



### **ADMINISTRATIVE POLICIES & PROCEDURES**

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#### **POLICY: EMERGENCY CARE**

**DESCRIPTION:** As the only on-campus access to medical treatment, Lane Community College Health Clinic provides emergency care to patients who arrive at the health clinic requiring immediate care.

#### **OVERVIEW:**

The purpose of this policy is to specify the level of care provided and recommendations for follow-up care for workplace injury.

#### **PROCEDURE:**

- 1) In order to be considered for emergency care, the patient must arrive in the waiting room of the health clinic (3000 E. 30<sup>th</sup> Avenue, Building 18, Room 101 Eugene, OR 97405). Health clinic staff will not transport patients from alternative locations or assess patient's medical need outside of the clinic facility.
- 2) The health clinic cannot provide Durable Medical Equipment (such as wheelchairs or crutches) to staff or students unless they are part of a regularly documented medical visit. Dispensing of DME without documentation is not allowed for any medical clinic and so, would need to be owned by some department outside the clinic.
- 3) Patient Check-in: Any patient requesting Emergency Care will be asked to provide at least minimal information as part of the check-in process at the clinic. This should include:
  - a) Name, date of birth, phone number, emergency contact name, and emergency contact phone number.
  - b) Government issued photo id
  - c) Insurance card (if available)
  - d) Emergency Care Form – signed.
- 4) Services provided at an Emergency Care visit will be geared towards stabilizing the patient so that they can seek ongoing care from their PCP or a higher level of care than that available at the LCC Health Clinic (Emergency Department or Urgent Care).
- 5) It is the position of the health clinic that patients who are involved in onsite injuries should use the health clinic for stabilization only. Regarding staff, the health clinic does not bill workman's comp and so recommends that patients receive care from the Primary Care Physician, Urgent Care or another provider who can better meet their needs. Regarding students, the health clinic recommends that follow-up care for an on-site injury be provided by the students Primary Care Physician, Urgent Care, or a local Emergency Department.

