Student's name ___________________________ Kirkwood ID # __________________________ Program __________________

Please Print

Student Health Record
Privacy / Confidentiality Statement
and
Illness and Injury Reporting and Treatment Policy Statement.

Maintenance of Student Health Records
Only vaccines and TB tests given in Campus Health will be retained and maintained by the Campus Health. These vaccines and TB test records are kept in locked cabinets or in a locked office. These records will be maintained on file for 10 years after a student graduates from Kirkwood Community College.

Access to Student Health Records
Access to student health information is granted only to Campus Health staff, including student workers and student nurses, for the purpose of documenting vaccine administration and maintenance of these records. Limited health information will be granted for the purpose of compliance with Computer Systems management for record / audit management. To obtain your student vaccine records from Campus Health a Release of Information Form must be completed and submitted to Campus Health along with a photo ID.

If a student’s health record is needed to be released to persons other than the student and those listed above a written consent will be required.

Exceptions will be made to release student health information only when a student is a threat to themselves or others or in medical emergencies. In case of a medical emergency, including Bloodborne Pathogen exposures, medical information will be released to health professionals who will continue the treatment of a student.

Protected Health Information
Health information protected by state and / or federal law, regarding Substance Abuse, Mental Health and HIV / AIDS related information is not released without specific, written authorization. This written authorization form can be obtained at Campus Health as needed. This form can be obtained at http://www.kirkwood.edu/campushealth under Campus Health Forms.

Injury and Illness Reporting and Treatment Policy
Your signature below indicates that you have read and understand the policy on page 2 of this form. Please read the policy.

My signature below indicates that I have read and understand the Student Health Record Privacy and Confidentiality Statement and Injury and Illness Reporting and Treatment Policy. I have had an opportunity to have my questions answered.

________________________    __________________________
Student’s signature                        Date

________________________
9/14 Kim Pritts
The following **Illness and Injury Treatment and Insurance Claims Reporting Policy and Procedure** is applicable to all Kirkwood Community College students participating in clinical programs.

I. **Treatment and Reporting Procedure and Requirements**

A. Any Kirkwood student in a clinical setting, having knowledge of an incident, should report the incident **immediately** to their clinical instructor.

B. **Non-Emergency and Non-Urgent Illness / Injury Incidents**
   These incidents include those where an appointment is required and there is not an obvious concern of the threat of loss of life or limb if care is not urgently or emergently provided. Some examples of these incidents include minor sprains, strains, minor back pain, minor burns, and follow-up appointments for blood borne pathogen exposures.

   - If the incident occurred on main campus, the employee or student should report to Campus Health for evaluation by the Campus Health Director and completion of the required documentation (letter “D” below). The incident needs to be reported within 24 hours (or the next business day).
   - After evaluation, the Campus Health Director and student will complete a Kirkwood Illness and Injury Report form. One copy of this form will remain in Campus Health office in the student medical file. A second copy of this form will be sent to the Kirkwood Risk Manager, 2nd Floor Kirkwood Hall, Main Campus, within 24 hours (or the next business day). The student can also be given a copy upon request.
   - All non-emergency or non-urgent healthcare evaluations related to the incident should be scheduled with the student’s physician/ clinic of choice.
   - If off-campus (clinical sites, outreach centers), the Kirkwood Illness and Injury Report form (available @ [http://www.kirkwood.edu/campushealth](http://www.kirkwood.edu/campushealth)) should be completed and sent to Campus Health (132 Iowa Hall, Main Campus) within 24 hours of the incident. All non-emergency / non-urgent healthcare evaluations related to the injury should be scheduled with the student’s physician/ clinic of choice.

C. **Urgent and Emergency Medical Care Incidents**
   These include incidents where there is a concern of the loss of life or limb. Some examples would include suspected heart conditions, severe back injury with neurological changes or severe pain, or a laceration needing stitches, blood borne pathogen exposures.

   The nearest emergency facility or the facility preferred by the student should be used in case of an emergency.

D. When a health insurance claim is received, an investigation will commence to determine the type of claim, severity of the incident, and the identification of the people and / or property involved.

E. All students should submit all bills and / or receipts of medical services or care as a result of the incident to the Kirkwood Risk Manager, 2nd Floor Kirkwood Hall, Main Campus. Kirkwood carries a limited medical coverage policy with limits of $1,000 per student with a $10 deductible that is the student’s responsibility. The paperwork must be submitted and accepted before Kirkwood becomes responsible for any payment of bills. We do not guarantee the bills will be taken care of.

F. If a student is requesting a bill be paid under our policy, submit the bill to the Kirkwood Risk Manager and a claim will be filed. The insurance company will contact the student direct for any additional information that is needed. We also need the itemized billing statement from the clinic/office in order to process payment. Itemized billing statements contain CPT codes/procedure codes, diagnosis code and Tax ID of the provider.

G. The student should notify the Kirkwood Risk Manager of any claim they feel is not being resolved either as quickly as it should or in the manner they feel it should.

H. Kirkwood students will be responsible for all costs deemed not covered by Kirkwood Community College after the claim has been adjusted and payment has been authorized.

6/13 Lara Buckles