CHS Compliance

Communication Sciences and Disorders Graduate Program

Incoming SUMMER Students

Action	What is Needed	Due Date
PURCHASE	☐ Castlebranch Account - $120.00 *(background check initiated with purchase)*	May 15
	☐ Professional Liability Insurance: $30-50/yr	June 1
SCHEDULE	☐ LabCorp – Urine Drug Test *(cost included in Castlebranch account)*	May 15
	☐ CPR Certification – BLS & First Aid	June 1
	☐ TB Testing (IGRA)	June 1
GATHER	☐ Vaccine Records - (MMR, Hep B, Varicella, Tdap) ☐ Flu Vaccine Record – current season ☐ Personal Health Insurance ID	June 1
TRAININGS	☐ Discrimination & Harassment ☐ HIPAA Certification	June 1
SIGN & ACKNOWLEDGE	☐ Commitment to Behavioral Standard in Patient Care (sign and upload) ☐ CSD Handbook Acknowledgement ☐ CSD Clinic Manual Acknowledgement ☐ CSD Dress Code Acknowledgement ☐ Bloodborne Pathogens Exposure Policy ☐ Personal Phone Usage Acknowledgement ☐ Orientation Guide (sign and upload)	June 1
	Please read the following slides CAREFULLY for full details on each requirement.	

Create a CastleBranch Account (MyCB)

- All students in the College of Health Sciences are required to have **full background checks** and ten-panel **drug screenings** before beginning a CHS program. The college works with a company called CastleBranch to meet these requirements.

- Students are also required to submit proof of **immunizations** and other **program-specific requirements.**

- Your MyCB account will house all clinical and programmatic requirements in one convenient location.

- It is the student's responsibility to upload documents in accordance with requirement details. The CHS Compliance Team monitors and reports overdue status to the department.
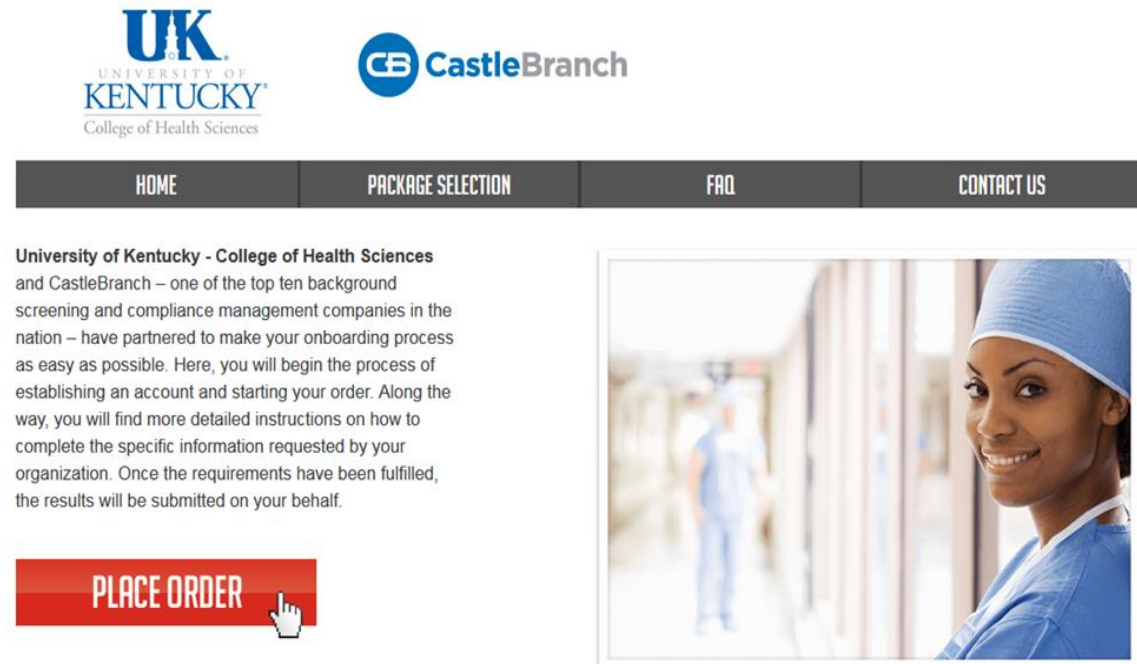
Creating your MyCB account: **NEW** CHS Students Only

Internal CHS student transfers *– please refer to the next slide instructions*

Step 1: Go to UK College of Health Sciences CastleBranch Portal

Step 2: Select PLACE ORDER

Step 3: Choose Communication Sciences and Disorders - Graduate

Step 4: Choose UK36: I need to order my initial Background Check, Drug Test, and Medical Document Manager.

