MEMO

To: Parents and Students  
From: Sondra Stipcak, BSN, RN, Director Health Services  
   Townsend Velkoff, MS, Director, Counseling Services  
RE: Comprehensive Student Health Record

Welcome to Lycoming College. We hope your years at Lycoming are healthy ones! Enclosed you will find the Comprehensive Student Health Record. This form contains requests for both mandatory and voluntary information. The information provided serves both as a historical health record and notice of pre-existing conditions. Such notice can assist us in notifying you of the services available to you as it relates to your health at Lycoming College.

Student Health Services is open during the academic year Monday through Friday 8:00 am to 4:30 pm and is located in the lower level of Rich Hall. Further information regarding services is available on our website at www.lycoming.edu/healthservices. Counseling Services is open Monday through Friday 8:00 am to 4:30 pm and is located on the third floor of the Wertz Building. The Counseling Center provides crisis intervention, short-term counseling, and referral assistance for all students. Additional information is available on the Counseling website at www.lycoming.edu/counseling.

The enclosed forms are requesting essential information that will enable the College’s health providers to deliver the best possible care and assistance to you while at Lycoming College. **Students will not be able to complete the check-in process without submitting a signed Comprehensive Student Health Record.**

Information requested for the Comprehensive Student Health Record is essential for the appropriate treatment of acute conditions, to ensure continuity of care for chronic conditions and to comply with statutes concerning student immunizations. All information contained in the Comprehensive Student Health Record is considered confidential and is not shared with other campus departments without student permission or, in cases in which student welfare is in jeopardy.

Complete each section of the Comprehensive Student Health Record as accurately and thoroughly as possible. The information requested for the Mental Health History is voluntary. In order for the form to be considered complete, the student’s signature must appear on page 2.

Please pay particular attention to several sections:

**Immunizations:** All spaces in the immunization portion must be filled in, blank spaces indicate incomplete vaccinations. Family physicians, as well as high school records and baby books, are good places to check for dates of past immunizations. If a student is unable to obtain immunization records, serological titers (blood work) may be sent as proof of vaccinations. Health Services also provides immunizations at cost.

**Health History:** Please note any student with a history of asthma and a current prescription inhaler must have a completed Asthma Action Plan. This form can be accessed at www.lycoming.edu/healthservices. Additionally, all diabetic students should review the College’s Sharps Disposal Policy which can be accessed at www.lycoming.edu/healthservices.

**Mental Health History:** Mental health issues can influence adjustment to and academic success in college. This voluntary section is designed to inform Health Services and Counseling Services of both prior or existing mental health issues and treatment.

If you have any questions or concerns, please feel free to contact Student Health Services at 570.321.4052 or Counseling Services at 570.321.4258. Thank you for your cooperation. Again, please note the Comprehensive Student Health Record is considered complete only with the student signature on the bottom of page 2.
COMPREHENSIVE STUDENT HEALTH RECORD

In order to provide you with the best possible health care while you are a student at Lycoming College, you are required to complete this form prior to arriving on campus to matriculate. You will not be able to complete the check-in process without a complete health record. The Health History is essential for appropriate treatment of acute conditions, to insure continuity of care for chronic conditions, and to comply with statutes concerning student immunizations. All information obtained is regarded as confidential and will be shared with other College personnel only on a need-to-know basis.

Answer all questions. Complete the Medical and Mental Health Forms. Mail all pages to Lycoming College Student Health Services, 700 College Place, Williamsport, Pa. 17701-5192 before July 1 for the Fall semester and January 2 for Spring semester.

Biographical Data (to be completed by student)

Last Name ______________________________________   First_________________________   Middle ______     M/F_____
Street Address_____________________________________ _________________________________________________________
City________________________________________   State___________     ZIP__________      Date of Birth__________________
Place of Birth_____________________________________ __________________     Social Security#________________________
Home telephone (          )________________________ ________________     Student’s Cell (        )________________________
Citizenship________________________________             Anticipated year of graduation from Lycoming College________

Emergency Notification (usually parent(s), guardian or spouse)

Name_______________________________________________ ________     Relationship__________________________ ___
Home telephone (        )__________________________ ______________      Cell (        )________________ _______________
Business phone (        )__________________________ ______________

Insurance Information
Please attach to this health record a copy (front and back) of your insurance card. Failure to submit insurance information will result in hospital and/or laboratory charges being billed directly to parents/students.

