University of Southern Maine – MS and RN to BS students

Instructions for Order Placement

When you place your initial order, you will be prompted to create your secure CertifiedBackground account. From within your CertifiedBackground you will be able to:

- ✔ View your order results
- ✔ Manage the requirements specific to your program
- ✔ Complete tasks as directed to meet deadlines
- ✔ Upload and store important documents and records
- ✔ Place additional orders as needed

To place your order, go to www.certifiedbackground.com in the “Place Order” field, enter the following package code specific to your school and program:

**UF25—Background Check + Medical Document Manager Package**

during order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

the email address you use when placing your order will become your username for your CertifiedBackground file and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

you can respond to any active alerts or To-Do List items now, or return later by logging into your CertifiedBackground. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your CertifiedBackground anytime to view order status and completed results. Authorized users at your school will have access to view your requirements and compliance status from a separate CertifiedBackground portal.
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 the USM School of Nursing for immunization, medical or certification records:

Measles, Mumps & Rubella (MMR)
- Submit a positive antibody titer for all 3 components (lab report OR physician verification of results required)
Proof of immunization is not sufficient.

Varicella (Chicken Pox)
- Submit a positive antibody titer (lab report OR physician verification of results required)

Hepatitis B
- If your Hepatitis B series is MORE than one year old, the following is required:
  ✓ 3 vaccine series
  ✓ If you cannot provide your 3 vaccine series, submit a positive antibody titer for Hepatitis B (lab report OR physician verification of results required)
- If your Hepatitis B series is LESS than one year old, the following is required:
  ✓ 3 vaccine series AND a positive antibody titer for Hepatitis B (lab report OR physician verification of results is required)
  ✓ If your series is still in process, submit where you are in the series. New alerts will be created for you to complete the series and receive your titer.

TB Skin Test
- There must be documentation of one of the following:
  ✓ 2 step TB Skin test (1-3 weeks apart in 2015)
  ✓ 2 consecutive years of negative annual tests (most recent test must be from within the past year)
  ✓ QuantiFERON Gold Blood Test
  ✓ T-Spot
  ✓ If positive results for any of the above, provide a clear Chest X-Ray OR TB Questionnaire

Tetanus & Diphtheria (TD)
- There must be documentation of a TD booster OR a TDaP (preferred) booster within the past 10 years.

CPR Certification
- Submit your American Heart Association Healthcare Provider card. Copy must be front and back & card must be signed. Certificates OR letters from provider are accepted temporarily until card arrives. Please note that we DO NOT accept CPR from the American Red Cross or from any online program.

Health Insurance
- Provide a copy of your current health insurance card or proof of coverage.

Influenza OR Declination
- There must be documentation of one of the following:
  ✓ A flu shot administered during the current flu season
  ✓ Declination waiver

Maine Documents
- Please download, print, and sign the 1 page Agreement to Comply AND the 2 page Institutional Policy Manual and upload to this requirement