

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 75.15, Management of Claims Relating to Public Areas of TTUHSC Facilities / Property (excluding clinics)

PURPOSE: The purpose of this Texas Tech University Health Sciences Center (TTUHSC) Operating Policy and Procedure is to establish procedures for managing and resolving claims including, but not limited to, compensation resulting from incidents incurred on TTUHSC property.

REVIEW: This HSC OP will be reviewed on March 1 of each odd numbered year (ONY) by the Director of Safety Services, Texas Tech Police Department, Texas Tech University System (TTUS) Office of General Counsel, and the TTUS Office of Risk Management, with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services (VPFSS) by March 15.

Note: Director of Safety Services will facilitate and consolidate review comments from CBOOs at Regional campuses.

POLICY/PROCEDURE:

1. Background . This policy sets forth the procedures and responsibility for addressing and/or responding to claims arising from incidents on TTUHSC facilities / property. This policy does not conflict with claims arising from incidents occurring in TTUHSC clinical areas or health care

2. Responsibilities:

A. Safety Services/Regional Safety Office s: Investigation and documentation of all incidents / injuries occurring in non-clinical areas will be in accordance with HSC OP 75.14, Non-Employee Incident / Injury Procedures & Reporting. The responsibility for obtaining and the repository for maintaining materials and documentation relating to the investigation of incidents involving visitors, patients, students and contractors occurring on TTUHSC property / facilities resides with the respective local or regional Safety Services Office. The Safety Services representative shall notify appropriate departments, offices, etc., and obtain any necessary information.

B. Texas Tech Police Department (TTPD): Response and documentation of all incidents / injuries reported to TTPD will be in accordance with established procedures. Reports, statements and documentation may be forwarded to Safety Services when requested.

C. TTUS Office of General Counsel : If a claim has been made by an attorney or other third party on behalf of the claimant, the TTUS Office of General Counsel will