Consent for Treatment
I hereby grant permission to the nursing and physician staff of Lycoming College Health Services to render any treatment necessary.

Student Signature (required)   Date  Parent/guardian signature ONLY if student is under 18

Authorization To Release Medical Information
I hereby authorize Lycoming College Health Services to release medical information to any licensed physician, hospital, clinic, or other medical personnel for the purpose of diagnosis and treatment. I understand that information will be released only in the event of an emergency or continuation of care. A photocopy of this authorization shall be considered as effective and valid as the original. It shall remain in effect while enrolled at Lycoming College or written withdrawal of consent is received in the Health Services office.

Student Signature (required)   Date  Parent/guardian signature ONLY if student is under 18
## PHYSICAL EXAMINATION

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Pulse</th>
<th>Blood Pressure</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
</table>

Do abnormalities appear in the following systems:

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
<th>IF YES, PLEASE EXPLAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>Head, Ears, Nose and Throat</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Respiratory</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Cardiovascular</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Gastrointestinal</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Eyes</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Genitourinary</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Musculoskeletal</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Metabolic/Endocrine</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Neuropsychiatry</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Skin</td>
</tr>
</tbody>
</table>

**Medication Allergies:**

- □ Asthma with prescription inhaler (Asthma Action Plan Required). Available at [www.lycoming.edu/healthservices](http://www.lycoming.edu/healthservices)
- □ Asthma (a past history of asthma with no current medications)
- □ Diabetes

Is this student under treatment for any physical conditions __________________________________________________________

Specific recommendations for care of this student ______________________________________________________

### TB Risk Assessment

(To be completed by Health Care Provider)

1. Does the patient have signs or symptoms of active TB? 
   - Yes □ No □
2. Has the patient had close contact with anyone with infectious TB? 
   - Yes □ No □
3. Has the patient had contact with anyone recently in jail, has HIV infection or uses IV drugs? 
   - Yes □ No □
4. Has the patient resided in, been an employee of, or volunteered in a high risk congregate setting (prison, nursing home, hospital, homeless shelter, etc.) 
   - Yes □ No □
5. Does the patient have high risk clinical condition (diabetes, HIV infection, silicosis, chronic renal failure, low body weight (10% or more below ideal weight) 
   - Yes □ No □
6. Is the patient foreign born? 
   - Yes □ No □
7. Has the patient traveled outside the U.S. or Canada? 
   - Yes □ No □
7(a) If yes, name of country __________________________
8. Other indications? 
   - Yes □ No □
9. Has the patient ever had a positive TB skin test? 
   - Yes □ No □
   - If yes: When __________________ Date and result of chest x-ray ___________________________

Treatment plan___________________________________________________________

A “yes” response to any of the above questions except #9 requires a TB skin test (PPD mantoux only)

- Date test placed_________ Date read_________ Result in mm__________ (Read in 48-72 hours)

### A chest x-ray with physician treatment plan is required for positive results.

Date of examination_________ Printed Name of Physician____________________________

Signature of Physician____________________________ Street Address__________________________

City________________________ State________ Zip ____________ Phone (__________)

(DATES REQUIRED – SEE THE BACK OF THIS PAGE) 3 (IMPORTANT – SPECIAL ATTENTION)
IMMUNIZATION RECORD

Please do not simply attach a copy of the immunization record. Please fill in all dates below. Thank you!

All listed immunizations are required. Failure to maintain up-to-date immunizations will prevent students from attending classes.

