

<b>MANUAL:</b> School of Health Sciences	<b>FOLDER:</b>
<b>TITLE:</b> Reading Hospital School of Health Sciences Policy 320: Student Health Services	<b>POLICY OWNER:</b> Medical Director; Occupational Health Services; Employee Health Manager
<b>POLICY ADMINISTRATOR:</b> Director of Occupational Health	<b>COMPLIANCE REVIEW:</b>
<b>ORIGINAL DATE:</b> August 1, 2007	<b>REVISION DATE(S):</b> March 31, 2008 August 1, 2008 August 20, 2009 December 4, 2009 January 19, 2010 October 25, 2015 November 5, 2019
<b>KEYWORDS:</b> School of Health Science, Immunity, Health Care	

**SCOPE:**

Applies only to students of the Reading Hospital School of Health Sciences (RHSHS).

**PURPOSE:**

To set forth the process for provision of health services for RHSHS.

**POLICY:**

This policy describes provision of student health services for professional schools based at Reading Hospital. The Manager of Employee Health for the Hospital coordinates student health services in collaboration with Occupational Health Services (OHS). The goal of health services for students is to maximize attendance, facilitate accommodations for impairment, and encourage good self-care and health habits for future healthcare professionals.

**DEFINITIONS:**

Personal Health Insurance Plan- refers to the individual health insurance plan purchased by the student. Every RHSHS student is always required to maintain a personal health insurance plan.

Student Accident-Only Plan – refers to a supplemental insurance plan required of students in specific programs. This supplemental plan is purchased through the per-semester student health fee. Coverage provided by the Student Accident-only Plan is described in a policy document provided by the insurance company (see example at the end of this policy).

**PROCEDURE:**

1. **Health Care Options**

- a. Students are encouraged to first seek preventive or episodic care from their personal care provider.
- b. For episodic personal health problems that arise during regular business hours, all students may call **484-628-8499** Monday through Friday 0800 to 1600 for an appointment with an OHS provider.
- c. In consideration of the payment of the Student Health Fee, there is no charge for these provider visits, even if the student is also an employee of the Hospital.
- d. Medications, imaging studies, or other diagnostic tests related to health problems will be billed to the student's healthcare insurance and payment of charges is the responsibility of the student
- e. Students with chronic or ongoing medical issues will be asked to use their healthcare insurance to establish a relationship with a primary care or specialty provider in the community.
- f. Location of Occupational Health Services

Occupational Health Services  
 Doctors' Office Building (DOB)  
 301 S. 7<sup>th</sup> Avenue, Suite 225  
 West Reading, PA 19611  
 484-628-8499 or 8437

Occupational Health Services  
 Reading Hospital at Muhlenberg  
 1000 Tuckerton Court  
 Reading, PA 19605  
 484-628-4000

## 2. **Urgent Care Services**

Students with urgent medical problems that occur after regular OHS business hours may also utilize the services of:

### **Urgent Care - Tower Health Medical Group**

2101 State Hill Road  
 Suite #5  
 Wyomissing, PA 19610  
 610-898-2490

Urgent Care visit fees and any medications or diagnostic testing will be charged to the student's healthcare insurance and payment of charges is the responsibility of the student.

## 3. **Emergency Care Services**

Students should go to the Reading Hospital Emergency Department (ED) for health emergencies which occur while on campus. The ED visit will be charged to the student's personal health insurance plan and payment of ED charges is the responsibility of the student.

Onsite injuries will be charged to the student's personal health insurance (primary) and then to accident-only policy (secondary only for those students who pay the per-semester student health fee).

#### 4. **Medications**

Any medications prescribed for personal healthcare problems are billed at the student's expense. Bills for prescription medicines should be submitted to the student's personal health insurance plan.

#### 5. **Preventive Health Care**

After acceptance into the program, the confirmed applicant is required to provide documentation verifying completion of the following items at the applicant's own expense. RSHS/SCLS forms will be provided by OHS. The information is due within 14 weeks after the date of the official letter of acceptance from the School.

- a. A medical history reviewed and signed by the his/her personal healthcare provider
- b. A physical examination by his/her personal healthcare provider. An exam completed within the calendar year prior to the first day of school is acceptable.
- c. Completed immunity record (see below) with valid dates and attachments
- d. A completed Emergency Contact and Insurance Information Sheet
- e. A copy of the student's current valid Insurance Card (See Financial Responsibilities, below)
- f. A urine drug screen (UDS) performed at Occupational Health Services, 301 South 7<sup>th</sup> Avenue, DOB Suite 225, West Reading, PA 19611 within 14 weeks after the date of the acceptance letter, AND prior to the first day of school.
- g. If the student has a known history of positive TST, an appointment is to be made with OHS physician post-entrance to school.

