

University of Southern Indiana
College of Nursing and Health Professions
Castle Branch Instructions

The College of Nursing and Health Professions uses Castle Branch for required criminal background checks, drug screen, and tracking of immunizations and other required documents. Click on the link provided to start your Castle Branch profile:
<https://portal.castlebranch.com/UE96>

1. Your profile through Castle Branch must be completed **prior to applying for an internship**. You should start the process **NOW!!** Some requirements can take several months to complete.
2. Be sure to use your **USI email address**. Automated reminders will be emailed to you when your documentation is about to expire OR if your submitted documentation is incomplete or incorrect. If you use yahoo, hotmail or any other email accounts, you may not receive these reminders or notifications. It is essential that you use your **eagles.usi.edu** account.
3. During the registration process, you will be asked for a package code. Please select from below.
 - **UF02** and **UX09** requires you to go to **LabCorp** (925 S. Green River Rd., Evansville, IN – Phone: (812-477-5518) **for your drug test (minimum 10 panels)**.
 - You will receive an email from CastleBranch with an attachment of the **Registration Form** that you will **need to take with you to LabCorp**.
 - See the instructions on the next few pages on how to order your Castle Branch Profile and the requirements needed for a USI Internship.

Use **UF02** code if you are a **Health Services** major

Use **UX09** code if you are a **Health Informatics** major

Please go the website indicated below to order your Castle Branch Profile and choose your code:

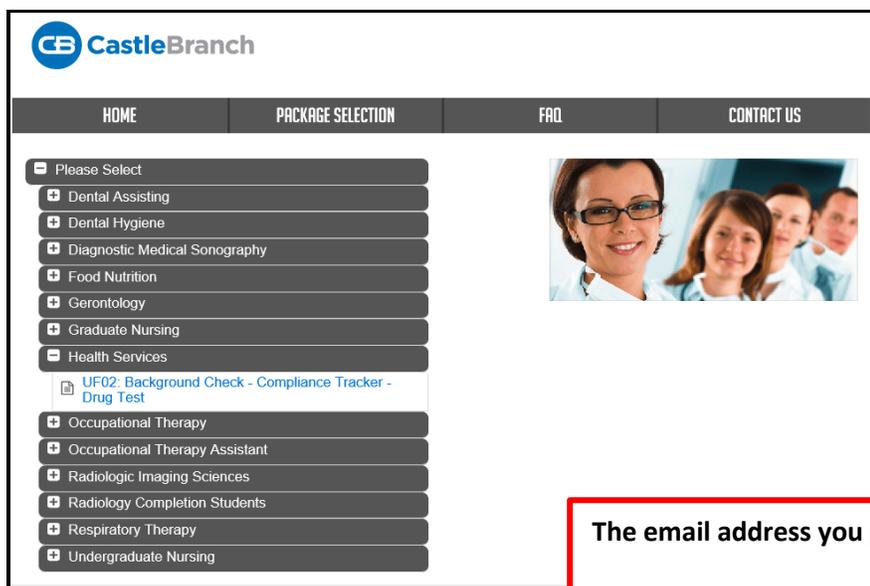
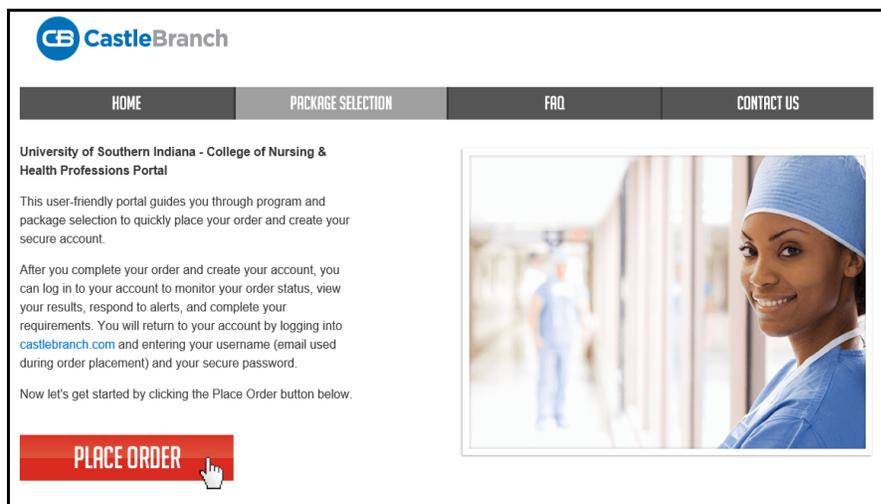
To place your order go to:
<https://portal.castlebranch.com/UE96>

