Compliance Requirements for HHS Majors

For Compliance questions, contact Ashley Lewis
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Requirements

- Full Background Check
- 10 Panel Drug Screening
- Clinical Requirements:
  - Health Insurance (annual)
  - Influenza Shot (annual)
  - Compliance Form (annual)
  - Commitment to Behavioral Standard in Patient Care
  - Tuberculosis Two-Step Skin Test
    - An annual one-step skin test is required after the initial two-step test
Due Dates

- The full background check and drug screening are due **BY THE FIRST DAY OF CLASS.**

- The clinical requirements are due **December 1st, 2016.**

- It is highly recommended that you do not wait until close to the deadline to complete these requirements. Get them done as early as possible in case problems arise!
How to get started:
Create an account on Castle Branch

https://uky-health.castlebranch.com/UK33
Go to https://uky-health.castelebranch.com/UK3

Select “College of Health Sciences”

Select your major (Human Health Sciences)

Select “I need to order my initial Background Check, Drug Test, and Medical Document Manager

You will then be directed to review your order, and then enter your personal details

The cost is $95
Your background check will begin immediately upon purchasing.

Instructions for your Drug Screening will be provided within your Castle Branch “To Do List” within three business days. You will be able to download the registration form and locate a LabCorp near you to process the specimen. It is your responsibility to make sure that you allow enough time for us to receive the result prior to the start of the semester.
Clinical Requirements
Health Insurance

- You must provide a copy of your current health insurance card or proof of coverage.
Influenza Vaccination

❖ You will need to get a flu shot for the current flu season.
❖ This requirement has a different deadline than the others. You must complete this by November 1st, 2016.
❖ Note that this document will look a little different depending on where you get your flu shot.
You must take ALL your immunization records (TB, Hepatitis B, MMR, Varicella, and Tdap) to University Health Services and get the one-page Compliance Form, which looks like this.

Appointments may be made by calling 859-323-2778.

Alternatively, you can email your immunization records to uhsnurse@uky.edu in order to receive your compliance form. Put “Human Health Sciences First Year Compliance Form” in the subject line.

More information about immunizations can be found here.
Tuberculosis Test

- You must obtain a TWO-step TB test. Each year you will have to renew it with a one-step TB test.

- For this requirement: **UPLOAD YOUR COMPLIANCE FORM AGAIN**. It needs to show your name and the word “compliant” next to “TB Screen.”
Commitment to Behavioral Standard in Patient Care

- In Castle Branch, there is a link to this document. Follow this link or click here to go to the document.
- You will need to print, read, and sign this document. Then, scan it and upload it for this requirement.
Important Notes

- **Pay attention to due dates!** If you do not complete the requirements in time, a hold could be placed on your UK account.

- If Castle Branch rejects one of your submissions, **promptly** address this. They will provide a reason for the rejection. If you still do not understand why a document is not being accepted, you can contact Ashley Lewis at alle226@uky.edu

- Occasionally, flu shots get rejected if the flu season is not explicitly stated on the document. It is preferable for the date to be written on the document prior to uploading, but this can be overridden by Ashley Lewis if necessary. CHECK FIRST to see if this is the reason a flu shot is rejected.

- Note that the flu shot has a different deadline than the other requirements and is due November 1st.