

**Student Services**

**1 AP 5200 STUDENT HEALTH SERVICES**

**2 References:**

3 Education Code, Section 76401 and 76355;  
4 Title 5, Section 53411, 54702

5 Any information of a personal nature disclosed by a student (or the parent or guardian of  
6 a patient 12 years of age or older) in the process of receiving care from a health  
7 professional is confidential with exceptions as dictated by law.

8 The Student Health Center at each college is funded by the Student Health Fee  
9 (Education Code Section 76355) and shall be available upon request to students who are  
10 registered in the term at the time of service and have paid the term health fee.

11 Title 5 Section 54702 establishes the types of health services the District may offer and  
12 specifies types of expenses for which the health services fee may be used. The Student  
13 Health Center services are not comprehensive and are not structured to address all the  
14 health care needs of District students. It is not the intention of the healthcare professionals  
15 in the Student Health Center to be identified as primary healthcare providers. Students  
16 with ongoing chronic health concerns shall be referred to community resources for the  
17 provision of ongoing health care.

**18 Scope of Services**

- 19 1. Clinical services providing short-term basic care and services necessary for the  
20 treatment of acute illnesses and injuries;
- 21 2. health promotion & prevention activities;
- 22 3. mental health services including crisis management and short-term personal  
23 counseling;
- 24 4. referrals to private providers or community services for conditions requiring  
25 long-term management, such as alcohol misuse, substance misuse, eating  
26 disorders, chronic medical disorders requiring on-call/after-hours consultation  
27 and management, psychotropic medication initiation and management, and  
28 chronic mental illnesses; and
- 29 5. limited crisis management provided by a licensed medical or mental health  
30 practitioner, or supervised clinical intern;
- 31 6. advise college administration in the implementation of all state and federal laws  
32 pertaining to college issues.
- 33 7. The Student Health Center staff will summon 911 Emergency Response by  
34 contacting the Cerritos College Police Department, as necessary, to assist with  
35 emergencies within or outside the Student Health Center.

36 **Support Services**

- 37       1. Office procedures and medical records are managed by clerical personnel;  
38       2. laboratory services are provided by licensed staff or a licensed, contracted  
39       laboratory;  
40       3. pharmaceuticals may be provided for sale with a prescription on a limited basis  
41       and prescriptions may be provided for medications not available internally;  
42       4. referrals may be provided for radiology, dental, optometric, and other services  
43       not available internally; and  
44       5. health education services are provided by nurse practitioners, physicians,  
45       dietitians, certified medical assistants, and other Student Health Services  
46       personnel.

47 **Personnel**

- 48       • At minimum, management shall be provided by a registered nurse who  
49       possesses a valid California license to practice as a registered nurse and either  
50       a bachelor's degree in nursing; a California Public Health Nurse certificate and a  
51       master's degree in health education, sociology, psychology, counseling, health  
52       care administration, public health or community health; or a master's degree in  
53       nursing and a California Public Health Nurse certificate.  
54       • Clinical services including nursing, medical, and mental health services shall be  
55       provided by qualified and **appropriately** licensed health care professionals.  
56       • Consultants are contracted to perform activities as needed. This may include  
57       consultants to assist with wellness programs and health services.

58 **Medical Records**

- 59       • Medical treatment records shall be afforded protected status **in accordance with**  
60       **HIPAA regulations**. Records shall not be released without the written consent  
61       of the patient, with exceptions as prescribed by law.  
62       • Information concerning a patient shall be furnished in compliance with a court  
63       order or a lawfully issued subpoena. A reasonable effort shall be made to notify  
64       the patient in advance of compliance with a lawfully issued subpoena.  
65       • Medical treatment records shall be stored in compliance with state and federal  
66       guidelines.  
67       • All documented clinical encounters are stored in the form of an electronic medical  
68       records (EMR) chart or clinical/therapy note (in the cases of technical difficulties)  
69       and are retained for a period of seven years, per state law, then destroyed.  
70       Exception: EMR or nursing notes initiated when the student was a minor (under  
71       18 years of age) shall be retained for seven years after the minor student reaches  
72       18 years, then destroyed.

73 **Laboratory Tests**

74       Student Health Services may provide in-house laboratory testing and obtain  
75       laboratory specimens to be sent to private reference laboratories for specific testing,

76       when requested by the student or ordered by a licensed physician or nurse  
77       practitioner.

78       **Medication Dispensing**

79       Student Health Services may provide over-the-counter medications and prescription  
80       medications ordered by a licensed physician or nurse practitioner. The cost to  
81       students shall be based on the medications prescribed. A formulary of medications  
82       may be maintained, for provision to students.

83       **Student Health Fee Waiver**

84       Students enrolling in credit classes in the District are assessed a health fee which  
85       enables them to utilize the services provided by Student Health Services. As  
86       provided in Education Code, Section 76355, students who meet any of the following  
87       conditions may be exempted from paying the fee:

- 88       • are a part of an approved apprenticeship program;
- 89       • are dependent children or spouses of members of the California National  
90       Guard who were killed or permanently disabled while in the active service  
91       of the state; or
- 92       • active members, supported by written verification, of a religious  
93       organization that depends exclusively upon prayer for healing.

94       Office of Primary Responsibility: Vice President, Student Services

95       See also BP/AP 5030 titled Fees, BP 5200 titled Student Health Services, BP 5205 titled  
96       Student Insurance, and BP/AP titled 5210 Communicable Disease.

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**Date Approved:** May 21, 2007

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