

Policy Statement: Key Holds When Medical Records Are Incomplete

Completed Health Center records are due in July. Accurate and current Health Records enable the Health Center to provide appropriate medical care to students. Immunizations are required in order to protect the health of the community. Therefore, students who have not returned completed health records, including immunizations, will be denied their room key when they check-in during orientation. Ample time and reminders has been allowed for the completion of these records.

Students who may need last-minute immunizations must contact the Health Center to make appropriate arrangements. Limited immunizations are available through the Health Center for a fee, however a local physician appointment may be necessary to complete these forms at the student's expense. Students should contact the Health Center regarding any questions or concerns.

Procedures:

1. The Health Center will generate a list of students who have incomplete or missing health records.
2. The list will be delivered to Residence Life before orientation.
3. Students who are on the list will be referred by Residence Life to the Health Center before they can receive their key.
4. The Health Center will provide a clearance form for the student to return to Residence Life in order to secure their key.
5. Health Records that remain incomplete place the student in a "Health Hold" situation, barring registration from classes until this matter is completed.