MSN, Post-MSN, DNP & PhD CastleBranch Guide

To place your order, go to: https://portal.castlebranch.com/LN45

PACKAGE CODES

- LN45im – Document Tracker (For all students) $35
- LN45bg – Background Check Package ONLY* $56
- LN45dt – Drug Test Package ONLY* $34

*You will only need to do this if you do not have a background/drug test you can submit*

You can respond to any active alerts or To-Do List items now, or return later by logging into your CastleBranch account. You will receive alerts if information is needed to process your order and as requirements approach their due dates.

Access your CastleBranch anytime 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 CastleBranch portal. Please use your LUC.EDU email to enroll.

Completion of requirements will be monitored by school officials. If requirements are not complete by the start of registration for the semester your clinical placement is planned a HOLD will be placed on your LUC student account preventing course registration. Any questions regarding holds should be directed to your school’s administration.

ADDITIONAL ORDER INFORMATION

Document tracker – 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.

Background check/drug test – If you need either of these and decide to complete them through CastleBranch you must still upload them to your tracker. They DO NOT automatically get entered into your Document tracker.

Medical documentation – Each document has to be uploaded separately. For example: If you have a lab report that includes titers for MMR and Varicella on a single report, you need to upload this report for MMR and upload again for the Varicella requirement.

Contact Us: 888.850.4314 or https://www.castlebranch.com/contact-us
1) **Sign up using your LUC.EDU email account.** This aids in tracking purposes.
2) Even if everything is on a single medical report, it needs to uploaded separately for each requirement.
3) An equivocal report is the same as a 'no immunity' report.
4) All immunization records must include the signature of the person administering the immunization.
5) All documentation must be legible and include your name.
6) **Helpful Videos**
   - Completing your CastleBranch Order: https://sakai.luc.edu/x/dFBVdn
   - Uploading Documents to the Document Tracker: https://sakai.luc.edu/x/u9UdrN

### MEDICAL DOCUMENT MANAGER REQUIREMENTS*

* Health and safety requirements are subject to immediate change in order to maintain compliance with state and federal requirements, Center for Disease Control requirements and standards of practice.

**Measles, Mumps & Rubella (MMR)**

- Submit a positive antibody titer for all 3 components (any result documented by a medical professional).
- If any titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot and provide a 2nd titer.

**Varicella (Chicken Pox)**

- Submit a positive antibody titer (lab report or physician verification of results required).
- If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot and provide a 2nd titer.

**Hepatitis B**

- Submit a positive antibody titer (any result documented by a medical professional).
- If the titer is negative or equivocal, new alerts will be created for you to repeat series of 3 and provide a 2nd titer.

**Tetanus, Diphtheria & Pertussis (Tdap)**

- Submit documentation of a TDaP booster within the past 10 years.
- The renewal date will be set for 10 years from the administered date of the booster.

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**TB Screening**
One of the following is required:
- Annual IGRA, TB Blood Test, QuantiFERON Gold Blood test OR T-SPOT test.
  - If any results are positive, submit proof of a clear chest x-ray taken within past year.
  - The renewal date will be set for 1 year for negative testing or 5 years for chest x-rays.

**CPR Certification**
- Must be the American Heart Association Healthcare Provider Course.
- Copy must be front & back and card must be signed.
- The renewal date will be set based on the expiration of the card.

**Physical Examination**
- Submit proof of a physical examination completed within the past 12 months.
- Any document with a medical professional’s signature is acceptable. If needed the following form can be used: https://sakai.luc.edu/x/ObSj2z

**Health Insurance**
- Provide a copy of both sides of your current health insurance card or proof of coverage.
- The renewal date will be set for 1 year from the date of review.

**Influenza**
- Influenza shot to be administered by October 1st
- Submit documentation of a flu vaccine administered during the current flu season (August-May) or when the vaccine becomes available for the current flu season.
- The renewal date will be set for 10/1 of each year.

**Professional License**
- Submit your current RN license OR verification of licensure through the state website.
- The renewal date will be set based on the expiration on the license.

**HIPPA Certification**
- Please download, sign, print, scan, and upload your HIPAA Certification form for this requirement.
- The form is available on your CastleBranch Account or at https://sakai.luc.edu/x/cKqwiS

**OSHA Certification**
- Please download, sign, print, scan, and upload your OSHA Certification form for this requirement.
- The form is available on your CastleBranch Account or at https://sakai.luc.edu/x/JrKZ7e
- OSHA Videos can be found at: http://www.luc.edu/nursing/resources/osh/

**Criminal Background Check & Urine Drug Screen**
- Available through Castlebranch or you may submit one from an outside agency.*
- If these are completed through CastleBranch you must still upload them to your tracker
  * Some clinical sites require updated background checks and/or drug screens. More information would be provided once you clinical site is determined.

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