



CENTER
for Allied Health Education

CLINICAL CLEARANCE

- ❑ **STEP 1:** Create a CastleBranch profile/account at <https://portal.castlebranch.com/ND92>
- ❑ **STEP 2:** Schedule a Physical Appointment with your Physician/ Urgent Care.
 - The Physician should complete the *Health Assessment Form* found below.
- ❑ **STEP 3:** Schedule a Drug Screening with www.LabCorp.com
 - Download the *Drug Screening Form* from the CastleBranch checklist and bring it to a LabCorp location
- ❑ **STEP 4:** Upload all required documentation for Health Clearance to CastleBranch.

For any questions regarding Clinical Clearance, please e-mail clinicalclearance@cahe.edu



First Year Health Clearance Process

Dear Health Care Provider,

Center for Allied Health Education requires the following health clearance requirements from students prior to beginning their clinical education program.

1. Medical History and Physical Exam

2. Proof of Immunity (titers) within the past 5 years

- Measles
- Mumps
- Rubella
- Varicella
- Hepatitis B
- Hepatitis C

3. Quantiferon (within 3 months)

- Quantiferon-TB Gold Blood Test (if positive, chest x-ray required within 1 year)

4. Immunization

- Documentation of Tdap administered within the past 10 years
- Documentation of an Influenza Vaccine administered for the current season
- If Hepatitis B Surface Antibody is negative, documentation of Hepatitis B vaccination.

Summary of required lab reports with titers and reference ranges that must be submitted with the *Health Assessment Form*:

1. Measles ab titers
2. Mumps ab titers
3. Rubella ab titers
4. Varicella ab titers
5. HBsAb (Hepatitis B Surface Antibody)
6. HBsAg (Hepatitis B Surface Antigen)
7. Hepatitis C Antibody
8. Quantiferon TB-Gold

Center for Allied Health Education *Health Assessment Form - First Year*

Student's Name: _____

Program: _____

Date of Birth: _____

Social Security #: XXX-XX-_____

MEDICAL HISTORY

Past Medical History: _____

Recent Illness (Detail): _____

Allergies (including latex allergy): _____

Current Medications (Details): _____

PHYSICAL

BP: _____ Pulse: _____ Temp: _____ Weight: _____ Height: _____

HEENT: _____ Lungs: _____ Heart: _____ Abdomen: _____

Extremities: _____ Neuro: _____ Skin: _____

Comments: _____

ANTIBODY TITER/TB STATUS

Please attach official laboratory reports for the required tests:			
	Immune status <small>(circle one)</small>		Official Laboratory Report Required
MMR:			
Measles Ab (IgG)	+	-	<input type="checkbox"/> Included
Mumps Ab (IgG)	+	-	<input type="checkbox"/> Included
Rubella Ab (IgG)	+	-	<input type="checkbox"/> Included
Varicella (IgG)	+	-	<input type="checkbox"/> Included
Hepatitis:			
HBsAb (hepatitis B surface antibody)	+	-	<input type="checkbox"/> Included
HBsAg (hepatitis B surface antigen)	+	-	<input type="checkbox"/> Included
Hep C Antibody	+	-	<input type="checkbox"/> Included
Quantiferon TB Gold	+	-	<input type="checkbox"/> Included

If QFT Positive, CXR required (within one year prior to start date): Date: _____ Results: Positive or Negative (Attach CXR Report)

If vaccination required, please document below:

Vaccination	Date Administered	Lot number	Expiration date
MMR			
Varicella			
Hepatitis B #1			
#2			
#3			
Influenza (current season)			
Tdap			

PHYSICIAN OR HEALTHCARE

I have examined the above named person and determined that they are free from evidence of any health impairment that would prevent them from participating in an allied health related clinical education program.

* Physician's Name: _____ Signature: _____

License Number: _____ Date: _____

* Nurse Practitioner or Physician Assistant acceptable



STUDENT

I authorize the above named Physician/Nurse Practitioner/PA to complete this form in its entirety including my health history and medical records and to forward it to Center for Allied Health Education.

Student's Name: _____ Student's Signature: _____ Date: _____

Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.

UPLOADING DOCUMENTS

The most efficient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

Options for Digitizing Your Document

- Take a picture
- Use the myCB app
- Scan your document
- Utilize a local FedEx, UPS, Library, or University's resources

Submitting Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **Your Computer or Flash Drive**
- Select file(s) needed, one at a time
- Hit **Submit**



All Documents uploaded are stored in your **Document Center** for future use.

To attach a previously uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents**.



Note: Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click **Remove Document** and re-attach the correct version.

Replacing Rejected Documents

- Read the rejected reason
- Re-upload using the same steps above

The two most common rejection reasons are missing information and illegible documentation. Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.

Submitting Documents

FAXING DIRECTLY TO REQUIREMENTS

Following the steps below will result in your documents **automatically attaching to their specific requirements**, designated by their included cover letters.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Follow the directions on the cover sheet
- Repeat for all requirements to be faxed

FAXING TO DOCUMENT CENTER

Following the steps below will result in your documents going into your myCB document center, where **you will need to attach them to each requirement individually**.

Print Cover Letter

- Click **Document Center** within the myCB panel on the left
- Click **Print/Fax Mail Cover Sheet** on far right
- Read and close the warning prompt
- Print the cover sheet
- Follow the directions on the cover sheet
- Faxed documents will display under **My Documents** within the **Faxed** folder

Submit Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **My Documents**
- Choose the **Faxed** folder
- Pick document needed
- Hit **Submit**

Submitting Documents

MERGING FAXED PAGES

If submitting more than one document to a requirement, you have the option to merge them together.

To Merge Pages

- Click **Document Center**
- Find the **Faxed/Mailed Documents** folder
- Select one file you wish to merge with another
- Click **Add PDF to Merge Queue**
- Repeat until all pages you wish to merge are queued
- Select **Merge These Documents** at the top right
- All merged files can be found in the **Merged Files** folder.

MAILING DOCUMENTS TO CASTLEBRANCH

Follow the steps below to mail documents to CastleBranch for review.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to mail in
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Repeat for all requirements to be sent in
- **Mail to:**

CastleBranch
1844 Sir Tyler Drive
Wilmington, NC 28405
Attn: TDL Document Center



Note: Pages mailed to CastleBranch should be ordered accordingly:

Cover letter A, document A
Cover letter B, document B