#### 6. **Vaccines and Immunity Requirements**

Immunity against infectious disease is the foundation of patient and personal safety for any prospective healthcare worker. Immunizations or presence of antibodies against certain preventable diseases listed below are required. These post-acceptance requirements are mandatory for all students. Qualitative (positive or negative) results are sufficient for antibody tests.

The student is responsible for charges for vaccines or antibody tests deemed necessary by OHS.

The following immunization information is required:

- a. Varicella - dates of two doses of varicella vaccine, or a positive varicella antibody test, or documentation signed by a physician of a case of shingles. If the antibody test is negative, the two-dose varicella series must be obtained. If age-appropriate, a dose of zoster vaccine can substitute for one dose of varicella vaccine.
- b. IGRA – blood test or interferon-gamma release assay (IGRA) that can measure a person’s immune reactivity and aid in diagnosing Mycobacterium tuberculosis infection.
- c. Tetanus/diphtheria/acellular pertussis (Tdap) - Date of one dose of tetanus/diphtheria/acellular pertussis vaccine. Td or DTAP is not sufficient.
- d. Measles, Mumps, Rubella - Dates of two-dose MMR vaccine series, or documentation of positive antibody tests for all three diseases. If a student is unsure of dates, antibody tests for measles, mumps, and rubella must be done to insure immunity; if any of the three antibody tests are negative, the MMR series must be obtained.
- e. Hepatitis B - Dates of three-dose Hepatitis B series and positive antiHBS  $\geq 10$ mcu/ml. One of the three immunizations in the series must be given prior to the first day of school.  
Meningococcal Meningitis - Date of vaccine (Menactra) - All dormitory students must have received the vaccine or sign a declination.

All students are required to get an annual seasonal influenza vaccination, which is provided free of charge during the fall campaign and in EHS clinic Monday through Friday 7:15 am to 4:30 pm during the season.

Students are required to receive all vaccines deemed mandatory by OHS for patient safety.

## 7. Returning to school after an absence/leave

- a. If a student is on an absence/leave of absence for any reason and is not on campus for greater than 3 months (90 days), the student is required to have a urine drug screen at their own cost prior to returning to classes and clinical.
- b. If a student is on an absence/leave of absence due to a medical reason and is not on campus for greater than 3 months (90 days) the student is required to provide a Doctor’s note to the Occupational Health Services releasing her/him to full duty without restrictions.
- c. If a student withdraws from the program and later seeks readmission, and it has been greater than one year (365 days) since the last date of attendance to the time of reapplication to the school, the student will be required to complete the full onboarding process as a new student.

## 8. Hospitalization

Hospitalization for personal illness or injury is charged to the student’s personal healthcare insurance and remains the financial responsibility of the student.

**9. Injuries and Exposures during school-related activities**

Whenever possible, students should immediately call OHS to triage the injury/exposure (484-628-8499 Monday through Friday 0800 to 1600). Report for services to DOB Suite 225 immediately following an injury or exposure unless directed otherwise by OHS, or if outside of OHS business hours. Exception: Injuries occurring with potential of immediate serious or life-threatening consequences should be treated in the Emergency Department regardless of time of day.

- a. The student must be seen in OHS during regular business hours. After hours, students should report to TH Berkshire Heights Urgent Care or the Emergency Department based on need.
- b. The student is responsible for filing an Employee Incident/Injury Report in RL Solutions.
- c. Follow-up for all such incidents is provided by OHS and will be billed to personal healthcare insurance

The following examples are provided to assist the student understand how to best manage injuries or exposures occurring as part of class or clinical activities. The list is not intended to cover all possible scenarios but is offered as the suggested course of action in a variety of situations.	
Case Example	Suggested Action
Injury occurs with potential of immediate serious or life-threatening consequences regardless of time of day.	Student should be transported safely and immediately to the Emergency Department.
Non-life-threatening injury (Fall, sprain, etc.) occurs during OHS office hours (typically Monday through Friday 0800 to 1600)	Call OHS 484-628-8499 for appointment and triage assistance.
Blood or Body Fluid Exposure occurring during OHS office hours (typically Monday through Friday 0800 to 1600)	Call OHS 484-628-8499 for urgent appointment, then send student to OHS (unless directed otherwise by OHS).
Non-life-threatening illness, injury, or exposure occurring outside of OHS office hours.	Student should report to Berkshire Heights Urgent Care if they are open, otherwise should report to ED

If an injury or exposure (e.g. strain or sprain, fall, bloodborne pathogen exposure) occurs during the student’s participation in clinical, classroom or other school-related activities, students are to utilize personal healthcare insurance.

