

Proposed Rule Regarding Health Sciences Center Payment Card Processing

Executive Summary

- 1. In December 2008, Policy 3-070 was finalized to govern the acceptance of payment cards (e.g., Visa, MasterCard, etc.) by University entities. This policy was particularly applicable to the Health Sciences Center (HSC) due to its large clinical operations. As such, input from various people at HSC was sought when formulating the policy.**
- 2. HSC management expressed concern that various entities would act on their own in acquiring or modifying payment card processing. At the time it was proposed that Policy 3-070 should provide direction to HSC personnel as to whom to contact at HSC when payment card processing needed to be acquired or modified so that personnel could be guided through the process for their benefit and to verify that various laws and regulations were being complied with.**
- 3. It was eventually decided that HSC contact information should be included in a separate rule instead of incorporated in Policy 3-070. Policy 3-070 would direct people to the new associated rule.**
- 4. The proposed rule directs School of Medicine personnel to contact the Associate Dean for Finance and Administration when payment card processing capabilities are required or modifications are needed for existing processes.**
- 5. The proposed rule directs University of Utah Hospital and Clinics (UUHC) personnel to contact the UUHC Accounting Office Manager for the same purposes.**
- 6. All other HSC personnel are instructed to contact the University of Utah Financial and Business Services unit.**
- 7. Although the proposed rule is short, it will serve as a valuable tool to HSC personnel in directing them to the appropriate office when dealing with matters as important as payment card processing.**