



Student Health Records Policy

Applies To: PA students, PA faculty (principal/instructional), and PA Program staff

Date of Revision: August 22, 2023

BACKGROUND: Per ARC-PA Standard A.3.19, student health records must remain confidential to all program principal faculty, institutional faculty or staff. Only those records that contain information about a student’s immunization and screening results may be maintained and released with the written permission of the student. Those records are routinely used in the credentialing of PA students for mentorship and supervised clinical practice experiences.

PURPOSE: To ensure the safety and security of confidential student health records

POLICY: In order to ensure confidentiality, student health records will be kept throughout the academic year(s) in an electronic format via the Typhon server. As such PA students or PA Program faculty and staff will NOT routinely have access to any confidential health Information of other students or faculty members. Only members who are granted access by the CMU PA Program designated administrator of Typhon will be able to view the health records. This health information will only be accessed by faculty or staff for the purpose of credentialing a PA student for a clinical experience and only after the PA student has provided the CMU PA Program with written/signed permission to share those records (see attachment). The records will be updated annually as needed and destroyed/permanently deleted the summer following the student’s graduation. The health records affected include those regarding immunizations, health assessments, drug screens, health insurance information, Influenza or COVID vaccinations and TB testing/screening. This information is protected by both FERPA and HIPPA regulations as applicable.

PROCEDURE:

Information received should be filed as follows:

Semester Due	Document	Where is Document filed	Who has access to files
On admission	Immunization Record	Typhon	Clinical Team, Program Director, Executive Secretary
	Health Assessment	Typhon	Clinical Team, Program Director, Executive Secretary
	Criminal Background Check	Typhon	Clinical Team, Program Director, Executive Secretary
	Drug Screen	Typhon	Clinical Team, Program Director, Executive Secretary
	Student Health Insurance Card copy	Typhon	Clinical Team, Program Director, Executive Secretary
	Release of Information Form	Typhon	Clinical Team, Program Director, Executive Secretary
Summer I	TB test (2 step or IGRA blood test)	Typhon	Clinical Team, Program Director, Executive Secretary
Fall I	Flu Vaccination	Typhon	Clinical Team, Program



Student Health Records Policy

			Director, Executive Secretary
	Hepatitis B titer	Typhon	Clinical Team, Program Director, Executive Secretary
Summer II	Background check	Typhon	Clinical Team, Program Director, Executive Secretary
	TB screening/questionnaire	Typhon	Clinical Team, Program Director, Executive Secretary
	Drug Screen	Typhon	Clinical Team, Program Director, Executive Secretary
	Resubmission of Health Insurance Card	Typhon	Clinical Team, Program Director, Executive Secretary
Fall II	Flu Vaccination	Typhon	Clinical Team, Program Director, Executive Secretary

Please note:

Typhon- Documents stored in Typhon are entered in by the Clinical Placement Coordinator and provided to clinical sites upon request for credentialing of the PA Students. Only the individuals listed in the table above have access to those records and records are only released for credentialing after the PA student has provided the PA Program with written consent to share the health information outlined in the above table.

Paper Files- Documents included in the student’s paper file are part of the PA student’s record and contain information from admission through graduation from the PA Program. Those documents are organized in the file based on a designated system for the PA Program. While routine requested health information is housed and maintained in the Typhon server, in the event of any additional health information is provided to the PA Program as a result of an acute health issue of any student (i.e. -note with health excuse for absence) those records become a part of the students online and paper file.

All current PA students have their paper records housed in the locked cabinet in the area of the Executive Secretary. The keys to that cabinet are locked in our “key safe” in our storage room (HPB 2081). The student records from the two most recent graduating classes are housed in locked cabinets in the Assistant Clinical Coordinator office, HPB 2076. The door to that office is also locked with only the person assigned to that office having direct access. Finally, all past student records up to 7 years after graduation are kept in a locked storage room, HPB 2081. Only the Executive Secretary has a key to open that room. After 7 years, the files are destroyed per CMU policy.

All forms provided to PA students to allow the PA Program to share information for credentialing purposes are housed in file linked below.

[PA Student Signature Forms- Orientation](#)



HEALTH PROFESSIONS

PHYSICIAN ASSISTANT

CENTRAL MICHIGAN UNIVERSITY

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Approved by Faculty Executive Committee, September 1, 2023

Debra Kimball-Christie - PAC 9/1/23

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