



Collin College Health Professions Clinical Checklist

Complio: (<http://collincompliance.com/index.html>)

Collin College Health Professions Vaccination Tracker and Background Check

- Click on “New Users” to create an account. You will be sent an email to verify and activate your account.
 - You will not have access to Complio until this step is complete.
- When creating your order, you will choose:
 - Concentration: Health Professions – General Population
 - Program: Select your program choice. (CNA, PCT, or Phlebotomy)
- Load Packages: The “packages” that must be purchased together.
*****Please ensure that you select the immunization tracker and the background check.**
 - Collin College Tracking Package- 12 Months (\$30.00)
 - Background Check (\$27.00) * additional fees may apply*

Required Documents: Complio offers a video library that will show you how to upload your documents and become compliant.

- **Measles, Mumps & Rubella (MMR)** - Completed 2-dose series or positive blood titer results (Blood titer results must be quantitative with a reference range and must include Measles, Mumps, and Rubella)
- **Varicella (Chicken Pox)** - Completed 2-dose series or a positive blood titer result; history of disease is unacceptable. (Blood titer result must be quantitative with a reference range)
- **Hepatitis B** - Completed 3-dose series or a positive/reactive blood titer result.
- **Tuberculosis (TB) Screening** - Only valid for 12 months and must remain valid through the completion of clinical courses. (Tuberculin PPD Skin Test or QuantiFERON Gold TB Test, or Chest X-ray) Positive results from a skin or blood test will REQUIRE a negative chest X-ray for TB.
- **Tetanus, Diphtheria, and Pertussis (Tdap)** - Must be dated within ten years and remain valid through the completion of clinical courses.
- **CPR Certification** - Valid American Heart Association Basic Life Support (BLS) Provider CPR Certification Card.
 - No other CPR certification will be accepted
 - Must remain valid through the completion of clinical courses
- **Influenza (Flu) Vaccine** - Completed annually (Current Flu Season) or documentation from your Medical Physician for exemption - DUE beginning October 1st of each new flu season, NOT required for summer semester applicants. Any student providing a valid medical exemption letter from their physician will be required to wear a mask during all clinical visits while in an active flu season.
- **Medical Insurance Coverage**
 - Front and back of the insurance card with the student’s name present
 - If the student’s name is not present, a verification of coverage letter must be provided from the insurance company
- **COVID-19 Vaccination** (This question must be answered; however, vaccination is NOT required).
 - If vaccinated, please upload documentation of vaccines in the appropriate field

- If you are not vaccinated and due to medical/religious/or personal preference, please complete the COVID-19 declination option for this requirement. (This WILL NOT affect your clinical placement.)
- **Drug Screen Receipt for Proof of Payment-** (*Students may wait to purchase this AFTER acceptance to the program*) The receipt must include the payment date and the student's name. Please do not provide a screenshot of the payment screen immediately after your purchase; the full receipt will be emailed to the address you provided during the purchase. (Instructions on how to purchase the drug screen are provided below and in Complio)
- **Student documents:** All clinical students must review and complete (initial and/or sign) six total documents in Complio. These are fillable PDF documents and are signed electronically through the Complio system.

Urine Drug Screen-Payment Instructions - Cost \$45

**** (Applicants may wait until after course registration to complete this payment)**

<https://carecredentialing.us/>

- Click on the link above to visit the BlueStar Diagnostics web page.
- Step 1, Fill in the required information (Be sure your email address is entered correctly), press "Next"
- Step 2, Select Program: "Health Sciences On-Site Drug Testing Only" and Select Department: "Health Professions (CNA, EKG, PCT and Phlebotomy only)", press "Next"
- Step 3, To skip this page, select "Next" (**Document upload is not required**)
- Step 4, Complete your payment.
- You will receive a receipt of your payment via email. Upload this receipt to your Complio Tracker account. **MUST have the Date of Payment and the student's name indicated on the receipt. If a parent's name is on the drug screen receipt, please email us at healthprofessions@collin.edu to have the receipt approved in Complio.**
- When submitting your receipt to Complio, you must also enter the Collin College clinical course semester start date to be considered compliant.
- Drug screens will be performed during your class/lab at random; please do not take an off-site drug screen on your own. Drug screens performed independently by your physician or lab will not be accepted.

Complio Tips:

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Red X: not completed/not compliant/rejected/expired

Yellow !: Pending review

Green ✓: Compliant

Complio provides clear communication regarding compliance. Please review your email correspondence closely to ensure you have met all requirements.

For questions regarding your Complio Compliance, students may email healthprofessions@collin.edu from their collin.edu email address for assistance. Please include your CWID, name, and school district for identification.

****If you have questions about passwords or concerns with your account, please contact Complio directly at 1-800-200-0853 between the hours of 8:00 am – 6:00 pm (MT) Monday – Friday. ****