Compliance Requirements for Clinical Leadership and Management Majors

For Compliance questions, contact Tammy Jo Edge
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Clinical 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 **September 7th, 2018**

- 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

- Step 1: Go to [https://uky-health.castlebranch.com/UK33](https://uky-health.castlebranch.com/UK33) (copy and paste link)
- Step 2: Select “Place Order”
- Step 3: Select Clinical Leadership and Management
- Step 4: Select “UK34 I need to order my initial Background Check, Drug Test, and Medical Document Manager”
- Step 5: Review and place your order
  - You will need your personal information including SSN for this portion
  - For designation: undergraduate
  - Degree/certification: BHS Clinical Leadership and Management
- **The cost is $100.00**
Background Check and Drug Screen

- 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.
- 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.**
- For issues processing a drug screen, please call CastleBranch directly at (888) 723-4263
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Health Insurance

- You must provide a copy of your current health insurance card or proof of coverage.
- If your last name is different than the name listed on the card, you will need a verification of coverage form to upload into CastleBranch.

Example of uploaded card
Influenza Vaccine

- You will need to get a flu shot FOR THE CURRENT FLU SEASON RUNNING SEPT 1 – MARCH 31.
  - If you receive a flu vaccine outside of this window, it will be rejected and you will need to get a second flu shot during the active flu season.
- Your documentation must show the current flu season.
- This requirement has a different deadline than the others. You must complete this by November 1st.
Compliance Form

- Required Vaccines:
  - TB
  - Hepatitis B
  - MMR
  - Varicella
  - Tdap
- Compliance forms are issued by University Health Services (UHS)
- Compliance forms can be issued via MyUK or through an administrative appointment at UHS
- Appointments may be made by calling 859-323-2778.
Compliance Form

- You can get your compliance form online by uploading your immunization records to your MyUK student 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.
Getting your Compliance Form

Compliance forms are issued by University Health Service (UHS) only after all requirements are satisfied. You should start gathering your vaccine documents now.

**Step 1:** Once you have all your immunization documents, log into the student portal in MyUK -> Student Info -> Student Health and complete the compliance prep worksheet. The worksheet (found under forms) is a tool created to assist you with identifying your status in the compliance process. It also notifies staff to begin working on your compliance form.

**Step 2:** Upload your vaccine/TB records into the student portal

**Step 3:** Monitor your uky email for communication from the nurses concerning compliance issues. A nurse will email you only if there are missing requirements or other problems with your documentation. Once all requirements are met, your compliance form will be sent to the student portal. You may receive an “automatic courtesy” email notifying you that your compliance form is now available.

**Step 4:** Login to the student portal and click on messages to find and print your compliance form. Please make it a pdf.

**Step 5:** You are now ready to upload your form. Please upload this form to CastleBranch in both the Compliance Form and TB portals.
New College of Health Sciences students are required to complete an initial two-step TB skin test or equivalent (IGRA).

TB skin tests can be completed at University Health Services. If you have had a TB test within the last year, please bring a copy of the results with you to your appointment.

TB tests do not have to be completed at UHS, but all documentation must be uploaded to the Student Health Portal for the compliance form.

For this requirement: **UPLOAD YOUR COMPLIANCE FORM to the TB portal.**

The compliance form must show your name and the word “compliant” next to “TB Screen.”
Commitment to Behavioral Standard in Patient Care

- You will receive a copy of the Behavioral Standards in Patient Care at orientation.
- In CastleBranch, there is a link to this document.
- You will need to print, read, and sign this document.
- Scan the signed document or take a clear photo and upload it to CastleBranch.
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 Tammy Jo Edge at Tammy.Edge@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 Tammy Jo Edge 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.