

CHS Compliance

Clinical Leadership & Management

SPRING or FALL Incoming Students

Action	What is Needed	Incoming SPRING Semester Students Due Date	Incoming FALL Semester Students Due Date
PURCHASE	☐ Castlebranch Account - \$120.00 (background check initiated with purchase)	February 1	September 1
SCHEDULE	☐ LabCorp – Urine Drug Test (cost included in Castlebranch account)	February 1	September 1
	☐ TB Testing ☐ Annual Flu Vaccine	March 15	October 15
GATHER	☐ Vaccine Records - (MMR, Hep B, Varicella, Tdap) ☐ Personal Health Insurance ID	March 15	October 15
SIGN	☐ Commitment to Behavioral Standard in Patient Care ☐ HIPAA Education & Consent (HIPAA Acknowledgment) ☐ OLE Guide	March 15	October 15

**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.



[HOME](#) [PACKAGE SELECTION](#) [FAQ](#) [CONTACT US](#)

University of Kentucky - College of Health Sciences and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

[PLACE ORDER](#)





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



Creating your MyCB account: NEW CHS Students Only

Step 1: Go to [UK College of Health Sciences CastleBranch Portal](#)

Step 2: Select **PLACE ORDER**

Step 3: Choose Clinical Leadership & Management

Step 4: Choose [UK34: 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**

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

****UKHC Employees are required to have a CHS CastleBranch account and complete all requirements as listed.**



STOP! Are you starting too early?

Students should **WAIT** to receive their Welcome Email from chs-compliance@uky.edu before opening their CastleBranch accounts. Emails are sent to your **@uky.edu** accounts 1-2 months in advance.

Opening your account too early creates problems between current due dates and future submission dates. Students may also register with the wrong cohort which initiates an overdue account immediately.

What can you do while you wait for the Welcome Email?

- Gather required vaccine records (MMR, HepB, Tdap, Varicella)
- Schedule appointments –TB test and Flu vaccine (Sept-Mar)
- Locate your Health Insurance ID – obtain health insurance if uninsured
 - Check your @uky.edu emails frequently!

If you have questions - contact the Compliance team at chs-compliance@uky.edu. We're happy to help!

You received your Welcome Email? Congrats! Now is the time to get started!

Please read the instructions for each requirement carefully.

CastleBranch does NOT always email when items have been rejected. It is important to meet all requirement criteria and check your MyCB account frequently to ensure items are approved by due dates.

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

- If you completed or are changing majors from 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.

Background Check and Drug Screen

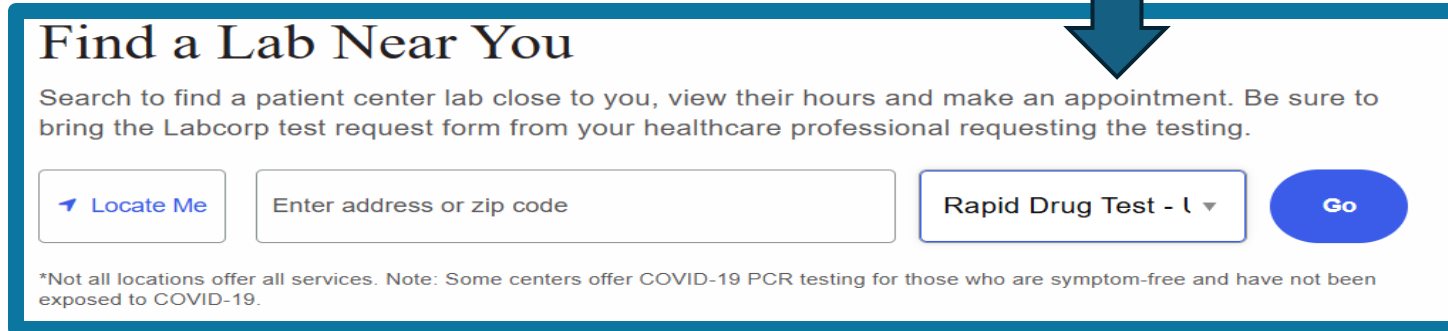
✓ Creating your MyCB account initiates your **background check**.

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

✓ Schedule an appointment at a [Labcorp Near You](https://www.labcorp.com/labs-and-appointments).* 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

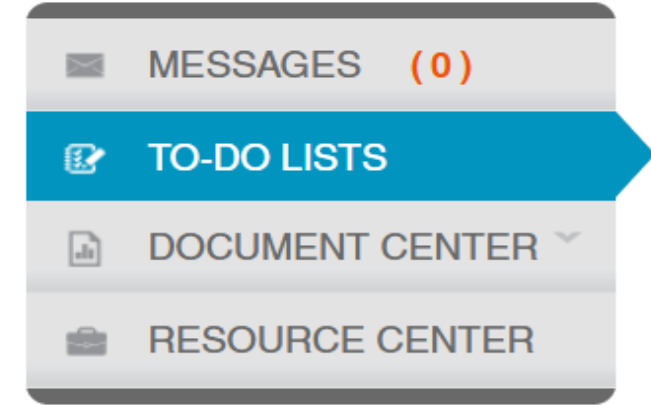
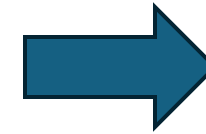


Find a Lab Near You

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](#) Rapid Drug Test - Urine 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

Tuberculosis (TB) Testing

Option #1

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

or

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

Option #2

IGRA blood test

Ask your provider for the TB blood test. You do not need any documents from CHS to have this completed.

- Upload your medical record with a NEGATIVE result to your MyCB account. Records must always include 2 patient identifiers (name and DOB).
- *Please confirm that this testing is covered by your health insurance.*

Vaccine Records

Vaccinations

Submission of complete vaccine records will satisfy this requirement; no annual renewal 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 (Adjuvanted)
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** – DUE 10/15 every year

Current season vaccine required (Sept – Mar each 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 not 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 without a card: submission of your military ID (front and back) is required.
- Is **YOUR NAME** listed on the front of the card?
 - Yes: Card can be uploaded as is. No additional action is required.
 - **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.



Consent Forms

Each of the forms to the right can be found at: [CHS Student Policies, Standards, and Forms](#)

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.

- ☐ College of Health Sciences Student Technical & Behavioral Standards
- ☐ HIPAA Education & Consent (HIPAA Acknowledgment)
- ☐ OLE Guide

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



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

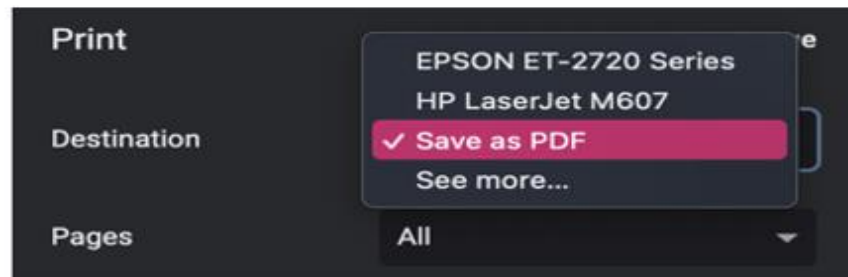


5. Click 'print this page' at the top of the page



Print this page | Close this window

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



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 [merge PDF files](#) 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*