

Nursing Clinical Compliance

Getting ready for Sophomore Clinicals

Castle Branch

*All requirements are due before you start face-to-face clinical interaction with patients

Carthage College - Nursing
How to Place Order

Welcome to **myCB**

To place your order go to:

<https://portal.castlebranch.com/RY09>

Package Name (if applicable):

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com

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Carthage College - Nursing Portal

This user-friendly portal guides you through program and package selection to quickly place your order and create your secure account.

After you complete your order and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements. You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Now let's get started by clicking the Place Order button below.

PLACE ORDER



- Please Select
- RY09: Background Check - Medical Document Manager - eLearning Tracker
- RY09dt: Drug Test



Check the boxes... and confirm you have read the information.

ABOUT

About CastleBranch

Carthage College - Nursing has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.



You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

ORDER SUMMARY

Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.



Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.



Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.



I have read this information

Package costs are subject to change- Check that you have read the information!

Please Review

Carthage College - Nursing includes the following package contents:

Package: RY09

DOJ DHFS Statewide Criminal WI
Residency History
Medical Document Manager CRR
eLearning Tracker

Package Cost: \$103.00

Additional Information

The package price above includes a statewide search within the State of WI. If additional addresses are found associated with your name outside the State of WI, they will be performed at no additional charge.

At the end of the order process, you will be prompted to upload specific documents required by your organization for immunization, medical or certification records.

This package includes online courses.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#)

Continue

Background Check

Place Order:



PERSONAL INFORMATION

First Name: *

Middle Name:

Last Name: *

Suffix:

Phone: *

Alt Phone:

Email Address: *

Confirm Email: *

Country: *

Address 1: *

Address 2:

City: *

State: *

Zip Code: *

Fill Out

Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk folder.

PERSONAL IDENTIFIERS

Social Security Number: * - -
placement

Date of Birth: * / /
mm dd yyyy

Sex: Female Male

If you are not a US citizen and therefore do not have a Social Security Number, please enter 111-11-1111 to proceed with your order

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Package Name (if applicable):

PLACE ORDER

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SELECT PACKAGE

 Please Select

 [RY09: Background Check - Medical Document Manager - eLearning Tracker](#)

 [RY09dt: Drug Test](#)



There is a separate charge for this and prices are subject to change. See the next slide for more information.

Please Review

Carthage College - Nursing includes the following package contents:

Package: RY09dt
Drug Test

Package Cost: \$37.00

Additional Information

There is no additional information for this package. If you are having difficulty with your online order, please contact Service Desk.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#).

Continue

Drug Test

Drug Screening- IMPORTANT*

- CastleBranch uses specific QUEST laboratories for their testing facilities.
- Choose the testing site closest for you to get your screening done.
- CastleBranch will not accept any other lab testing.

Requirements for Clinicals

To-Do Lists

Click the blue plus signs below to expand your requirements.

Drug Test 1 Requirement !

You have been registered for your drug test. Click the blue plus sign beside Take your Drug Test. Next, click the blue Download file link to access and print your registration form to take to your collection site.

Requirement	Date Due	STATUS
+ Take your Drug Test		! Registered

Clinical Requirements RY09 '17-'18 16 Requirements !

Due Date – 02/01/2018

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	Date Due	STATUS
+ 1. MMR (Measles, Mumps, Rubella)	Due Date: 02/01/2018	OD Overdue
+ 2. Varicella (Chicken Pox)	Due Date: 02/01/2018	OD Overdue
+ 3. Hepatitis B	Due Date: 02/01/2018	OD Overdue
+ 4. TB (Tuberculosis)	Due Date: 02/01/2018	OD Overdue
+ 5. Tetanus, Diphtheria, & Pertussis (Tdap)	Due Date: 02/01/2018	OD Overdue
+ 6. CPR Certification	Due Date: 02/01/2018	OD Overdue
+ 7. Influenza	Due Date: 02/01/2018	OD Overdue

*All Due before the start of your face-to-face interaction with patients at clinical

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 5. Tetanus, Diphtheria, & Pertussis (Tdap)	Due Date: 02/01/2018	 
 6. CPR Certification	Due Date: 02/01/2018	 
 7. Influenza	Due Date: 02/01/2018	 
 8. Physical Examination	Due Date: 02/01/2018	 
 9. Health Insurance	Due Date: 02/01/2018	 
 10. HIPAA Certification	Due Date: 02/01/2018	 
 11. OSHA Certification	Due Date: 02/01/2018	 
 12. Handbook Acknowledgment	Due Date: 02/01/2018	 
 13. Code of Conduct	Due Date: 02/01/2018	 
 14. Confidentiality Statement	Due Date: 02/01/2018	 
 15. Technical Abilities	Due Date: 02/01/2018	 

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+ 10. HIPAA Certification	Due Date: 02/01/2018	OD Overdue
+ 11. OSHA Certification	Due Date: 02/01/2018	OD Overdue
+ 12. Handbook Acknowledgment	Due Date: 02/01/2018	OD Overdue
+ 13. Code of Conduct	Due Date: 02/01/2018	OD Overdue
+ 14. Confidentiality Statement	Due Date: 02/01/2018	OD Overdue
+ 15. Technical Abilities	Due Date: 02/01/2018	OD Overdue
+ 16. Health Related Risk Form	Due Date: 02/01/2018	OD Overdue
- RY09 eLearning Tracker '17-'18 1 Requirement	Due Date - 01/03/2018	OVERDUE !
Requirement	Date Due	STATUS
+ 1. Litmos Registration HIPAA/OSHA	Due Date: 01/03/2018	OD Overdue

Background Check
You have successfully submitted your order.
Your order confirmation page is now available within the Document Center/My Documents/Background Check folder.

CPR Information:

- CPR must be American Heart Association only and in-person.
- CastleBranch will not accept any other CPR formats.
- You must upload the card to CastleBranch prior to the beginning of the Academic Year.

Note on TB Testing Requirements for Clinicals

- TB skin testing OR
- QuantiFeron-TB is a blood test and can be done in a single visit.
- This choice is up to you and your healthcare provider -- both will be accepted by CastleBranch.

Upload and sign to Castle Branch

The below forms are available on the Carthage Student website and are updated on August 1 of each year.

- Code of Conduct
- Patient Confidentiality Statement
- Health Risk Form
- Physical Examination Form completed by a healthcare provider
- Handbook Acknowledgement