**MEMORANDUM**

TO: Summer Conference and Camp Directors

FROM: Denise Joshua, Assistant Director of Business & Finance

(919-513-3262, dbjoshua@ncsu.edu)

SUBJECT: Official Visitor Use of Student Health Services (SHS)

Student Health Services (SHS) is totally supported by student health fees and user charges.

The following are SHS guidelines for treating official visitors and non-enrolled “students” during

summer sessions.

1. SHS will provide outpatient urgent care to participants in **university-sponsored activities**

such as **camps, conferences, and seminars.**  Outpatient urgent care is defined as any acute

illness or injury occurring while on campus or during a university-sponsored activity.

Illness or injury occurring prior to camp/conference or while at home should be cared for

at the time of occurrence.

1. **Participants under age 18 will be treated only with parental consent**. Every minor

participating in a university-sponsored camp should complete and submit a signed consent/medical history form prior to participation according to the university attorney.

1. Event directors or coordinators **MUST** **provide SHS with a list of participants who are to be eligible, including if they selected the Nationwide insurance, and the consent forms for minors prior to the event.** The forms and lists should be sent to SHS Medical Records Department (Campus Box 7304, or Fax: 888-972-4151). Copies need to be on file at SHS prior to care. University sponsor must provide a **chaperone to stay with injured campers who are under 18 years old.** This person should be on the sponsor’s staff and not a volunteer or fellow participant. Patient and chaperone should report to SHS Appointments and identify themselves as participants in a university-sponsored activity and provide the group/camp/conference name. To get the most out of your visit, if the participant does not speak English, an interpreter is required.
2. All participants must check out at the SHS Cashier’s office before leaving**. If the participant does not have insurance through the university-sponsored activity then charges are due at time of service**; payable by personal check, or Visa/MasterCard/Discover *(if unable to make payment a bill can be sent to home address*). A visitor’s charge is $60.00 plus any additional charges incurred. If your university sponsored summer camp has chosen to participate with NATIONWIDE insurance, participants will need to obtain a detailed receipt from the Student Health Cashier’s office at check-out. This will be used by you to file the claim. If we have not received the payment in 60 days the participant will be sent a bill.

During the summer sessions, Student Health Service’s hours are 8:00 am to 5:00 pm. Monday, Wednesday, Thursday, Friday, 9:00am to 5pm on Tuesdays and closed Saturday and Sunday. For telephone medical advice when Student Health is closed they may call the 919-515-2563 and press Option 9.