



Kutztown University Policy STU-012

Health & Wellness Center Services to Employees

A. Purpose

The purpose of this policy is to set forth the extent to which the University Health and Wellness Center can provide services to Kutztown University employees.

B. Scope

This policy applies to all Kutztown University faculty and staff, and the University Health and Wellness Center.

C. Definition(s)

D. Policy/Procedure(s)

The employee's injury or illness must be evaluated to determine emergency and / or work-related status.

Emergencies should be given appropriate first aid care and sent to the medically indicated referral. True emergencies are transported to an emergency room by car or ambulance as determined by the medical evaluation. Those which can be seen in an office should be referred to Kutztown Family Medicine at 15050 Kutztown Road (610-683-7393). If the injury/illness requires immediate medical evaluation, the Health and Wellness Center staff will make the necessary arrangements. An Incident Report Form should be completed by the employee's supervisor; if one has not been completed, the clinic staff will complete and submit the form per University procedure.

If it is not work-related, the employee must be referred to his/her personal physician or an emergency room as indicated.

Any billing or questions regarding reimbursement are referred to Human Resources.

E. Effective Date

1994

Revised 7/5/2007

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F. Last Review

August, 2010

August, 2012

August, 2013