

# CHS Compliance

Communication Sciences and Disorders  
Undergraduate Program

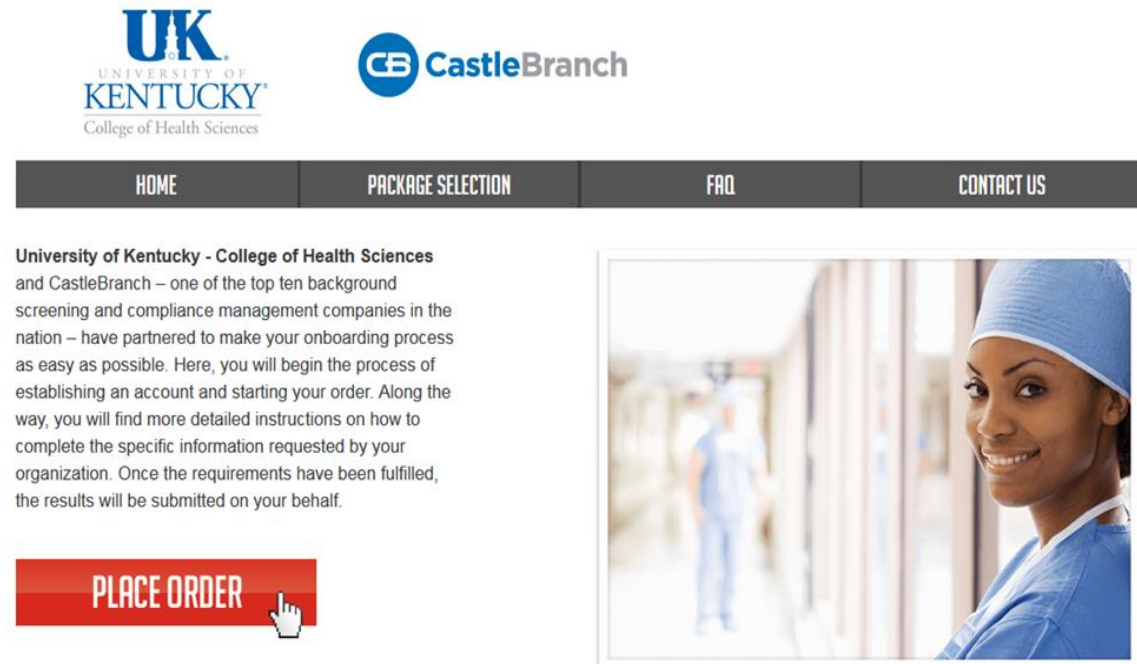
Incoming FALL Students

Action	What is Needed	Due Date
PURCHASE	<input type="checkbox"/> Castlebranch Account - \$120.00 <i>(background check initiated with purchase)</i>	September 1
SCHEDULE	<input type="checkbox"/> LabCorp – Urine Drug Test <i>(cost included in Castlebranch account)</i>	September 1
	<input type="checkbox"/> TB Testing <input type="checkbox"/> Flu Vaccine	October 15
GATHER	<input type="checkbox"/> Vaccine Records - (MMR, Hep B, Varicella, Tdap) <input type="checkbox"/> Personal Health Insurance ID	October 15
TRAININGS	<input type="checkbox"/> Discrimination & Harassment	October 15
SIGN & ACKNOWLEDGE	<input type="checkbox"/> Commitment to Behavioral Standard in Patient Care (sign and upload) <input type="checkbox"/> Bloodborne Pathogens Exposure Policy <input type="checkbox"/> Personal Phone Usage Acknowledgement <input type="checkbox"/> HIPAA Education & Consent <input type="checkbox"/> Orientation Guide (sign and upload)	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.





## STOP! Are you starting too early?

Students should **WAIT** to receive their Welcome Email from [chs-compliance@uky.edu](mailto: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](mailto: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.*



*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 Communication Sciences and Disorders - Graduate

**Step 4:** Choose [UK35: 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**)

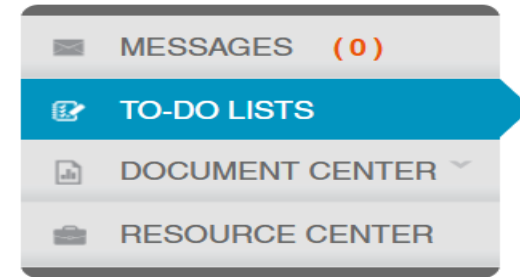
## Creating your MyCB account: **\*INTERNAL\*** CHS Student Transfers Only

- If you have a CastleBranch account with a current CHS program, please **email** CHS-Compliance at [chs-compliance@uky.edu](mailto:chs-compliance@uky.edu) to request a transfer of your current medical document manager 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**.