- Step 1:** Click on "Place Order"
- Step 2:** Click on "Please Select" drop down
- Step 3:** Click on: **Health Services**
- Step 4:** Click on: **UF02** package code
- Step 5:** Follow instructions on the screen



UF02 – Background Check, Drug Test & Medical Document Manager

(drug tests are **from LabCorp** – 1200 Professional Blvd. Evansville, IN – price for drug test is included in the package)



The email address you provide will become your username.
Contact us: 888.914.7279 or servicedesk.cu@castlebranch.com

Please go the website indicated below to order your Castle Branch Profile and choose your code:

To place your order go to:

<https://portal.castlebranch.com/UE96>

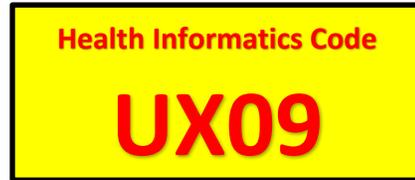
Step 1: Click on "Place Order"

Step 2: Click on "Please Select" drop down

Step 3: Click on: **Health Informatics**

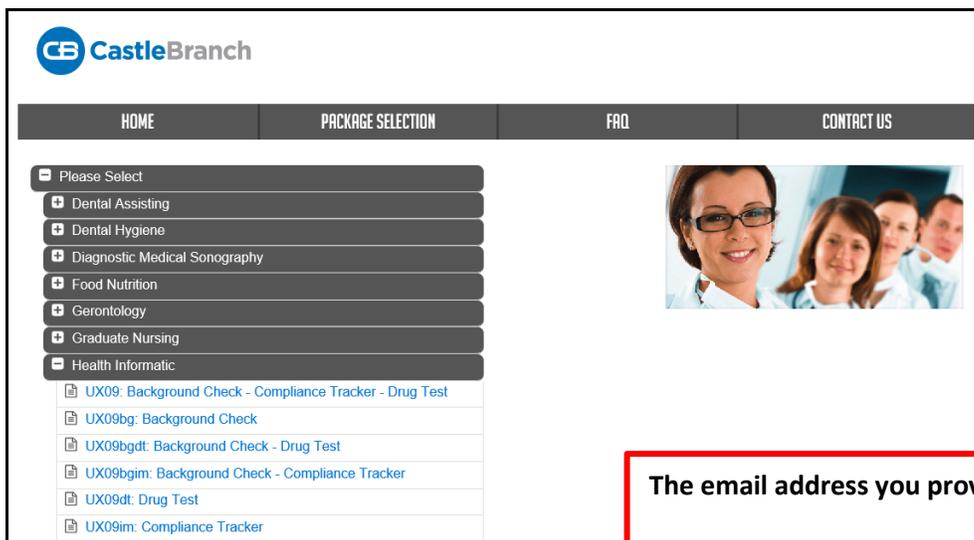
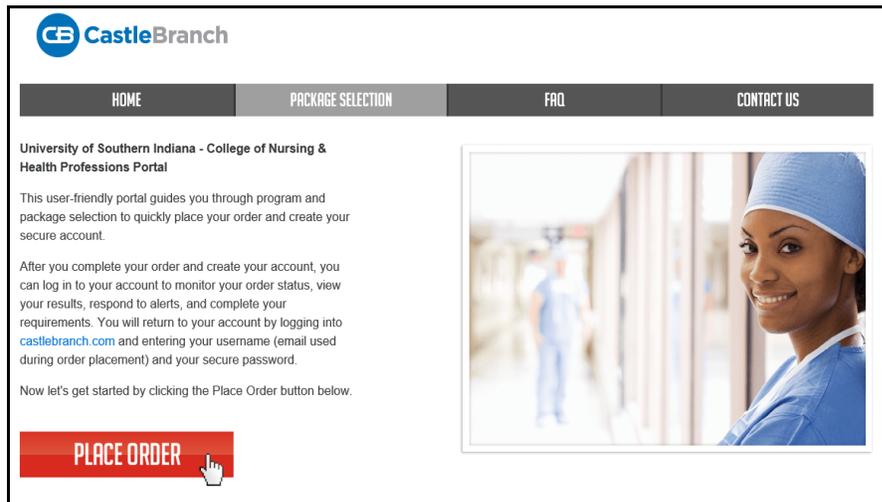
Step 4: Click on: **UX09** package code

