis (this grace period is to allow transition to community providers and is not intended for routine care and establishing care). Payment is required at the time of service.
  4. Students who were eligible for health care during spring semester, summer session and who have not graduated are still eligible for services during the summer months.
- D. Eligibility to use Health Services may be extended, on a case-by-case basis, to students who are forced to withdraw from the university for medical reasons or other conditions.
- E. The Executive Director of Student Health Services may adjust or modify extended eligibility policies and procedures to meet special situations or circumstances.
- F. Charges will be based on the current Health Services Fee Payment Schedule.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

As applicable

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
August 2012	New Policy Creation
October 2024	Routine Update