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Medical Records

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|--------------|---|
| Location | Student Health Center Annex , Room 148 or 149 |
| Hours | Monday – Friday 8 a.m. – 5:30 p.m. |
| Phone Number | 336-334-7880 |
| Fax | 336-256-2613 |

What You Need to Know:

- Medical records are confidential.
- NC A&T SU adheres to Federal and State laws which protect the confidentiality of your medical care.
- Student medical records are governed by HIPAA / FERPA guidelines and released to parents / guardians only if you are under 18 or if you given written consent.
- Non-student medical records are governed by HIPAA laws.
- Your Protected Health Information (PHI) will be released to the party you designate upon receipt of your written authorization.
- All records are retained for 10 years.
- **Mail forms by May 1st for students entering in the Fall Semester**
- **Mail forms by December 1st for students entering in the Spring Semester /Summer Session.**

How to Obtain Your Records

The Student Health Center keeps all health records, including vaccination records for a period of 8 years after you graduate or leave the University.

To obtain a copy of your health records you must submit a written request and pay \$25.00 for the entire record.

To obtain a copy of your immunizations health records you must submit a written request and pay \$5.00 for a copy or fax.

To allow your parents or guardians access to your medical records or have them sent to a third party,

- Click on the [Immunizations Forms Page](#).
- Download the "Authorization to Release Protected Health Information" form.
- Indicate to whom you are authorizing release of your medical record.
- If you need immunization records ONLY, indicate this on the form.
- Bring the authorization form to the Medical Records department or
- Fax the authorization form to 336-256-2613 please allow 24-48 hours to process the request.

Mail the authorization forms to:

NC A&T SU
1601 E. Market Street

HOURS

Monday - Friday
8:00 a.m. - 9pm

Closed ~ Saturday ~ Sunday
~ Holidays

[Clinic Operations](#)

Sebastian Health Center
Attn: Medical Records
Greensboro, NC 27411

Immunization Requirements

[North Carolina Immunization Requirements](#)

[Immunization Information for All New/Transfer Students](#)

[Graduate School Immunization Requirements](#)

Terms to Know

Authorization-- your signature and pertinent information on the form NC A&T SU requires for release of your medical information, whether to yourself or to a third party. May be downloaded from SHS' Web site and faxed, mailed or delivered in person.

FERPA-- The Family Educational Rights and Privacy Act; applies to any student who is or has been in attendance at NC A&T SU.

HIPAA-- Health Insurance Portability and Accountability Act signed into law in 1996; protects patient's rights regarding personal health information (PHI).
Medical record—a legal document; a record of your visit to a health care provider which serves to document services related to your health care, treatment, payment for services

PHI (protected health information)--generally, "any individually identifiable information, oral or recorded in any form or medium that is created by a health care provider, health plan, public health authority, employer, life insurer, school university, or health care clearinghouse" and "relates to the past, present or future payment for the provision of health care to an individual"

Provider-- clinical staff including board-certified physicians and physician extenders such as licensed nurse practitioners and physician assistants.

For More Information or to Report a Problem:

- Students and non-student patients may contact the Sebastian Health Center Privacy Officer Mrs. Bettye Young-Stewart at 336-334-7880.
- Student patients may use the Student Grievance Procedure for matters relating to our medical records. If the matter is not resolved, you may also file a complaint with Family Compliance Office, US Dept. of Education.
- Non--student patients may file complaints in writing regarding privacy rights violations.

NC A&T SU
Sebastian Health Center
Mrs. Bettye Young-Stewart
1601 East Market St.
Greensboro, NC 27411

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