

CHS Compliance

Doctor of Physical Therapy

Lexington & Hazard Campus

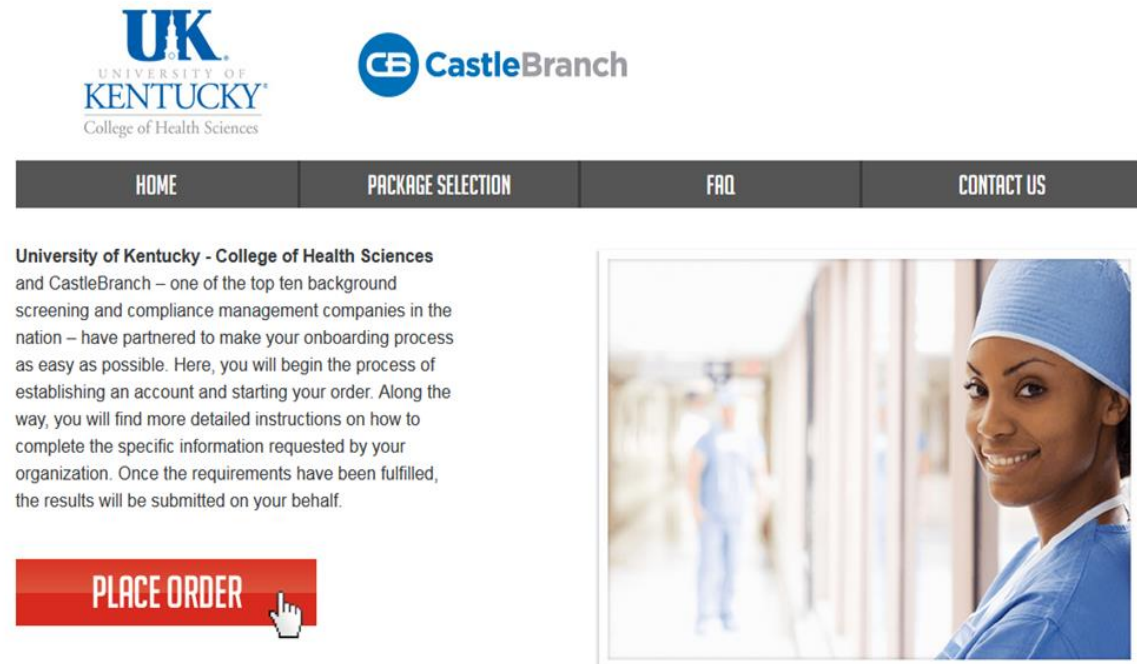
Incoming FALL Students

Action	What is Needed	Due Dates
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"/> CPR Certification – Basic Life Support <input type="checkbox"/> First Aid Certification	October 15
	<input type="checkbox"/> Physical Exam <input type="checkbox"/> TB Testing	
GATHER	<input type="checkbox"/> Vaccine Records - (MMR, Hep B, Varicella, Tdap) <input type="checkbox"/> Flu Vaccine Record – current season <input type="checkbox"/> Personal Health Insurance ID	October 15
TRAININGS	<input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Discrimination & Harassment <input type="checkbox"/> HIPAA Certification	October 15
SIGN	<input type="checkbox"/> Commitment to Behavioral Standard in Patient Care <input type="checkbox"/> HIPAA Education & Consent <input type="checkbox"/> OLE Guide	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 before opening their CastleBranch accounts. Emails are sent to your **@uky.edu** accounts in early July.

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 – Physical Exam, TB test and Flu vaccine (Sept-Mar), CPR, First Aid
- ✓ Locate your Health Insurance ID – obtain health insurance if uninsured
- ✓ Check your @uky.edu emails during the summer months!

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.



*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 Doctor of Physical Therapy

Step 4: **LEXINGTON STUDENTS:** Choose [UK40: I need to order my initial Background Check, Drug Test, and Medical Document Manager](#).