Step 5: You will be prompted to create an account.

*Additional details you **MUST** include in your registration*

➤ ONLY use your **@uky.edu student email**

➤ Include your **UK Student ID**

Step 6: Review and place your order *(Package Cost $115.99, Service Fee $2.99)*

# Creating your MyCB account: *INTERNAL* CHS Student Transfers Only

- If you completed an undergraduate program in the College of Health Sciences at UK, please **email** CHS-Compliance at chs-compliance@uky.edu to request a transfer of your previous Castlebranch tracker to your new cohort.

- NOTE: Your current set of clinical documents will be transferred over to the new tracker.
  - All submitted documents can be found in your document library of MyCB. Any items that did NOT transfer should be manually uploaded to the new tracker.
  - Graduate programs have more requirements – you will see your new entries when you login to the new tracker.

Background Check and Drug Screen

✓Creating your MyCB account initiates your **background check**.

The Drug Screen order will be available within **3 business days of opening your account**

> ✓**Download** the drug screen registration form from the TO-DO LISTS

✉	MESSAGES **(0)**
🗒	TO-DO LISTS
📄	DOCUMENT CENTER ▾
💼	RESOURCE CENTER
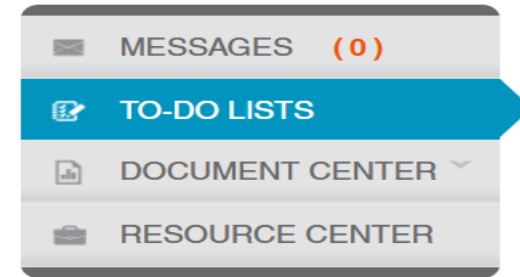
✓Schedule an appointment at a Labcorp Near You.* Labcorp is the ONLY CHS approved testing facility* **https://www.labcorp.com/labs-and-appointments**

> ✓ **Choose "Rapid Drug Test – Urine"** in the drop-down menu along with your zip code

Find a Lab Near You

Search to find a patient center lab close to you, view their hours and make an appointment. Be sure to bring the Labcorp test request form from your healthcare professional requesting the testing.

| ⬆ Locate Me | Enter address or zip code | Rapid Drug Test - U ▾ | Go |

*Not all locations offer all services. Note: Some centers offer COVID-19 PCR testing for those who are symptom-free and have not been exposed to COVID-19.

Labcorp will upload the results directly to your MyCB account (for **security purposes** student are not able to upload their own results)

It can take 3-5 days for the results to be posted.

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

Professional Liability Insurance

Students are responsible for obtaining their own liability insurance. Popular insurers include:

- [Proliability](#)

- [HPSO Student Liability](#)

The "**Per Incident**" amount should be at least **1 million** and the "**annual aggregate**" should be at least **3 million** *(2 million per incident and 4 million annual aggregate is also acceptable)*.

- Typically costs $30-$50 per year.

- Must be renewed annually.

- Upload your contract agreement to your MyCB account as a PDF format.

Basic Life Support (BLS) CPR Certification

American Heart Association – BLS for Healthcare Providers
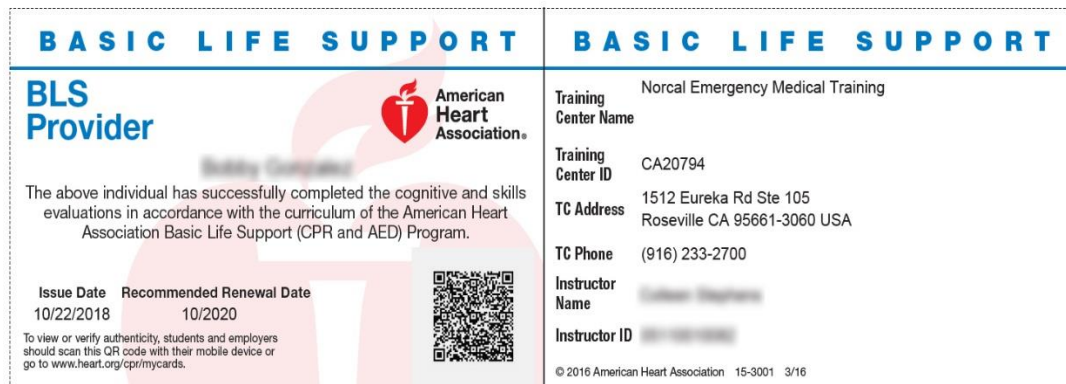
AHA Training Courses

A google search for AHA BLS for providers in your area will also show a listing of options.

