

Student Affairs

Health Services

Records Liaison: Nancy Gilcoine/Diane Leary

HlthSer1 Student Health Records

All documentation relating to the history of medical care a student receives over the course of their college history. It includes the initial health record consisting of demographic information, health history as reported by student and primary care and previous immunizations. File includes but is not limited to notes, lab test results, related correspondence and memoranda.

Retain ten years after last service or until client reaches 21 years old, whichever is longer

HlthSer2 Immunization Records

Any immunizations given to students in Stonehill College Health Services to ensure compliance with Massachusetts State Health Department mandates. This information is included in the Student Health Record but separate documentation is included on immunization flow sheets. This series does not include influenza vaccine records.

Retain ten years after date of service or until client turns 21, whichever is longer

HlthSer02.1 Influenza Immunization Records

Annual influenza immunization of students, staff and faculty. The series consists of a signed consent form.

Cut off at the end of the calendar year and retain three years

HlthSer02.2 Immunization Reporting Records

Requests for State of Massachusetts supplied vaccine and administration reporting. It also include annual mandatory State of Massachusetts College Immunization Survey.

Retain five years or until no longer of administrative value whichever is longer.

HlthSer03 Student Health Insurance Records

Copies of Master Student Accident and Sickness Insurance programs/plans, anonymous claims data, State of Massachusetts Division of Health Care Finance and Policy QSHIP three reports each year.

Retain five years or until no longer of administrative value whichever is longer.

HlthSer04 Licensure Records

All documentation relating to the professional and regulatory issuance of credentials to individuals and facilities providing services within Stonehill College Health Services. Includes but is not limited to copies of individual employee RN/APRN or MD licenses, controlled substance licenses, DEA licenses, professional credentialing certifications and malpractice insurance policies. It also includes Clinical Laboratory Improvement Amendments (CLIA) licenses.

HlthSer05

Student Encounter Forms

Forms used to document what the student was being seen for and what the student was treated for.

Until superseded or obsolete. Original professional documents held by practitioner. Facility licenses retained in Health Services.

Cut off at the end of the fiscal and shred.