

STUDENT INSTRUCTIONS FOR COMPLETING the NC PUBLIC SCHOOL HEALTH SCREENING CERTIFICATE at AppState Student Health Service

Students may complete the NC Health Examination Certificate at a medical practice of their choosing.

If a student plans on using the AppState Student Health Service (SHS) to meet their needs, they should do the following:

1. **Sign into the AppState MedPortal** (MedPortal.appstate.edu) using their AppState email username and password.
2. Click **“Forms,”** located at the top of the page.
3. Scroll to section **“2. Do Not Fill Out Forms Below Unless Told to”**
4. **“TB (Tuberculosis) Risk Assessment:”** Select, complete and submit the form. Paying attention to these details.
 - a. **“Reason for completing form,”** choose the appropriate K-12 school answer
 - b. County the job or student teaching experience will be done. List this
 - c. **“Travel Question:”** include the information on where, when, and how long you traveled; if the travel was to a rural or tourist site; for vacation or mission work and if you stayed with a host family or hotel.
5. **“NC Public School Health Exam Pre-Screening:”** Select, complete and submit the form:
6. **Student should upload** a copy of their specific counties NCPS Health Examination Certificate into the MedPortal under Correspondence.
7. Student Health Nurses will communicate needs to complete the form via a MedPortal Message. Students may need a tuberculosis test, an immunization, or a clinician evaluation prior to SHS staff completing the form.
8. Students should check MedPortal messages for this communication. Please allow Student Health Nursing staff at least *2 weeks* to begin processing your needs.
9. When your **“Health Examination Certificate”** form is complete, our nursing staff will do one of the following.
 - a. send the completed form to the student via the MedPortal messages or
 - b. place the completed form at the registration area for student to pick up. We will communicate that to the individual student via a MedPortal message.

Appointments for Tb test, immunizations or clinical evaluations at Student Health Service can be scheduled at: 828-262-6577.

Tb Test:

- Cost at Student Health Service: \$12
- Two visits are needed. One for the test administration and 1 for the test interpretation.
- The two appointments should be separated by 48 -72 hours.

Immunizations:

- Prices can be located on the Student Health Service website.
- Records of immunizations received after the NCPS Health Certificate has been completed, should be turned in to the county where student is practicing.

ADDITIONAL INFORMATION:

- All students who come to clinic must complete the Pre-Visit Covid-19 Screening form on the MedPortal.
 - Bring their AppState Student ID card to your appointment for check in.
 - Wear your well fitted mask to clinic and practice social distancing.
- Student Health Service charges fees when a student fails to arrive for scheduled appointments.
- Note: Student Health Service nursing staff needs at least a week after completing all discussed needs to return the completed **“NC Health Examination Certificate”** back to the student via a MedPortal message.
- The Department of Education will let students know the deadline for turning in the **“NC Health Examination Certificate.”** Students should plan their schedule to allot enough time to meet any form submission deadlines
- Students should deliver or upload completed forms to the College of Education or Employer as directed.