

# University of Florida - College of Nursing - Graduate Instructions for Order Placement

## WELCOME TO MYCB

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

- View your order results
- Manage the requirements specific to your program
- Complete tasks as directed to meet deadlines
- Upload and store important documents and records
- Place additional orders as needed

## PLACE YOUR ORDER

Go to: [www.CastleBranch.com](http://www.CastleBranch.com) and enter package code:

**UC16** - Background Check, Fingerprint, Drug Test & Medical Document Manager

**UC16re** - Recheck Background Check, Fingerprint & Drug Test

**(UC16re is ONLY for students with existing myCB accounts used for University of FL Nursing Graduate)**

## THINGS TO KNOW

- During order placement, you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.
- The email address you use when placing your order will become your username for your myCB account and will be the primary form of communication for alerts and messages.
- You can respond to any active alerts or To-Do List items now, or return later by logging into your myCB account. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your myCB account any time to view order status and completed results. Authorized users at your school will have access to view your requirements and compliance status from a separate Castle Branch portal.
- Payment Information - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted, but will result in a \$10 fee and an additional turn-around-time.

If you need assistance, please contact **Castle Branch** at:  
888-723-4263 **OR** [studentservices@castlebranch.com](mailto:studentservices@castlebranch.com)

Student Support Representatives will be available Monday-Thursday 8am-10pm, Friday 8am-6pm & Sunday 10am-6:30pm EST.

## Additional Order Information

### MEDICAL DOCUMENT MANAGER

Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

### DRUG TEST (LABCORP)

Within 24-48 hours after you place your order, the electronic chain of custody form(echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.

### FINGERPRINTING

LiveScan - The online order process will guide you through the steps to complete a LiveScan Fingerprint for the state of FL.

# Medical Document Manager Requirements

## **Mandatory Immunization Health History Form**

- Download the Mandatory Immunization Health History Form and confirm that you have received it. This form **MUST** be used to upload to your immunization requirements. If form is required, the requirement will state: "Documentation **MUST** be reported on your Mandatory Immunization Health History Form."

## **Policy Review Form**

- Download, print and complete the Policy Review Form and upload to this requirement. Name, UFID, signature and date **MUST** be filled out.

## **Physical Examination**

- Download, print and complete the Student Health Form and upload to this requirement. Physical Exam must be completed on school form and signed by a medical professional.

## **Measles (Rubeola)**

- If you were born before December 31, 1956 you are exempt from this requirement. If not, one of the following is required:
  - 2 Vaccinations
  - Positive Antibody Titer (lab report required)

## **Mumps**

- If you were born before December 31, 1956 you are exempt from this requirement. If not, one of the following is required:
  - 2 Vaccinations
  - Positive Antibody Titer (lab report required)

## **Rubella**

- If you were born before December 31, 1956 you are exempt from this requirement. If not, one of the following is required:
  - 2 Vaccinations
  - Positive Antibody Titer (lab report required)

## **Varicella (Chicken Pox)**

- If you were born before December 31, 1956 you are exempt from this requirement. If not, one of the following is required:
  - 2 Vaccinations
  - Positive Antibody Titer (lab report required)
  - Medically Documented history of disease

## **Hepatitis B**

- One of the following is required to be documented on your Mandatory Immunization Health History Form:
  - 3 Vaccinations
  - Positive Antibody Titer (lab report required)

## **TB Skin Test**

- One of the following is required to be documented on your Mandatory Immunization Health History Form:
  - 1 Step TB Skin Test
  - QuantiFERON Gold Blood Test (lab report or physician verification of results required)

## **Tetanus**

- One of the following is required to be documented on your Mandatory Immunization Health History Form:
  - Td booster within the past 10 years
  - Tdap booster within the past 10 years

## **CPR Certification**

- One of the following is required. Copy must be front and back of the card and the card must be signed. (NOTE: If you are on the Acute Care track, an ACLS is required):
  - American Heart Association Healthcare Provider Course
  - American Red Cross for Professional Rescuers Course
  - ProCPR.org (with previous training and skill evaluations)

# Medical Document Manager Requirements

## Health Insurance

- Provide a copy of your current health insurance card or proof of coverage

## Influenza

- Submit documentation of a flu shot administered during the current flu season. This must be documented on your Mandatory Immunization Health History Form. Declination is acceptable if you submit a doctor's note signed by a healthcare provider stating you are pregnant or the shot is against medical advice.

## Bloodborne Pathogen & Biomedical Waste Training

- Submit a copy of the certificate after completing Bloodborne Pathogen & Biomedical Waste Training course.
  1. Go to <http://mytraining.hr.ufl.edu/>
  2. Choose University of Florida
  3. Log in with your Gator Link
  4. Type in UF\_EHS850C in the activity search to locate the BBP/BMW Training for Clinical Audience
  5. Select BBP/BMW Clinical Training to start your online training

## HIPAA Training

- Submit a copy of the certificate of completion for HIPAA Training after successfully completing quiz.
  1. Go to <http://mytraining.hr.ufl.edu/>
  2. Choose University of Florida
  3. Log in with your Gator Link
  4. View PowerPoint presentation
  5. Complete Quiz

## Confidentiality Training

- Submit a copy of the certificate of completion for Confidentiality Training after successfully completing quiz.
  1. Go to <http://mytraining.hr.ufl.edu/>
  2. Choose University of Florida
  3. Log in with your Gator Link
  4. View PowerPoint presentation
  5. Complete Quiz