

# CHS Compliance

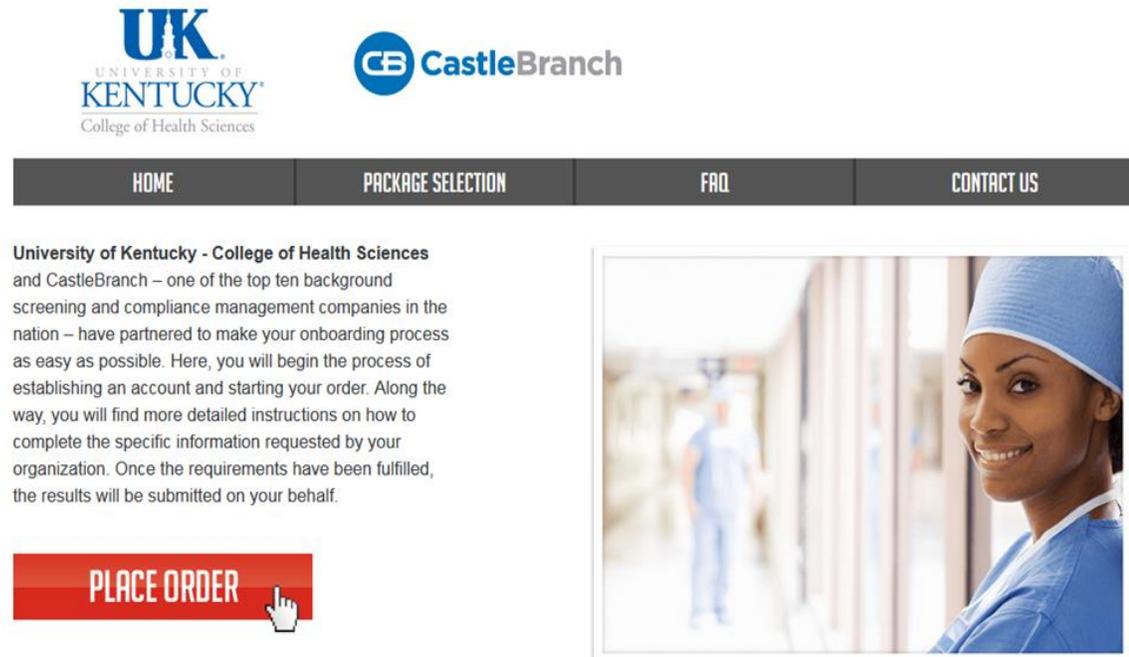
Physician Assistant Studies  
Incoming **SPRING** Students

Action	What is Needed	Due Date
PURCHASE	<input type="checkbox"/> Castlebranch Account - \$120.00 <i>(background check initiated with purchase)</i>	November 1
SCHEDULE	<input type="checkbox"/> LabCorp – Urine Drug Test <i>(cost included in Castlebranch account)</i>	November 1
	<input type="checkbox"/> CPR Certification – BLS for Healthcare Providers: American Heart Association	January1
	<input type="checkbox"/> TB Testing (IGRA)	
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	January1
TRAININGS	<input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Discrimination & Harassment <input type="checkbox"/> HIPAA Certification	January1
SIGN	<input type="checkbox"/> Commitment to Behavioral Standard in Patient Care <input type="checkbox"/> HIPAA Education & Consent (HIPAA Acknowledgment) <input type="checkbox"/> OLE Guide	January1

*\*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.



The screenshot shows the CastleBranch website interface. At the top left is the University of Kentucky logo, featuring 'UK' in a large blue font, 'UNIVERSITY OF KENTUCKY' in a smaller blue font, and 'College of Health Sciences' in a smaller grey font below it. To the right of the logo is the CastleBranch logo, which consists of a blue circle with 'CB' inside, followed by the text 'CastleBranch' in a bold, grey sans-serif font. Below the logos is a dark grey navigation bar with four white text links: 'HOME', 'PACKAGE SELECTION', 'FAQ', and 'CONTACT US'. The main content area has a white background. On the left, there is a block of text: '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.' Below this text is a red rectangular button with the white text 'PLACE ORDER' and a white hand cursor icon pointing at the right side of the button. On the right side of the main content area is a photograph of a smiling female healthcare professional wearing blue scrubs and a blue surgical cap, looking towards the camera. The background of the photo is a blurred hospital hallway.



## 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 , Flu vaccine, CPR session, etc.
- 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 Onl**

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

**Step 2:** Select **PLACE ORDER**

**Step 3:** Choose Physician Assistant Studies

**Step 4:** Choose [UK42: 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](mailto: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  
Test must be completed  
**BEFORE** the start of classes!

See the following slide for instructions on how to open and complete both requirements.