(a) MMR#1_______ #2_______ or (M)easles#1_______ (M)easles#2_______
(b) (M)umps _______ (M)umps _______
(c) (R)ubella _______ (R)ubella _______
(d) Tetanus _______ Or (Tdap) _______ Tetanus/Diphtheria/Pertussis (within the last 10 years)
(e) Polio ____________________________________________________________
(f) Hepatitis B #1_________ #2_________ #3_________
(g) Varicella (chicken pox) vaccine #1_________ #2_________
or approximate year in school or age of disease _______
(h) Menactra vaccine ________________ or Menomune ________________

Printed Name of Physician______________________________________________
Signature of Physician__________________________________________________
**MENTAL HEALTH HISTORY**

If you do not have a mental health history, leave this section blank and sign at the bottom of this page.

All information disclosed in this section will be kept confidential and shared with appropriate College personnel on a need-to-know basis.

<table>
<thead>
<tr>
<th>Have you had or experienced any of the following during high school</th>
<th>Yes</th>
<th>No</th>
<th>(If yes, explain, add pages if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Depression</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>2. Anxiety</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>3. Self-harming behavior(s) such as cutting</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>4. Disordered eating</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>5. Bipolar disorder</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>6. Obsessive-compulsive disorder</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>7. Anger management issues</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>8. Attention Problems (ADD, AD/HD)</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>9. Alcohol or substance abuse or dependence</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>10. Other (please specify)</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>11. Are you now taking medication for any of the above? (Specify medications)</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>12. Do you intend to continue taking medication during college?</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>13. Have you been hospitalized for a psychiatric disorder?</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>If yes, when</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>14. Are you currently participating in outpatient psychotherapy?</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>15. Do you intend to continue meeting with your at-home therapist while attending college?</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>16. Are you interested in meeting with someone from Counseling Services?</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>17. Do you want help finding off-campus psychological or psychiatric services?</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

I have read and completed all aspects of the Comprehensive Health Record and provided accurate information about my medical and mental health history.

______________________________________________  ______________________________
Name                                             Date
The checklist below is designed to assist parents and students in ensuring all portions of the Comprehensive Student Health Record are completed. Students with incomplete health records will not be able to access their class schedules or obtain books from the bookstore.

☐ I have completed all four pages of the comprehensive student health record

☐ I have signed in two places on page #1 and at the bottom of page #2

☐ I have enclosed a copy (front and back) of my insurance card

☐ I have taken the yellow sheet (front and back) to my physician and he/she has done the following:
  ☐ Completed a physical exam
  ☐ Completed the TB Risk Assessment and had a PPD placed and read if I answered “yes” to any of the risk assessment question.
  ☐ Completed an Asthma Action Plan if I have a prescription inhaler
  ☐ Filled in dates for ALL REQUIRED vaccinations – 2 MMR’s, a tetanus within the last ten years, meningitis (Menactra or Menomune)), 2 doses of chicken pox vaccine, and 3 doses of Hepatitis B

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Immunization Reservation Form

Return lower portion only if ordering vaccine
Lycoming College Student Health Services
700 College Place
Williamsport, Pa. 17701-5192

Students are highly encouraged to be vaccinated prior to coming to campus. Students who are unable to get a particular immunization through their family doctors are welcome to receive vaccinations at the Health Center for a fee. However, be advised since all immunizations must be completed prior to the start of classes, students receiving vaccinations on “Check-in day” will be delayed in the move-in process. So we are able to have adequate supplies of vaccine please return this form to the Health Center no later than July 1.

Immunizations:

<table>
<thead>
<tr>
<th></th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>$65.00</td>
</tr>
<tr>
<td>MMR</td>
<td>$40.00</td>
</tr>
<tr>
<td>TB Skin Test</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>$35.00 each dose</td>
</tr>
<tr>
<td>Meningitis</td>
<td>$90.00</td>
</tr>
<tr>
<td>Tetanus</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Student name__________________________ Date____________________

Payment options on check-in day: cash, check, student ID. Receipts are available for those wishing to submit their own insurance claim forms.