SECTION 8: STUDENT RECORDS

8-4 MEDICAL AND COUNSELING SERVICES RECORDS

A. Medical Records - Privileged Information

1. A student’s medical record is confidential and is available to the student through the Privacy Coordinator or Medical Records Officer (MRO) of Student Health Services.

2. A student who wishes to release medical information, x-rays, laboratory results or other medical documents to a recognized member of the health profession must request, in writing, that Student Health forward a copy or summary of the student’s records to the appropriate party.

3. HIV, drug and alcohol, and other case sensitive information will not be disclosed without an explicit request from the student. A special release of information is required which authorizes the specific information to be disclosed.

4. Student Health disclosures permitted without written consent of the student are those related to: public health issues; suspected child abuse, neglect, or domestic violence; health oversight agencies; judicial or administrative proceedings; law enforcement agencies; authorized federal agencies; coroners, funeral directors, and organ donation organizations; and workers compensation laws. However, for all other disclosures, the student must provide student health with a written request for release of medical information. See student health Notice of Privacy Practices for a complete explanation of medical information and how medical information may be shared with others.

5. On the request of the Dean of a student’s college or school, and with the written authorization of the student, Student Health shall provide information pertaining to a student’s physical or mental condition that might affect his/her status as a student.

6. Medical records are subject to subpoena or court order.

7. In situations in which it has been determined that a student’s life is in danger or in which his/her condition results in a danger to others, the facts pertaining to this danger may be communicated to the student’s nearest responsible relative, without the student’s consent, if judged necessary by the student’s primary healthcare provider at Student Health Services.

8. Information in a student’s Health Service record may be released by the President of the University or by the Medical Director of Student Health Services in response to a health or safety emergency (see Notice of Privacy Practices).

9. In the case of a student who is a minor, release of medical information must be authorized by the student’s parent or guardian.

10. Except as otherwise provided for in this section, information pertaining to a student’s physical or mental condition may not be released to any party without the written, signed consent of the student.

A. Counseling Records
1. The records of the Counseling Center and of the Psychological Services Center are considered confidential within the rules and codes of ethics of the American Psychological Association and the American Counseling Association.

2. The portion of a student’s counseling record used in connection with treatment may be made available to the student in summary form, upon the student’s written request, and upon the sole discretion of the primary counselor, therapist, psychologist, or psychiatrist. The healthcare provider may deny right of access.

REVISION RECORD:
August 1, 2012 - Published