The skills portion MUST be an in-person course (not online) to be accepted.

You will receive and ecard (see below) once course has been successfully completed. Upload this card to your MyCB account.

AHA or ARC are the **only** accepted BLS CPR courses accepted.

American Red Cross BLS/CPR

ARC BLS Training in Kentucky

A google search for AHA BLS for providers in your area will also show a listing of options.

The skills portion MUST be an in-person course (not online) to be accepted.

You will receive and ecard (see below) once course has been successfully completed. Upload this card to your MyCB account.

AHA or ARC are the **only** accepted BLS CPR courses accepted.

Tuberculosis (TB) Testing

Preferred method:

IGRA blood test

Upload your medical record with a <u>NEGATIVE</u> result to your MyCB account.

Results should include your **full name and DOB**

The TB blood test is becoming the preferred method for clinical TB testing. Your clinical sites may prefer this option.

It is the student's responsibility to ensure coverage for this procedure. Check with your health insurance to confirm this is a covered benefit.

Alternate method:

Two-step-TB Skin Test (TST)

- Requires 2 full testing procedures – resulting in 2 negative results.
    - (4 visits total to your provider: 2 administrations + 2 readings at least 1 week apart but no more than 12 months apart.)
- If you have had a negative TB test in the past 12 months, this can be used as the first result.
- Please visit CHS Compliance FAQs on "What is a TST?" to ensure you are completing this test correctly.

You can get a TB test at any medical provider of your choice.

University Health Services (**UHS**) will provide TB skin tests to students. Call 859-323-2778 or schedule through your MyChart account.

Vaccine Records

Vaccinations

Submission of complete vaccine records will satisfy this requirement; <u>no annual renewal</u> is needed for the following:

✓ **MMR (Measles, Mumps, & Rubella)**

    2 dose series or positive titer

✓ **Hepatitis B**

    3 dose series or 2 dose of Hepsilav

    Series "in process" requires documentation of the first 2 vaccines.

✓ **Varicella (Chicken Pox)**

    2-dose series, or positive titer, or medical documentation of disease

✓ **Tdap (Tetanus, Diphtheria, & Pertussis)**

    1 vaccine dose at any time in lifetime

Vaccines can be administered at any healthcare provider of your choice or by University Health Services. Appointments can be made by calling 859-323-2778

Annual Vaccinations

✓ **Flu vaccine** – <u>Current season</u> vaccine required (Sept – Mar each year).

    Renewal DUE 10/15 <u>every</u> year

Documentation must include date of administration, vaccine lot and expiration date, and provider details.

    NOTE: A receipt from the pharmacy is not sufficient information. Please ask your provider for a more detailed record.

✓ **COVID-19 (Optional for students)**

Your MyCB account has a location to upload COVID vaccine records. This is **NOT** a mandatory vaccine by CHS or UKHC.

    CHS does <u>not</u> monitor this vaccine entry, nor will a student obtain a hold on their account for an incomplete entry. Students may choose to upload their COVID-19 vaccine information in the same system as their other records, for convenience.

TIP!! *If you were born in Kentucky in 2005 or later, you may be able to find your childhood vaccination records in the Kentucky Immunization Registry at* https://kyirpublicportal.ky.gov/ *(other states may have similar digital registries)*

Personal Health Insurance

- Submit a legible copy of the front **AND** back of your current health insurance card or proof of coverage.
    - TRICARE members <u>without</u> a card: submission of your military ID (front and back) is required.

- Is **YOUR NAME** listed on the front of the card?
    - Yes: No additional action is required; card can be uploaded as is.
    - **NO:** Additional documentation of dependent coverage is required.
        - This can be a 1095-C tax form, letter from your insurance, or screenshot of insurance website showing your name, name of subscriber, and plan name.

Trainings

1. **Bloodborne Pathogens Training**

   - Complete the **Bloodborne Pathogens Training** and upload copy of your UK Bloodborne Pathogens Certificate of Completion to this requirement; student name must be included.

2. **HIPAA and Discrimination & Harassment Trainings**

   - Select the following link to enroll in a Canvas course, in which you will complete your HIPAA training as well as your Discrimination and Harassment Prevention training: **https://uk.instructure.com/enroll/9RWC4W**

     - Follow the link, **enroll in the course using your LinkBlue ID**. Click "**Assignments**" and complete both trainings.

     - When you are finished, go to the "**Grades**" tab and make sure that you have **100 out of 100** for both trainings. Click "**Print** Grades" and select "**Save as PDF**".

