

ADMINISTRATIVE DIVISION Division of Student Affairs		POLICY NUMBER SA 7.07
POLICY TITLE Health Services Visit Verification Policy		
SCOPE OF POLICY USC Upstate		DATE OF REVISION October 2024
RESPONSIBLE OFFICER Director of Health Services		ADMINISTRATIVE OFFICE Office of the Vice Chancellor for Student Affairs

PURPOSE

Health Services treats students for medical illnesses, and documents any medically recommended restrictions from work or class made to the student during patient encounters. Health Services has no authority to excuse a student from class or from meeting other academic requirements. Students shall work with the Dean of Student’s office for any extended absences or other circumstances related to faculty. Absences for health care reasons are subject to the university’s official attendance policy and HIPAA.

PROCEDURES

1. Health Services will provide the student with a visit verification electronically, which may be securely accessed at www.uscupstate.edu/myhealth. The verification will be provided within 1 business day of the request, and a printed copy may be given during an appointment upon request.
2. Upon the student’s request or recommendation of the treating provider, Health Services will provide a visit verification letter within the student's electronic medical record. This letter will indicate the date and time that the student presented for health care, and any recommended limitations on class attendance or restriction or other activity participation.
3. It is the student's responsibility to submit the documentation to their faculty, the Dean of Student's office or their employer for short term absences.
4. Health Services will only issue out-of-work/return-to-work and/or modified duty recommendations of a time-limited duration for students of USC Upstate.
5. Patients should request such documentation during the visit.
6. In emergent situations, HealthServices may contact the Dean of Student's office to communicate an absence on their behalf.
7. Health Services will not provide such documentation concerning student initiated self-care or treatment provided by others.
8. Any disclosure to another person requires an authorization form signed by the student per HIPAA.

RESPONSIBILITIES

1. Students are responsible for resolving with faculty members any unmet academic requirements or deficiencies which result from or are related to health.

2. Students are responsible for scheduling health care visits during times that will have minimum detrimental impact on either class attendance or meeting other academic requirements.
3. Students are responsible for requesting visit verification documentation during visits to Health Services.
4. Students are responsible for obtaining verifications and other associated documentation provided by providers external to the university.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

Subject to HIPAA policies and procedures

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
Created August 2012	New policy approval
Revised October 2024	Language revisions