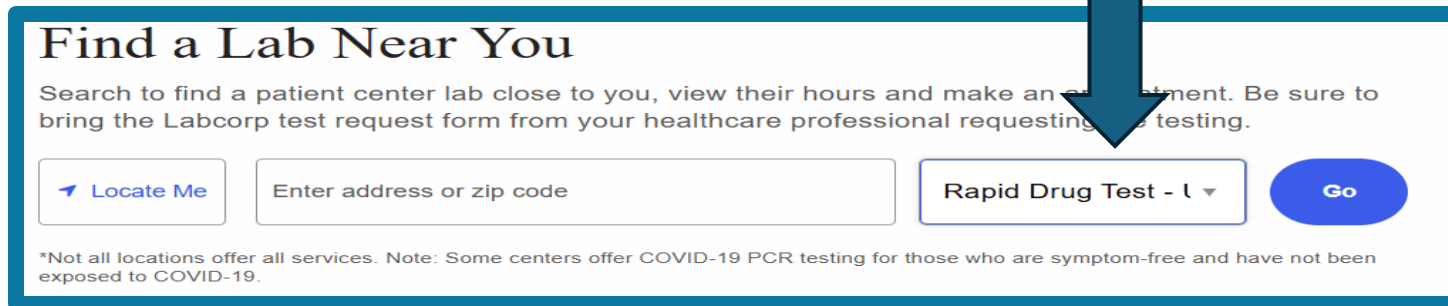
The Drug Screen order will be available within **3 business days** of opening your account



✓ **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 drug testing.

\*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.

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

## OPTION #2

### IGRA blood test

- Upload your medical record with a NEGATIVE result to your MyCB account.
- Results must include your **full name and DOB**

Ask your provider for the TB blood test (no documentation from CHS is needed).

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

# 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  
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** – Current season vaccine required (Sept – Mar each year).

Renewal DUE **10/15 every 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.



# 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 both your HIPAA and 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
- ✓ HIPAA Education & Consent

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

- ✓ CSD Handbook Acknowledgement
- ✓ Bloodborne Pathogens Exposure Policy
- ✓ Personal Phone Usage Acknowledgement

# UPLOADING RECORDS

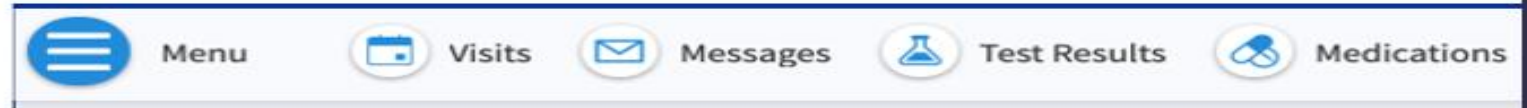
How to  
upload  
documents  
from your UK  
Healthcare  
(MyChart)  
account

## 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



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

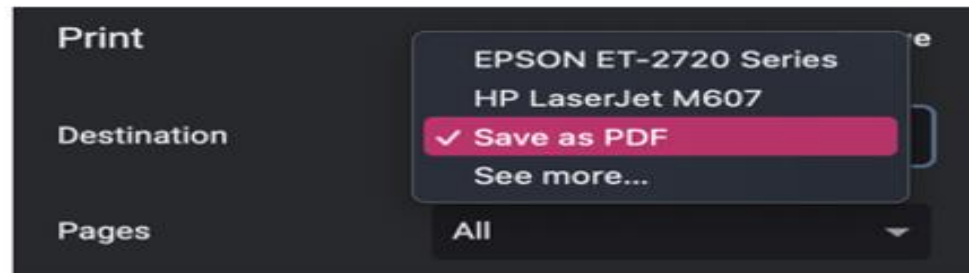


5. Click 'print this page' at the top of the page



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](mailto:customerservice@castlebranch.com)

## THE COMPLIANCE TEAM

- *Jaime Cress & Kathryn Greenhalgh*
- CHS Email: [CHS-Compliance@uky.edu](mailto:CHS-Compliance@uky.edu)
- Department hours:
  - Mon - Thur: 8am – 5pm; Fri: 8am – 4pm
  - *Our office typically responds within 1-2 business days*