



**Procedure for ASU Student Weekend/Holiday Medical Services at Shannon Clinic Urgent Care South**

**Address: 3502 Knickerbocker Phone: 325-942-8611**

**Weekend/Holiday Hours: 7:00 am – 10:00 pm;**

**Closed Christmas Day and Thanksgiving Day**

R00001

Date: \_\_\_\_\_ Campus ID: \_\_\_\_\_

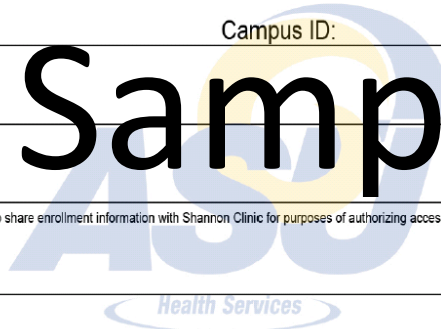
Patient's Name: \_\_\_\_\_

Patient's Signature: \_\_\_\_\_

Student signature indicates agreement to allow ASU to share enrollment information with Shannon Clinic for purposes of authorizing access to Shannon Clinic weekend/holiday medical services.

ASU Authorizing Signature: \_\_\_\_\_

**Sample**



**Shannon Clinic Urgent Care**  
3502 Knickerbocker  
San Angelo, TX  
(325) 942-8611

1. **Services available for currently enrolled ASU students that have paid their Medical Services Fee.**
  - a. Based on the payment of the Medical Services Fee, ASU students may receive medical care at the University Health Clinic, Monday through Friday, from 8:00AM to 5:00PM as needed (unlimited). During the M-F time frame, any medical services, sought outside of the M-F, 8A to 5P University Clinic operational hours, are the financial responsibility of the student. During weekends and posted state holidays when the ASU Health Clinic is not operational, ASU has entered into a contract with Shannon Clinic to provide the same, basic medical care available on campus. All care, beyond the contracted, standard office visit is the financial responsibility of the student. Students needing follow-up care should visit the clinic when it is opened next. Students who bypass the campus medical clinic for follow-up at Shannon Clinic will be financially responsible for these visits.
2. To receive services, the Student is required to be a currently enrolled ASU student and have paid their Medical Services Fee. Distance learners are able to pay the Medical Services Fee and be given access to Health Clinic services (This is done by the Distance learner going to the campus clinic and paying the fee. The clinic staff will issue them the appropriate receipt. Clinic staff will then contact the ONECard office and notify them of the student's payment).
3. **Students will proceed to their Residential Hall staff or University Police Department staff to validate current enrollment and receive a student medical service voucher.**
4. At this time, Student completes voucher and ASU staff provides authorizing signature.
5. ASU staff provides original voucher to student and maintains copy in voucher book.
6. To obtain services, **student must travel to Shannon Clinic-Urgent Care South and present the following:**
  - a. **Completed original copy of the Medical Service Authorization Form**
  - b. **Valid ASU OneCard**
  - c. Health Insurance card (if applicable)
    - i. ASU will cover co-pay up to \$50.00
7. Shannon Clinic **will not** provide services, based on the contracted agreement, **if the student does not provide their medical services authorization form and their ASU ID at time of check-in at the Shannon Clinic, Urgent Care-South** (or any other Shannon Clinic location in the future). Student must either follow the procedures or bear the financial responsibilities for the clinic visit. **If student does not follow procedure, ASU will bear no financial responsibility for the fees associated with the clinic visit.**

8. This service agreement is for the medical services as defined in the contract between the two parties, Angelo State University and Shannon, and are for service time frames as follows:
- a. All Saturday and Sundays (except for when Christmas Day falls on either of these days), 7:00AM to 10:00PM.
  - b. Labor Day, Monday, September 3, 2012  
Thanksgiving Holiday, **Thursday, November 22, University and Shannon Clinics are closed**; services with Shannon Clinic provided on Friday, November 23, 2012  
Winter Holiday, Services provided on Monday, December 24, 2012; **University and Shannon Clinics are closed Christmas Day**, Services provided at Shannon Clinic Wednesday, December 26, 2012 to Tuesday, January 1, 2013  
MLK Holiday, Monday, January 21, 2013  
Memorial Day, Monday, May 27, 2013  
Independence Day, Thursday, July 4, 2013

Direct questions or concerns to:

ASU Business Services

325-942-2021

David Rosipal, Associate Director

Jessica Manning, Assistant Director,

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