Compliance Requirements for HHS Majors

For Compliance questions, contact Allison Burton
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Requirements

- Full Background Check
- 10 Panel Drug Screening

Clinical Requirements:
- Health Insurance (annual)
- Influenza Shot (annual)
- Compliance Form
- 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** upon starting the program.

- The clinical requirements are due **at the end of your first semester in the program**.

- 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.castlebranch.com/UK3](https://uky-health.castlebranch.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
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.
- Note that this document will look a little different depending on where you get your flu shot.
You must turn in 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.

You can do this in-person or online.

Appointments may be made by calling 859-323-2778.
You can get your compliance form online by uploading your immunization records to your MyUK health portal.

Go to your MyUK and select “myInfo” and “Student Health.”

You can select “Upload” on the Medicat toolbar and upload your immunization records.

Once your immunization records are uploaded, you will need to email uhsnurse@uky.edu and alert them that the forms have been uploaded and that you need a compliance form.
There is a “Compliance Immunization Worksheet” that will help you prepare all your immunization records.

It can be found by selecting “forms” and then “Health Science Compliance Immunization Worksheet.”

THIS IS NOT YOUR COMPLIANCE FORM. IT IS JUST A TOOL TO HELP YOU PREPARE YOUR DOCUMENTATION.
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.

University of Kentucky
Chandler Medical Center

COMMITMENT TO BEHAVIORAL STANDARD IN PATIENT CARE

I hereby acknowledge that I have received a copy of the Behavioral Standards in Patient Care. I have been informed that the code of behavior described herein is the official behavior code for all employees, medical staff, faculty, students, and volunteers of University Hospital and the Ambulatory Care Program, and that the standards apply to all individuals who come into contact with patients or participate in activities associated with patient care.

I understand that as a participant in patient care services I shall be expected to maintain and uphold these specific standards and the intent of these standards in the performance of my duties and responsibilities.

Signature

Date

Name Printed

Social Security #

☐ Faculty ☐ Staff ☐ Student
☐ Volunteer/Auxillary

College/Division

Original – Department Personnel File
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 Allison Burton at arrich2@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 Allison Burton 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 1\textsuperscript{st}. 