# 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

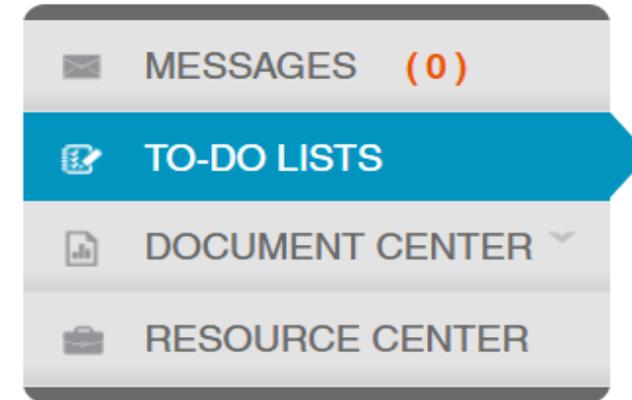
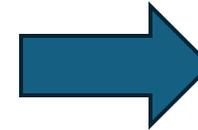
✓Schedule an appointment at a [Labcorp Near You](#).\* Labcorp is the ONLY CHS approved testing facility\* <https://www.labcorp.com/labs-and-appointments>

✓ **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

# 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 an ecard (see below) once course has been successfully completed. Upload this card to your MyCB account.

AHA is the **only** accepted BLS CPR courses accepted.

BASIC LIFE SUPPORT		BASIC LIFE SUPPORT	
<b>BLS Provider</b>	 American Heart Association	Training Center Name	Norcal Emergency Medical Training
The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.		Training Center ID	CA20794
Issue Date	Recommended Renewal Date	TC Address	1512 Eureka Rd Ste 105 Roseville CA 95661-3060 USA
10/22/2018	10/2020	TC Phone	(916) 233-2700
To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to <a href="http://www.heart.org/cpr/mycards">www.heart.org/cpr/mycards</a> .		Instructor Name	[Redacted]
		Instructor ID	[Redacted]
© 2016 American Heart Association 15-3001 3/16			

# Future Requirements

You will notice 2 requirements which are not due until the summer before your second year.

- **ACLS:** Advanced Cardiac Life Support (American Heart Association)
- **CPI/NCI:** Crisis Prevention Institute's Nonviolent Crisis Intervention Training.

The PAS program will give details on when and how to register for these trainings. Please do not enter any documents into the requirement fields in MyCB (even if you have current documentation). The timing is set to allow your expiration date to last beyond graduation.

# Tuberculosis (TB) Testing

## Option #1 *(preferred by program)*

### IGRA blood test

Ask your provider for the TB blood test. Does not need any proof 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.*

## Option #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

or

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 (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: 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 at <https://uky.scishield.com/> and upload copy of your 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

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
  
- Behavioral Standards & IPAC Questionnaire
  
- HIPAA Education & Consent (HIPAA Acknowledgment)
  
- OLE Guide

# UPLOADING RECORDS

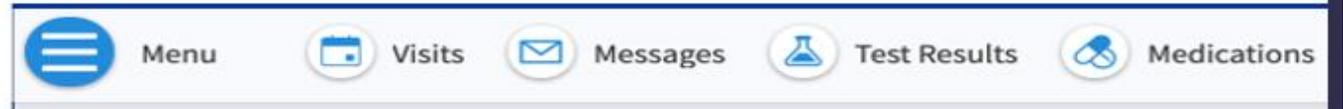
How to upload documents from your UK Healthcare (MyChart) account

## 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:**

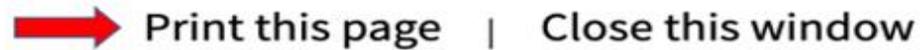
1. Log in or sign up for MyChart:  
<https://mychart.uky.edu/MyChart/Authentication/Login?>
2. Click 'Test Results' on the top menu bar



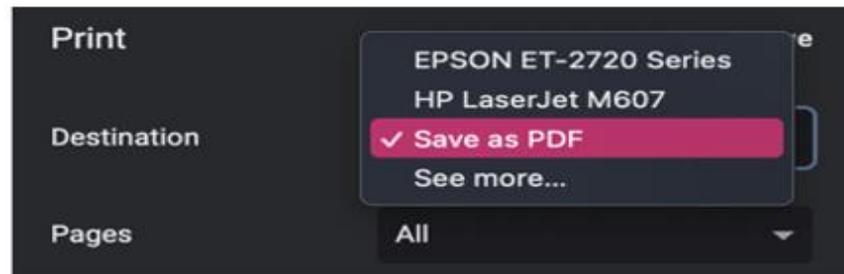
3. Click on the TB Skin Test you would like to upload
4. Click the printer icon in the top right corner



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



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*