



Look beyond grade point averages.

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK and DRUG SCREENING FOR A CLINICAL EDUCATION PROGRAM

Neurodiagnostic Technology Institute - BG DS Immunization

In compliance with our clinical education program, drug screening is required of incoming students to ensure the safety of patients treated by students in the program. You will be required to order your drug screen in sufficient time for it to be reviewed by the school and/or hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete and a drug screen typically takes 3 days to complete; however, its delivery to your school and/or clinical site can be impacted by a variety of factors.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. The drug screens are conducted in partnership with eScreen/Pembroke, a firm specializing in drug screen testing. Your order must be placed online through StudentCheck.

Go to www.mystudentcheck.com and select your School and Program from the drop down menus for School and Program. It is important that you select your school worded as Neurodiagnostic Technology Institute - BG DS Immunization

Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. **Texas** residents will pay **\$141.27** and **New Mexico** residents will pay **\$140.45** Residents in **all other states** will pay **\$130.50** For your records, you will be provided a receipt and confirmation page of background check and immunization/vaccination records through PreCheck, Inc.

Drug Screening: You must pre-register for drug screen collections before heading to a collection lab. The link to the instructions for pre-registration will be provided at the confirmation page after you complete your order on the StudentCheck website.

Note on Drug Screen Collection Pre-Registration and Appointments: This process only pre-registers you for a drug screen and does not set up an appointment time with the collection site. Collection sites have different policies on setting up appointments for drug screening. For your convenience, we recommend calling your chosen collection site ahead of time to set up an appointment. It is also your responsibility to pre-register and complete the drug screen at the time frame required by the school. For most students, the Electronic Chain of Custody (ECOC) process will register them to a collection site instantly; however the location of some students may require us to mail a paper Chain of Custody Form to get you to a collection site close to your location. We encourage you to pre-register with enough time to allow mailing time, if needed.

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS –

1. **Does PreCheck need every street address where I have lived over the past 7 years?** No. Just the city and state.
2. **I selected the wrong school, program, or need to correct some other information entered, what do I do?** Please email StudentCheck@PreCheck.com, with the details.
3. **How long does the background check take to complete?** Most reports are completed within 3-5 business weekdays.
4. **How long does the drug screening take to complete?** Screening can be impacted by a variety of factors.
5. **Do I get a copy of the background report?** Yes. Log into www.mystudentcheck.com and click on “Check Status”, and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged \$14.95 for a copy of your report, and will need to contact PreCheck directly to request this.
6. **Do I get a copy of the drug screening?** Your school or clinical site may have a designated administrator who receives results via fax or through e-results, however if they direct you to contact PreCheck please email your name, request, and the last 4 digits of your SSN to studentcheck@precheck.com. We will advise you of whether we house the results.
7. **I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call?** Call PreCheck’s Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

INSTRUCTIONS FOR SUBMITTING YOUR IMMUNIZATION AND VACCINATION RECORDS FOR A CLINICAL EDUCATION PROGRAM

Neurodiagnostic Technology Institute - BG DS Immunization

Students are required to provide proof of various immunizations and vaccinations prior to beginning a clinical rotation. Once you have ordered the immunization package per the instructions below, you will receive additional communication via email. Your immediate receipt of payment will come first and within 2-3 business days (via email) you will receive immunizations instructions and documents which should be presented to your physician for completion. You will then be required to submit those forms and accompanying documentation such as lab work for titers to SentryMD in partnership with StudentCheck for review.

To get started with this requirement you must first go to www.mystudentcheck.com and place your order by entering your school and program. When given the option to choose a package you must choose the "Immunization" package. Please enter all fields when prompted, and then complete your order. You will be emailed a receipt to the email address provided. *Please note that Texas and New Mexico residents are subject to respective state tax rates and this will be reflected on your screen when applicable.

After you've submitted payment for your order you will receive one of two email communications. The first email is a receipt of payment. Then within 2-3 business days your second email will come from SentryMD containing your Immunization Documents and instructions on how to become compliant. Please afford yourself time well in advance of your clinical to allow for payment, receipt, processing & review of your records.

Once you have completed your Immunization Documents you will submit your proof of vaccinations and immunizations to SentryMD. You can do so by either:

1 – Email a scanned version in one PDF format of the documentation to Universitystudent@sentrymd.com

2 – Fax copies of the documentation to 1-817-251-9593 or 1-214-619-1830

All documentation should have your name indicated clearly and legibly. Once received, your documentation will be evaluated for compliance, and confirmation will be delivered to you and your school administrator.

Frequently Asked Questions

1. How do I know which records I need to provide? Your school will provide a list of all required immunization records and/or certifications. This information is also included in the welcome email from SentryMD containing your health forms. You can also go to www.SentryMD.com and download a copy of your schools health forms/requirements.

2. Can I present my forms directly to my program administrator? No, you should submit your forms via email or fax to the contact info above.

3. My program administrator contacted me to tell me that my forms are deficient. What do I do now? Contact a SentryMD representative by emailing your questions to Universitystudent@sentrymd.com.

4. How do I know my documentation was received? If documents are submitted via email, a confirmation email will be sent. You can inquire if a fax was received by emailing Universitystudent@sentrymd.com.

5. How do I access my file? After you have submitted completed documentation to SentryMD via email or fax, you will receive an email with login instructions on how to access your SentryMD account.

6. Since StudentCheck and SentryMD are partners who should I call? After receiving your confirmation, if you have immunization tracking questions please contact SentryMD directly at Universitystudent@sentrymd.com. If you have issues during the initial ordering process email StudentCheck@PreCheck.com.