Student Liability Insurance
Policy and Procedure
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Student Liability Insurance
Policy and Procedure

Policy: Student liability insurance must be active and in place for all students with a clinical rotation.

Purpose: The Student Liability Insurance policy and procedure is intended:
- To ensure that any student in a clinical rotation has appropriate liability insurance
- To protect OUCN in the event of a clinical issue with a student

Scope: Student Affairs, Finance, Purchasing, Accounts Payable
Student Liability Insurance Procedure

1. Student liability insurance is renewed every year before October 1.
2. The numbers for juniors, seniors and graduate students come from the designated student affairs employee by the last week of August.
3. The cost for this insurance is part of the student fees.
4. Marsh (the Insurance Company) will send the forms that will need to be completed with new student information provided by the Students Affairs designee and the requisition and sole source done by the finance designee. Marsh also gives discount that will be applied to each location on the final invoice. Tulsa and OKC students are done on separate applicable chartfields.
5. Once the requisition is done and approved, Purchasing creates the PO. Marsh will send the final invoice for the finalized number of students, which pays against the PO.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Harriet Parmar</td>
<td>Assistant Dean of Finance and Administration</td>
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<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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