

CHS Compliance

Athletic Training & Clinical Nutrition

Incoming **SUMMER** Students

Action	What is Needed	Due Date
PURCHASE	<input type="checkbox"/> CastleBranch Package for Athletic Training (IQ29) - \$120.00 <i>(initial background check, drug test, and medical document manager)</i>	April 1
	<input type="checkbox"/> Professional Liability Insurance: \$30-50/yr	May 15
	<input type="checkbox"/> National Athletic Trainers Associations (NATA) Membership: \$92.00	May 1
SCHEDULE	<input type="checkbox"/> LabCorp – Urine Drug Test <i>(cost included in CastleBranch package fee)</i>	April 1
	<input type="checkbox"/> Physical Exam <input type="checkbox"/> TB Testing (IGRA)	May 1
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	May 1
TRAININGS	<input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> HIPAA & Discrimination Prevention <input type="checkbox"/> FERPA & Confidentiality Agreement	May 1
SIGN	<input type="checkbox"/> CHS Student Technical and Behavioral Standards <input type="checkbox"/> Commitment to Behavioral Standard in Patient Care <input type="checkbox"/> HIPAA Education and Consent <input type="checkbox"/> OLE Orientation Guide	May 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.



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 Athletic Training

Step 4: Choose [IQ29: 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

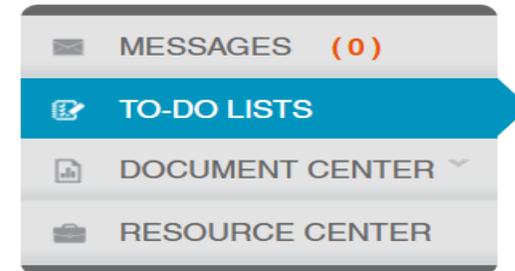
- If you completed an undergraduate program in the College of Health Sciences at UK, please **email** CHS-Compliance at chs-compliance@uky.edu to request a transfer of your previous Castlebranch tracker to your new cohort.
- NOTE: Your current set of clinical documents will be transferred over to the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



✓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 (Employment Urine Drug Test is also acceptable)



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](#)

*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.

TIP: **Have the insurer set the **effective date as 5/15** to allow renewals to align with due dates**

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 are also acceptable*).

- Typically costs \$30-\$50 per year.
- Must be renewed annually on May 1st.
- Upload your contract agreement to your myCB requirement in PDF format.

National Athletic Trainers Association (NATA)

- Go to the [NATA](#) website and **Join** (or renew if you have had a previous membership) to create a student membership.



Join or Renew

About Membership

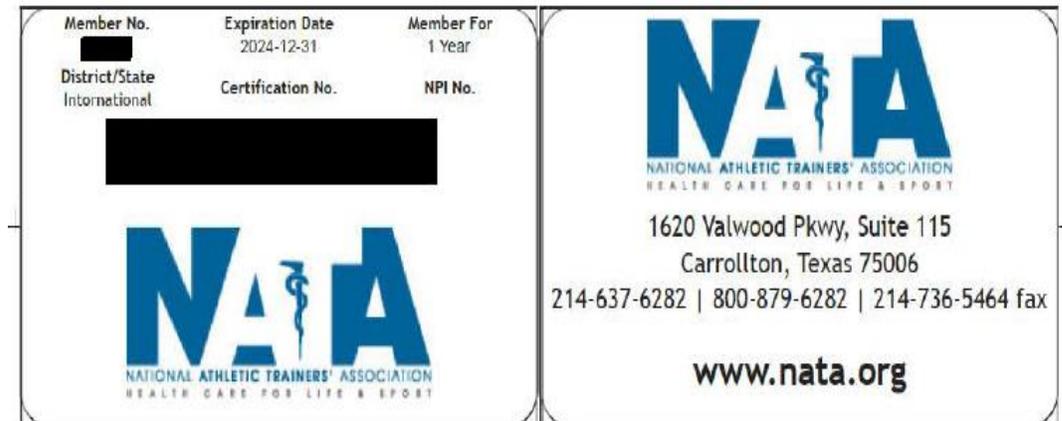
Join Or Renew

NATA Member Resource

Join/Renew Today

- [NATA membership benefits](#) include
 - professional connections
 - professional growth
 - professional support and resources
 - professional advocacy
 - continuing education

- Upon paying your initial dues, you will upload the copy of your membership card to MyCB. Annual renewal for membership is due every May 1.



Basic Life Support (BLS) CPR Certification

**Students will receive information from the department with details for when a CPR (BLS) session will be made available. **

WAIT!!

Please do not upload any current CPR or first aid training cards into your MyCB account beforehand.

If you have any questions, please contact the CHS Compliance Team or your department.

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 Examination form](#)
 - 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](tel: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** – **upload your current flu vaccine record.**

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

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

NOTE: Flu renewals will be set for a due date of 10/15 each subsequent year

- ✓ **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: 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. **Scroll to bottom of webpage to find training.**

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."

3. FERPA Training

- Review the FERPA section at the [University Registrar website](#), including the complete statement on student rights in the current year’s Undergraduate Catalog
 - (e.g. 2024-2025 Undergraduate Catalog policies section found at <https://catalogs.uky.edu/content.php?catoid=14&navoid=786#notification-of-rights-under-ferpa-for-postsecondary-institutions>)
- After you have reviewed UK’s FERPA policies, please **upload the completed and signed [Confidentiality Agreement](#)**

Consent Forms

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

to locate the required standards and consent forms for the ATCN 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.

- CHS Student Technical & Behavioral Standards
- Commitment to Behavioral Standard in Patient Care
- HIPAA Education & Consent
- OLE Guide

UPLOADING RECORDS

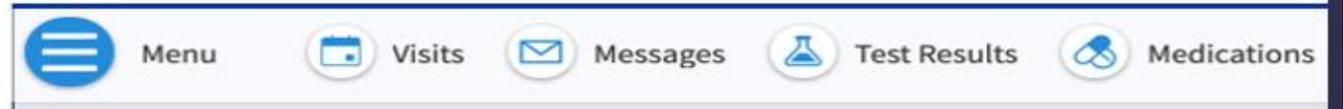
How to upload documents from your UK Healthcare (MyChart) account

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:

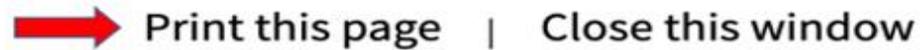
1. Log in or sign up for MyChart:
<https://mychart.uky.edu/MyChart/Authentication/Login?>
2. Click 'Test Results' on the top menu bar



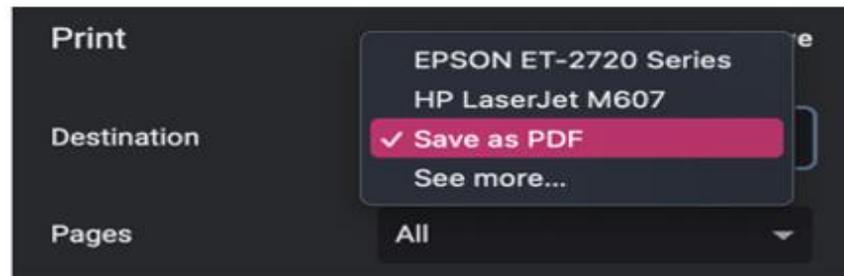
3. Click on the TB Skin Test you would like to upload
4. Click the printer icon in the top right corner



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



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 (DISA Healthcare Technology): [Castlebranch Homepage Login](#)
- Phone: (888) 723-4263,
- Email: customerservice@disahealthcare.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*