**10. Procedure for Reporting Communicable Diseases**

Reading Hospital tracks the occurrence of communicable diseases occurring in students and employees. Students having symptoms of the following communicable diseases should notify OHS at 484-628-8499:

1. C. difficile
2. Conjunctivitis (“pink eye”)
3. Herpes Simplex (cold sores, whitlow)
4. Influenza, positive test
5. Influenza-like illness (ILI)
6. Measles
7. Meningococcal disease (e.g. bacterial meningitis)
8. MRSA
9. Mumps
10. Norovirus/acute vomiting and/or diarrhea
11. Pertussis (whooping cough)
12. Rubella (German measles)
13. Scabies and Lice
14. Staph Aureus (other than MRSA)
15. Strep, Group A (Strep throat, impetigo)
16. Tuberculosis
17. Varicella/Zoster (chickenpox, shingles)

The student is referred to policy/procedures on the intranet at Policy Manager/Employee Health Manual/EHS Infectious Disease Surveillance, for more details.

### **Education regarding communicable diseases:**

1. During orientation, all students will receive education regarding the OSHA Bloodborne Pathogen Standard.
2. During the curriculum, RSHS will provide students with information about controlling infectious diseases to enhance the safety of both student and patients.

### **Exposure to an infectious or communicable disease**

If during clinical activities, the student is exposed to an infectious or communicable disease, the student is required to

1. Notify the Clinical Coordinator (faculty) immediately.
2. Determine the appropriate action in consultation with Occupational Health Services.

## **11. Financial Responsibilities**

- a. All students are required to maintain accidental health insurance coverage charged as a portion of Student Health Fees. A photocopy of both sides of the student's current personal insurance card must be on file in the EHS and provided to EHS on an annual basis.
- b. The student is responsible for notifying the School should any changes occur in either the Emergency Contact or Health Insurance Coverage information.
- c. If medical expenses are not covered by healthcare insurance, or if the student fails to maintain healthcare insurance while enrolled, adult students 18 and older, or parents/guardians of minor students 17 years and under, remain financially responsible for costs relative to:
  - immunizations
  - prescription drugs
  - laboratory studies and imaging studies
  - surgery for cosmetic purposes or plastic reconstruction
  - eye care
  - dental care
  - equipment and appliances for chronic conditions
  - contraceptives
  - Urine Drug Screen (UDS)
  - All billable services provided to the student

## **12. Mental and Behavioral Health Services**

A student requiring psychological treatment will be referred to the Quest Employee Assistance Program. Students are entitled to three free sessions. This arrangement may be initiated by OHS, school faculty, or by the student independently. Additional services are at the expense of the student and must be submitted to the student's private health insurance.

## **13. Gynecologic Clinic**

The student should make every effort to obtain routine gynecologic services from her own personal healthcare provider. However, for urgent gynecologic treatment contact Women's Health Center. There is a charge for the all services including the examination, Pap smear, any medications or other procedures. All charges will be billed to the student and/or her insurance company.

#### **14. Health Records**

Student health records are stored in Employee Health Services. EHS maintains health records for each student. Student health records will be released to appropriate individuals only upon written authorization by the student or graduate students. Students are encouraged to retain copies of the pre-matriculation health assessment, including immunization records, for their own future reference.

Students over the age of 18 are legal adults, with all the privacy rights and privileges of any adult patient. In addition, post-secondary student health information and records are protected by federal regulations requiring confidentiality of the information. Thus, the student is responsible for discussing with her/his parents, guardians, or significant others the details of any health screenings, immunizations, or treatment and the associated fees.

#### **15. Compliance**

Failure to comply with above requirements may result in dismissal from clinical experiences until requirements are fulfilled. Clinical absence due to non-compliance places the student at risk for inability to meet course objectives and can result in course failure.

Failure to resolve charges billed to the student for health-related matters may result in withholding of grades and/or candidacy for graduation.

#### **16. Changes in Health Care Policy**

Changes in healthcare requirements may occur at any time based upon changes in the healthcare environment of our community, new regulations, or needs of the organization. Therefore, OHS reserves the authority to revise this policy at any time and will communicate said changes to the administration of the schools.

#### **EDUCATION AND TRAINING:**

##### **REFERENCES:**

Infection Control in Healthcare Personnel: Infrastructure and Routine Practices for Occupational Infection Prevention and Control Services  
Centers for Disease Control and Prevention National Center for Emerging and Zoonotic Infectious Diseases Division of Healthcare Quality Promotion  
Updated: October 25, 2019 Guideline for Infection Control in Healthcare Personnel 1998:  
<https://www.cdc.gov/infectioncontrol/pdf/guidelines/infection-control-HCP-H.pdf>

#### **COMMITTEE/COUNCIL APPROVALS:**

**CANCELLATION:**

This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.