

StudentCheck

Look beyond grade point averages.

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK, DRUG SCREENING AND IMMUNIZATIONS FOR CLINICAL EDUCATION PROGRAM

Neurodiagnostic Technology Institute - BG DS Immunization

In association with our clinical education program a background check, drug screening and immunizations are required on incoming students to ensure the safety of the patients treated by students in the program. You are required to order your background check, drug screen and immunizations tracking 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, delivery to your school and/or clinical site can be impacted by a variety of factors.

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

Complete all required fields as prompted and enter your payment information. The price is **\$130.50**, please note that applicable tax rates will be applied for residents of Texas and New Mexico. For your records, you will be provided a receipt and confirmation page of your background check, drug screening and immunization/vaccination records through PreCheck, Inc.

Drug Screening:

You must pre-register for drug screen collections before heading to a collection lab.

- If paying by credit card, you will be rerouted to pre-register for your drug screen.
- If paying by money order, you will be emailed instructions to obtain your drug screen once payment has been received.

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 the 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.

Immunizations:

The receipt will contain a link to the immunization instructions and documents which should be presented to your physician for completion. Please afford yourself time well in advance of your clinical to allow for payment, receipt, processing and review of your records.

Once the Immunization Documents are completed, submit proof of vaccinations and immunizations to SentryMD at <https://mysentrymd.com/sentrymd.html#/upload>. You will receive an immediate confirmation that the upload was successful and within 3 business days you will receive an email indicating compliance with requirements.

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

Email any questions about your immunizations tracking to: unr@sentrymd.com

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.

If you need additional assistance, please contact PreCheck at StudentCheck@PreCheck.com.

StudentCheck

Look beyond grade point averages.

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. **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.
3. **Do I get a copy of the Drug Screen results?** Results are not always returned to PreCheck, and sometimes a school may designate that results be returned directly to them, or to the clinical site. If you wish to receive a copy you may contact us at StudentCheck@PreCheck.com and we will determine if we have results on file. We will need your name as provided on your drug screen order, the last four digits of your SSN, and also the School and Program for which you underwent the screening.
4. **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.

Immunization 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 can be found by clicking on the link found in your PreCheck receipt. (See page 5 of this packet for the CRD checklist).
2. **Can I present my forms directly to my program administrator?** No, you should submit your forms via the secure SentryMD Uploader: <https://mysentrymd.com/sentrymd.html#/upload>.
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: unr@sentrymd.com
4. **How do I know my documentation was received?** A confirmation email will be sent immediately if your upload was successful. Within 3 business day you’re compliance will be emailed to you from a representative at SentryMD.
5. **How do I access my file?** After you have submitted your documentation to SentryMD, 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 unr@sentrymd.com . If you have issues during the initial ordering process email StudentCheck@PreCheck.com.