Step 5: Follow instructions on the screen



UX09 – Background Check, Drug Test & Medical Document Manager

(drug tests are **from LabCorp** – 1200 Professional Blvd. Evansville, IN – price for drug test is included in the package)



The email address you provide will become your username.
Contact us: 888.914.7279 or servicedesk.cu@castlebranch.com

**This is what your profile will look like once you have purchased it.
Upload your documents into each required section.**



Joy Fein
view profile



A  CastleBranch Solution.

[Need Help?](#)

Submitted documentation typically takes up to 48 hours to review (excluding weekends). Once reviewed, your documentation will be marked "COMPLETE" or "REJECTED". If your documentation is rejected, you can view the reason by selecting the rejected requirement, and reviewing the paragraph directly below the requirement name. If you have questions regarding a specific requirement(s) we invite you to contact our User Support Team at 888-686-7788, Option 1.

There are important changes to the Pennsylvania Fingerprinting process that you should know about. Please click [HERE](#) for additional information.

- MESSAGES (121)
- TO-DO LISTS**
- DOCUMENT CENTER ▾
- RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Clinical Requirements UF02 14 Requirements **INCOMPLETE** !

Service Desk Specialists are available to assist you with all aspects of your To Do Lists, including understanding your clinical requirements, guiding you through the upload process and providing clarification on rejected requirements. Our hours are Monday-Friday: 8am-8pm EDT and Sunday 10am-6:30pm EDT. You can reach us online by selecting the blue "Need Help?" button at the top of this page then selecting "Contact Service Desk 24/7" to submit a service inquiry or "Chat With Us" to initiate a live chat session or by phone at (888) 914-7279.

Requirement	Date Due	STATUS
 1. Measles, Mumps & Rubella (MMR)		 Incomplete
 2. Varicella (Chicken Pox)		 Incomplete
 3. Hepatitis B		 Incomplete
 4. Tuberculosis (TB)		 Incomplete
 5. Tetanus, Diphtheria & Pertussis (Tdap)		 Incomplete
 6. Influenza		 Incomplete
 7. Physical Examination		 Incomplete
 8. Medical History		 Incomplete
 9. CPR Certification		 Incomplete
 10. HIPAA Score		 Incomplete
 11. Confidentiality Statement		 Incomplete
 12. Workforce Member Review of HIPAA policies		 Incomplete
 13. OSHA Results		 Incomplete
 14. Social Media Policy		 Incomplete

Click on the (+) to show the drop down instructions for each requirement. This is where you will upload your documents that you have scanned on your computer.



A **CB** CastleBranch Solution.

[Need Help?](#)

Submitted documentation typically takes up to 48 hours to review (excluding weekends). Once reviewed, your documentation will be marked "COMPLETE" or "REJECTED". If your documentation is rejected, you can view the reason by selecting the rejected requirement, and reviewing the paragraph directly below the requirement name. If you have questions regarding a specific requirement(s) we invite you to contact our User Support Team at 888-666-7788, Option 1.