     - **You will upload this PDF document to** <u>both</u> **your HIPAA** <u>and</u> **Discrimination training requirements on CastleBranch**. Make sure that your grades and full name are easily visible on the document.

     - HIPAA and Discrimination trainings can be accepted without a "date of completion". The date of upload may be used for the "administered date."

Signature & Acknowledgement forms

Go to [CHS Student Policies, Standards, and Forms](#)

to locate the required standards and consent forms for the CSD Graduate program. Either an electronic or handwritten signature is acceptable.

Upload each as a **signed and dated PDF** to your MyCB account when completed.

> *Photo images of the forms may be accepted if they are legible.*

Go to [CHS Student Policies, Standards, and Forms](#)

Sign and upload the following:

✓ Commitment to Behavioral Standard in Patient Care

✓ OLE Orientation Guide

This portion will be completed at CSD Orientation. Read and acknowledge the following:

✓ CSD Handbook Acknowledgement

✓ CSD Clinic Manual Acknowledgement

✓ CSD Dress Code Acknowledgement

✓ Bloodborne Pathogens Exposure Policy

✓ Personal Phone Usage Acknowledgement

UPLOADING RECORDS

How to upload documents from your UK Healthcare (MyChart) account

Please try these instructions for finding vaccines done at UK Healthcare:

In My Chart->Menu->Health summary->Immunization tab

If you got your TB test at University Health Service:

1. Log in or sign up for MyChart:
   https://mychart.uky.edu/MyChart/Authentication/Login?

2. Click 'Test Results' on the top menu bar

   | ≡ Menu | 📅 Visits | ✉ Messages | ⚗ Test Results | 💊 Medications |

3. Click on the TB Skin Test you would like to upload
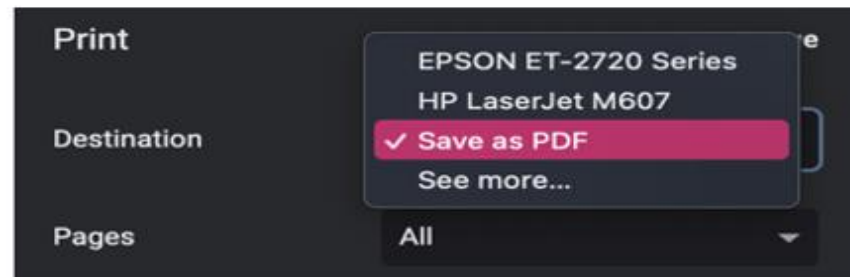4. Click the printer icon in the top right corner

   🖨

5. Click 'print this page' at the top of the page

   ➡ Print this page | Close this window

6. Under 'destination,' select 'save as PDF'

Print	
	EPSON ET-2720 Series
	HP LaserJet M607
Destination	✓ Save as PDF
	See more...
Pages	All

7. Save your results as a PDF on your computer and upload to CastleBranch
8. For Blood tests you may need to click on the NIL for results to be listed.

That's everything you need!
Here are some tips & troubleshooting ideas

Castlebranch will **not** accept multiple documents for a single requirement.

- Please combine all documents into a ==**single**== submission.
  - Use the <u>merge PDF files</u> online site to combine several files into one. (Adobe Acrobat required).

- Scan documents into one file
- Copy/paste your documents or images onto a Word document.

Always go back and check that your submission was uploaded.

- Often an error message is overlooked, and students become overdue with an item that they believe was successfully submitted; items with a Rejected status need to be reviewed and potentially resubmitted as requested.

Pay close attention to the requirement details!

- Do your forms have your NAME, DOB, current DATE, test results, etc. on them?
- Did you fully complete the submitted forms?

- The best way to find ALL the details of a requirement is in your MyCB account.
  - Each requirement has FULL details for a successful submission.

- Is your document legible?
  - Hard to read, or too small images will be rejected by CastleBranch reviewers.

Resources for Students

QUESTIONS

- CHS Website: [CHS Compliance](#)

- FAQs: [Compliance FAQs](#)

- Forms & Documents: [Compliance Forms](#)

- CastleBranch: [Castlebranch Homepage Login](#), phone: (888) 723-4263, or customerservice@castlebranch.com

THE COMPLIANCE TEAM

- *Jaime Cress & Kathryn Greenhalgh*

- CHS Email: CHS-Compliance@uky.edu

- Department hours:
  - Mon - Thur: 8am – 5pm; Fri: 8am – 4pm
  - *Our office typically responds within 1-2 business days*