

CLEMSON UNIVERSITY  
VICE PRESIDENT FOR STUDENT AFFAIRS  
DIRECTOR OF STUDENT HEALTH SERVICES

**HEALTH SERVICES**

**CU 09560 MEDICAL CASE FILES (students)**

Description: Document medical treatment and examinations provided to students who attend Clemson University. Information includes name of student, date, clinic record, type of physical complaint, physician's statement, diagnosis, laboratory sheets with test results and medical insurance data.

Retention: 10 years after graduation or withdrawal; destroy.

*Supersedes: CU-VPSA-SHS-4*

**CU 09561 MEDICAL CASE FILES (special groups and campers)**

Description: Document medical treatment and examinations provided to persons participating in special events and camps at Clemson University. Information includes name of participant, date, clinic record, type of physical complaint, physician's statement, diagnosis, laboratory sheets with test results and medical insurance data.

Retention: 10 years after last contact; destroy.

*Supersedes: CU-VPSA-SHS-4*

**CU 09562 X-RAYS AND REPORTS**

Description: Document x-rays performed for patients of the student health center. Information includes name of patient, date of x-ray, name of physician, x-ray and a report providing an interpretation of x-ray results.

Retention: 10 years; destroy.

*Supersedes: CU-VPSA-SHS-XR-2*

**CU 09563 WORK PLACE EXPOSURE FILES**

Description: Document the exposure of university employees to hazardous materials in the work place. Includes name of person, description of exposure or injury; date, time, location of incident or accident; identification of hazardous material or substance; injury report and other related information.

Retention: 30 years after termination of employment; destroy.

**CU 09564 FILM BADGE REPORTS**

Description: Records on a monthly basis the amount of radiation exposure received by x-ray technicians. Information includes film badge number, type, name of technician, Social Security number, radiation exposure measurement for current monitoring period, customer number, process number, date report printed, date film received, and other related information.

Retention: 30 years after termination of employment; destroy.

*Supersedes: CU-VPSA-SHS-XR-3*

**CU 09566 LOG BOOKS**

Description: Used to record the results of laboratory tests. Information includes laboratory analysis data for microbiology, pregnancy, body temperature, hematology, and urine; summary of log book entries and other related information.

Retention: 3 years; destroy.

*Supersedes: CU-VPSA-SHS-7*

**CU 09567 MEDICAL HISTORY FORMS (NON-ATTENDEES)**

Description: Document medical history forms completed by individuals who applied for admission to Clemson University but did not attend. Includes name, Social Security number, address, home telephone number, person to be notified in case of emergency, next of kin, personal and family medical data, notification of non-enrollment, and other related information.

Retention: 3 years after notification of non-enrollment; destroy.

*Supersedes: CU-VPSA-SHS-6*

**CU 09568 MONTHLY STATISTICAL REPORTS**

Description: Document analysis of statistics and other data concerning services and operations at the university's student health center. Information includes types of services provided, diagnostic data, types of procedures performed, and statistical and financial summaries.

Retention: 3 years; destroy.

**CU 09569 PRESCRIPTION FORMS AND NARCOTIC RECORDS**

Description: Document medicine and controlled substances prescribed by physicians and nurse practitioners and dispensed by the clinic pharmacy. Information includes name of patient, date, description of medication and dosage, special instructions, signature of physician to dispense as written or authorizing drug substitutes, and other related information.

Retention: 11 years; destroy.

*Supersedes: CU-VPSA-SHS-P-1; CU-VPSA-SHS-P-2*

*Revised 4/14/15*

**CU 09570 LOG BOOK OF X-RAYS**

Description: Used to record information concerning x-ray procedures. Includes name/type of patient, x-ray taken, and/or covered by workers' compensation provisions.

Retention: 2 years after academic year; destroy.

*Supersedes: CU-VPSA-SHS-XR-1*

**CU 10021 MEDICAL INSURANCE WAIVERS**

Description: Document insurance waivers for international students who carry health insurance unavailable through the university. Includes name of student/patient, Social Security number, amount of coverage, name of insurance company, repatriation data, student/patient's signature, and other related information.

Retention: 1 year; destroy.

**CU 10022 WORKERS' COMPENSATION INJURY REPORT**

Description: Document the recording and reporting of occupational injuries and illnesses. Information includes date and time of report; date of illness, time of injury, name of injured or sick person; indication of whether the injury or illness occurred during work time; status of injured or sick person (student, visitor, employee off duty/on duty, trades person); names of employer, supervisor or instructor; location at time of illness or injury; estimated disability and other related information.

Retention: 5 years; destroy.

*Supersedes: CU-VPSA-SHS-12*

**CU-VPSA-SHS-3 PATIENT CONTACT FORMS (registration forms)**

Description: This series documents the initial contact between the patient and the clinic. The forms are used mainly for statistical purposes and include such information as name, student number, mailing address, local telephone, date, time of arrival, sex, class, reason for visit, whether first visit or not, patient temperature, blood pressure, pulse, and initials of nurse or medical doctor.

Retention: Break file at the end of each academic semester. Retain for one additional semester; destroy.

**CU-VPSA-SHS-XR-4 LABORATORY RECORDS (carbon copies)**

Description: This series consists of carbon copies of laboratory records showing tests performed by the laboratory for individual students. The original copy is placed in the patient's medical case file. Included in this series are the laboratory slips for bacterial susceptibility, urinalysis, blood (morphology), and miscellaneous tests.

Retention: 3 years; destroy