There are important changes to the Pennsylvania Fingerprinting process that you should know about. Please click [HERE](#) for additional information.

- MESSAGES (121)
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Requirement	Date Due	STATUS
<p>1. Measles, Mumps & Rubella (MMR)</p> <p>One of the following is required:</p> <ul style="list-style-type: none"> 2 vaccinations OR Positive antibody titer for Oab report OR physician verification of titer results required for all 2 components. <p>If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series. If your titer is negative or equivocal, new alerts will be created for you to request the series.</p> <p>Attach a file from either:</p> <p>My Documents Browse</p> <p>Your computer or flash drive Browse (Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)</p> <p>Or download the fax/mail requirement cover page Download</p>	02/12/2015 01:37:00 PM EDT	Incomplete

- 2. Varicella (Chicken Pox) Incomplete
- 3. Hepatitis B Incomplete
- 4. Tuberculosis (Tb) Incomplete
- 5. Tetanus, Diphtheria & Pertussis (Tdap) Incomplete
- 6. Influenza Incomplete
- 7. Physical Examination Incomplete
- 8. Medical History Incomplete
- 9. CPR Certification Incomplete
- 10. HIPAA Score Incomplete
- 11. Confidentiality Statement Incomplete
- 12. Workforce Member Review of HIPAA policies Incomplete
- 13. OSHA Results Incomplete
- 14. Social Media Policy Incomplete

Read each requirement below to complete that section in your Castle Branch Profile. You will need to get your medical documents from your doctor or downstairs at the Student Health Center. Your immunizations are frequently recorded on one page. You will need to scan that page and save it, then submit it for each type of immunization. Scan once and submit several times. Hopefully this will make sense when you see the format on Castle Branch. There is a scanner available free of charge in the University of Southern Indiana LRC – Room 2028. Take a flash drive with you to save your scanned documents.

Medical Document Manager Requirements

Measles, Mumps & Rubella (MMR)

One of the following is required:

- 2 vaccinations **OR**
- Positive antibody titer for (lab report **OR** physician verification of titer results required) for all 3 components.

Varicella (Chicken Pox)

One of the following is required:

- 2 vaccinations **OR**
- Positive antibody titer (lab report **OR** physician verification of titer results required) **OR**
- Medically documented history of the disease that has been verified by a physician or nurse practitioner and contains their signature.

Hepatitis B

One of the following is required:

- 3 vaccinations **AND** a positive antibody titer (lab report **OR** physician verification of results required) **OR**
- Documentation of 2 Heplisav-B vaccinations **AND** a positive antibody titer (lab report **OR** physician verification of results required) **OR**
- Positive antibody titer (lab report **OR** physician verification of results required)

The Hepatitis B requirement can take several months to complete. Start EARLY on this requirement!!

- For the Hepatitis B requirement, **one** of the following is required:
- ✓ 3 vaccinations **AND** a positive antibody titer (lab report or physician verification of results required)
- ✓ Positive antibody titer (lab report or physician verification of results required)
- If you have a **positive** titer, then upload your 3 vaccinations (from when you were young) and the titer into your certified profile. This will complete your Hepatitis B requirement. You are finished with this requirement.
- If you have a **negative** titer, the College of Nursing and Health Professions Program states you will need to complete a new 3-shot series. You will upload your 3 vaccinations (from when you were young) and your negative titer in the HepB section. Then see your doctor or the Health Center as USI and follow their instructions to complete your series.
- Upload **each** shot document separately into your certified profile. Once you upload your 1st shot, it will generate a place for your 2nd shot and so on.
- Lastly, you will then need another titer with the results. If your 2nd titer is **positive**, then upload this document in the titer section as the final Hepatitis B requirement. If your 2nd titer is **negative**, the system will generate a document for you to review, sign and upload. This requirement is then complete.

