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)
  - Commitment to Behavioral Standard in Patient Care
  - OLE Guide (annual)
  - HIPAA Education and Consent Form (annual)
  - Hepatitis B, MMR, Varicella and Tdap documentation
  - 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 June 1st before class registration and start of program.**

- The clinical requirements are due by **August 1st each year you are in the program.**

- Flu Immunization is due **November 1st each year.**

- 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

Please do NOT place your CastleBranch order until 4/1 or after!

• Step 1: Go to https://uky-health.castlebranch.com/UK33 (copy and paste this 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 $95.00
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 name is different than the name listed on the card, you will need to upload documentation confirming your coverage.
- Make sure that you upload a copy of the front AND back of the insurance 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.
Required Immunizations

- Required Vaccines: please obtain documentation from your healthcare provider.
  - TB
  - Hepatitis B
  - MMR
  - Varicella
  - Tdap
- Vaccines can be administered by University Health Services (UHS)
- Appointments may be made by calling 859-323-2778.
Tuberculosis Test

- **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.
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 physically sign this document.
- Scan the signed document or take a clear photo and upload it to CastleBranch (there are scanner apps you can download for free on your phone.)
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**.