HAZARD STUDENTS: Choose Hazard Campus > [UK41: 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

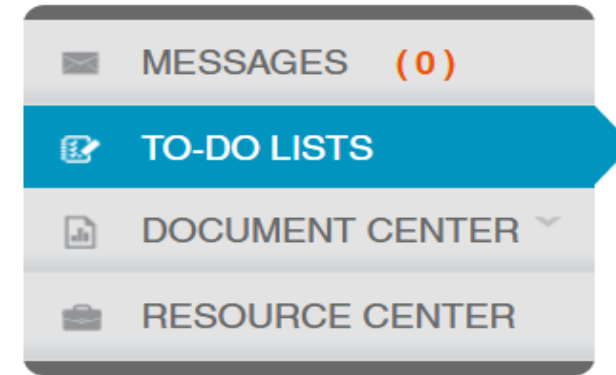
- If you completed an undergraduate program in the College of Health Sciences at UK, please **email** CHS-Compliance at chs-compliance@uky.edu to request a transfer of your previous Castlebranch tracker to your new major.
- NOTE: Your current set of clinical documents will be transferred over to the 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



LEXINGTON STUDENTS:

Labcorp is your ONLY CHS approved testing facility.

Please schedule a urine drug screen at a location near you: <https://www.labcorp.com/labs-and-appointments>

HAZARD STUDENTS:

There are 2 QUEST preferred locations:

Primary Care - Eastern KY (Preferred)

101 Town And Country Ln
Hazard, KY 41701
Phone 606-435-7652

First Care – Hazard KY (preferred)

60 Fitz Gilbert Road
Hazard KY 41701
Phone 606-716-6017

Basic Life Support (BLS) CPR Certification & First Aid

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 for CPR **MUST** be an in-person course (not online) to be accepted.

You will receive an ecard once course has been successfully completed. Upload this card to your MyCB account.

AHA or ARC are the **only** accepted 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 for CPR **MUST** be an in-person course (not online) to be accepted.

You will receive an ecard once course has been successfully completed. Upload this card to your MyCB account.

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

First Aid Courses

Students are to obtain a first aid training from the American Heart Association, American Red Cross, or comparable course. This is in addition to the CPR BLS course. Annual renewal is not required.

Physical Examination & TB Testing

- A **physical examination** within the last 12 months must be completed by your provider and uploaded to your MyCB account.
- Upload the document as PDF is preferred method. [Physical Therapy Student Health Record](#)
 - Document must be legible.
- Schedule your exam now if you have not had one in the past 12 months! Summertime is busy and providers schedules fill up fast!
- *Get your TB test completed at this visit as well!*



2 types of TB testing are acceptable:

1. **IGRA blood test**

Upload your medical record with a NEGATIVE result to your MyCB account.

2. **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; 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** – 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.



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."

Consent Forms

Go to [CHS Standards, Forms, and Policies](#) to locate the required standards and consent forms. 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.

- ☐ Commitment to Behavioral Standard in Patient Care
- ☐ HIPAA Education & Consent
- ☐ 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

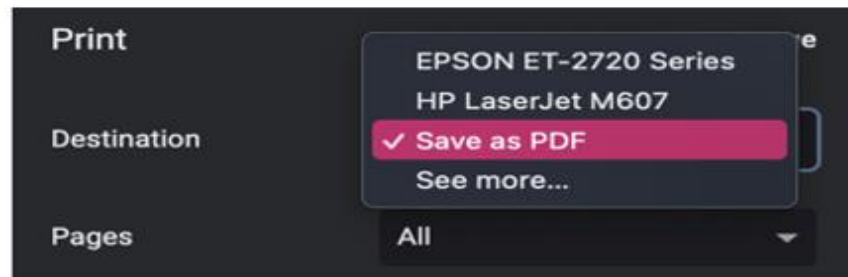


5. Click 'print this page' at the top of the page



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*