Tuberculosis (TB)

One of the following is required: 2 step TB skin test (2 separate TB Skin Tests within 1-3 weeks apart within the past 12 months), **OR** QuantiFERON Gold blood test within the past 12 months (negative laboratory report **OR** physician verification of negative results required), **OR** T-Spot TB blood test within the past 12 months (negative laboratory report or physician verification of negative results required), **OR** If positive results, provide a clear Chest X-Ray dated any time after the positive result (lab report **OR** physician verification of results required).

[Renewal will be set for 1 year – go to the website to take the renewal for TB](#)

<https://www.usi.edu/health/about-the-college/>

Upon renewal, print your TB score and upload the document to this requirement.

The College of Nursing and Health Professions requires a two-step TB test on admission to the program which is in agreement with CDC recommendations for health care workers. The two-step TB test requirement must not be older than one year and both TB tests must be obtained within the 1–3-week time period. Make sure you submit documentation of both TB results for the two-step test.

Tetanus, Diphtheria & Pertussis (Tdap)

Documentation of a Td **or** Tdap booster within the past 10 years.

Influenza

One of the following is required:

- Documentation of a flu vaccination administered by 12/01 the current flu season, **OR**
- Declination of flu vaccine along with statement from Healthcare provider

It is the policy of the College of Nursing and Health Professions that the influenza immunization must be documented for the current flu season.

Physical Examination

Take the blank Report of Physical Examination to your doctor to be filled out. Must be signed by a medical professional. Then upload to this requirement.

Medical History

Complete the blank 2-page Report of Medical History form. Take to your doctor to sign along with your Physical Examination form. Must be signed by a medical professional. Then upload to this requirement.

CPR Certification

One of the following is required:

- American Heart Association Healthcare Provider course, **OR**
- American Red Cross CPR/AED for Professional Rescuers and Health Care Professionals **OR**
- American Red Cross Basic Life Support for Healthcare Providers

Students should submit proof of an approved American Heart Association BLS for Health Care Providers or American Red Cross BLS/CPR for Healthcare Providers card, e-card, or certification of completion. Renewal date will be based on the expiration date.

HIPAA Score

CNHP website: <https://www.usi.edu/health/about-the-college/>

Take the HIPAA test and print your HIPAA score and upload the document to this requirement.

Confidentiality Statement

Upload proof of your signed Confidentiality Statement to fulfill this requirement.

Workforce Member Review of HIPAA policies

Upload your signed Workforce Member Review of HIPAA policies document to fulfill this requirement.

OSHA Score

CNHP website: <https://www.usi.edu/health/about-the-college/>

Take the OSHA test and print your OSHA score and upload the document to this requirement.

Social Media Policy

Upload your signed 2-page Social Media Policy form to fulfill this requirement.

Cyber Security Training

1. Log into your myUSI account
2. Click on the orange icon that has a big “E” for Everfi Student Training
3. Click on “**Begin Training**”
4. Please note, you can save your progress and come back, so it does not need to be completed all in one sitting. However, training must be completed within **30 DAYS**.
5. The training takes approximately 1 to 1.5 hours to complete.
6. Training is self-paced. You can start and leave the course as often as you'd like. When you return, the course will open to the last page visited.
7. When you are done with the training, please **print the certificate**.
8. **Scan and upload the certificate** into Castlebranch in the appropriate area.
9. Save your scanned certificate on your computer.

CNHP Lab and Waiver Form

Upload your signed and dated CNHP Lab and Waiver form to fulfill this requirement.

Document Manager Requirements

Drug Test

Submit documentation of a drug screen (minimum of 10 panel) administered within the past 3 months with lab report. If results are negative, you will be cleared for placement into your program. If results are positive, you must provide documentation from your physician validating you had a prescription(s) for the drugs in question, prior to being cleared for placement into your program. If your results are positive and you provide no documentation from your physician validating you had a prescription for the drug in question, this requirement will be rejected and you will need to contact your program administrator.

