CastleBranch

University of Florida - College of Nursing - Undergraduate Nursing

Instructions for Order Placement

To place your order, go to:

mycb.castlebranch.com

ENTER PACKAGE CODE → ENTER REQUIRED INFORMATION → SELECT PAYMENT METHOD

UC15 - Background Check, Fingerprints, Drug Test, and Medical Document Manager
UC15re - Recheck Background Check, Drug Test, and Fingerprints
(UC15re is ONLY for students with existing Castle Branch accounts used for the U of FL Undergraduate BSN program)

To place your order, you will be prompted to create a secure myCB account. Personal identifying information will be needed to complete this process. The email address provided will become your login.

myCB enables you to:

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

888.914.7297
servicedesk.cu@castlebranch.com

Additional Order Information

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 myCB account. This echain will explain where you need to go to complete your drug test.

Fingerprinting – LiveScan

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

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.

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 OR
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 OR
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 OR
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 OR
Positive antibody titer (lab report required) OR
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 OR
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 OR
T-Spot blood test (lab report or physician verification of results required) OR
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 OR
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 OR
American Red Cross for Professional Rescuers Course OR
ProCPR.org (with previous training and skill evaluations)

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