



## Student Health Records Policy

**APPLIES TO:** PA Students, PA Faculty (Principal/Instructional), and PA Program Staff

**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:**

Student health records will be kept in an electronic format via Complio throughout the academic year(s) to ensure confidentiality. As such PA students and/or PA Program faculty and staff will NOT have access to any confidential health information of other students or faculty members. The health records affected include immunizations, health assessments, drug screens, health insurance information, Influenza or COVID vaccinations and TB testing/screening. Both FERPA and HIPPA regulations protect this information as applicable.

**PROCEDURE:**

Information received should be filed as follows:

Semester Due	Document	Where is Document filed
On admission	Immunization Record	Complio
	Health Assessment	Complio
	Criminal Background Check	Complio
	Drug Screen	Complio
	Student Health Insurance Card copy	Complio
	Release of Information Form	Complio
Summer I	TB test (2 step or IGRA blood test)	Complio
Fall I	Flu Vaccination	Complio
	Hepatitis B titer	Complio
Summer II	Background check	Complio
	TB screening/questionnaire	Complio
	Drug Screen	Complio
	Resubmission of Health Insurance Card	Complio
Fall II	Flu Vaccination	Complio



HEALTH PROFESSIONS

**PHYSICIAN ASSISTANT**

CENTRAL MICHIGAN UNIVERSITY

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### PLEASE NOTE:

**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 Complio 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.

Approved by Program Faculty Committee: June 7, 2024.

*Kathleen A Flannery, PA-C*

*Signature*

*June 7, 2024*

*Date*

Kathleen Flannery, PA-C  
CMU PA Interim Program Director