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 theAppState 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.