- **Your package code** requires you to go to **LabCorp** (925 S. Green River Rd., Evansville, IN – Phone: (812-477-5518) **for your drug test (minimum 10 panels)**.
 - You will receive an email from CastleBranch with an attachment of the Registration Form that you will need to take with you to LabCorp.
4. All of your health records will need to be in an electronic format for submission. If there are **two** pages to a document, they must be scanned into **one** document.
 5. Castle Branch will **automatically** do a **criminal background check**, even if you just had one for employment purposes. **All students must have this criminal background check to meet CNHP requirements.**

University of Southern Indiana College of Nursing and Health Professions HIPAA & OSHA Training Information

6. You **must** complete the College of Nursing and Health Profession's **HIPAA & OSHA** training.

- Directly access the program here: <https://www.usi.edu/health/about-the-college/>
- You must view the presentation and both of the Additional Resources listed before taking the HIPAA & OSHA Quiz. The Quizzes will have questions that come from all of these materials.

The screenshot shows the website for the University of Southern Indiana College of Nursing and Health Professions. The browser address bar displays <https://www.usi.edu/health/about-the-college/>. The website header includes the university logo and the text 'College of Nursing and Health Professions'. A navigation bar contains links for 'About the College', 'Academic Programs', 'Faculty & Staff Resources', and 'Prospective Students'. A search bar is also present. The main content area features a large image of a university building and a section titled 'About the College'. This section contains text describing the college's 12 academic programs and its global influence. To the right of the text are three buttons: 'Nursing & Health Professions Handbook', 'TB', and 'OSHA'. Below these buttons is a notice: 'Coming Soon: HIPAA Link'. A sidebar on the left lists various resources such as 'Vision & Mission', 'Advising Center', 'Center for Healthy Aging and Wellness', 'Center for Health Professions Lifelong Learning', 'Clinical Simulation Center', 'Dental Clinic', 'Online Degree Programs', 'Faculty & Staff Resources', 'Interprofessional Education', 'Learning Resource Center', 'Living Learning Community', 'Study Abroad', 'Tuition and Fees', 'Synapse', and 'Virtual Wellness Programs'.

7. If you have successfully completed the quiz, you will receive a screen that looks like the one below. (If you did not pass the quiz, you will not receive the screen below and must retake the quiz).

- **You must print it out** and use it as your proof of Quiz score, which is required to be upload into CastleBranch Profile.



University of
Southern Indiana
8600 University Boulevard
Evansville, Indiana 47712

College of Nursing and Health Professions

HIPAA Quiz Results

Thank You, John Doe.

Your exam was completed at 2/13/2014 8:33:24 AM.

You have passed with a score of 88%!

You are required to print this page and submit to CertifiedBackground.com. You will be required to take the exam annually, until graduation, and submit your score, again.

Please read and retain the following documents:

- [Health Information Privacy Policies and Procedures](#)
- [Confidentiality Policy](#)

If this is your first time completing HIPAA training, sign and submit the following documents to CertifiedBackground.com. These documents do not need to be submitted annually:

- [Workforce Member Review of HIPAA Privacy Policies and Procedures](#)
- [Confidentiality Agreement](#)

You should receive an email shortly, at the address you provided.

[College of Nursing and Health Professions](#)

[8600 University Boulevard](#)
[Evansville, Indiana 47712](#)

Phone: (812)464-1708

[About USI](#)

Deadline Dates	Spring		Summer		Fall
Application Deadline	Sept. 15th		Feb. 15th		Apr. 15th
Castle Branch Profile Deadline	Nov. 1st		Apr. 1st		July 1st
Documents Due -- ***See below	Nov. 1st		Apr. 1st		July 1st

You are required to meet all of these requirements and deadlines before you apply for an internship to the Health Services Specialty Program.

Health Services Blank Internship Application link:

<http://www.usi.edu/health/health-services/health-services-internship-hp480/>

Health Informatics and Information Management Blank Internship Application link:

<http://www.usi.edu/media/5611188/hiim-internship-application.pdf>

***Documents due are: HP480 Work Agreement form, HP480 Contact Information Form and HP480 Requirements Contract form

These above forms will be given to you in the **HP475 course**.