

Scripps Health Criminal Background Check & Onboarding

Welcome to Complio's Clinical Rotation Manager!

Complio's Clinical Rotation Manager is a program utilized to host your compliance documentation (proof), track your compliance requirements, and share your profile with different agencies. This technical guide is your resource for Clinical Rotation Management. American DataBank is only a phone call or message away – we are always happy to help. Complio's goal is to make the compliance process simple and to provide you and your institution a transparent view into your evolving compliance status.

Scripps has several different requirements that you will need to complete. All of these items are tracked within Complio. The requirements for each category are listed in your Complio account, are accessible by clicking on the Requirement Explanation tab at the top of your screen.

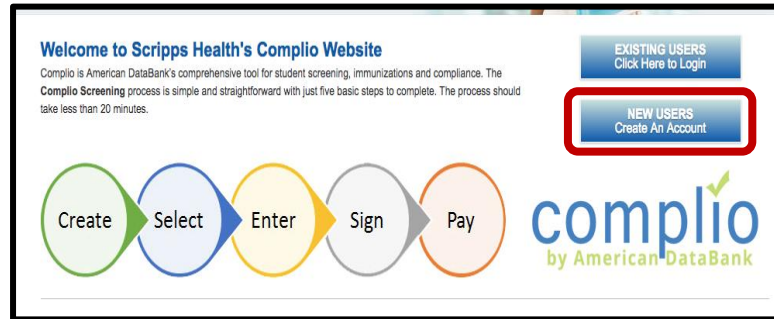
Compliance Category/Item (Expand / Collapse)	Requirement Explanation
<input type="checkbox"/> Required Compliance Category	

If you need any assistance with any portion of your Complio account, please do not hesitate to contact American DataBank!

Important things to know!

1. Your profile must be shared with Scripps Health administrators prior to the start of the rotation. Scripps cannot see your profile until you initiate a profile share with them.
2. Each time you go to a new hospital or location, it is considered a new rotation. You must create a new rotation in Complio for the correct agency/hospital, department, and share your student profile again for approval.
3. If you choose to upload a copy of your current employee badge, you must associate it with each category. Uploading it once does not automatically make you compliant.
4. You will need to order an Immunization Tracking package to become compliant. The package you need will be listed for you when you place an order.

1. Go to www.scrippsbackground.com
2. If you're a new user, click on "New Users – Create an Account" in the top right hand corner of the page. Follow the steps to create your account. Once you create your account, you will receive an email with an activation link. Follow this link to log into your account. Chrome and Firefox work best.



Placing an order

3. You will be prompted to begin your order. Read the Instructions and click "Get Started."
4. Select the correct Student Type and Program from the dropdowns that appear on the order screen. Then click "Load Packages."
5. Choose the appropriate package(s) for your program. The price of any packages ordered will be displayed as you select them.

Please contact your institution if you are unsure what package(s) you need to order.

Identifying Information

Institution Name: Scripps Health

Select Student Type: * Scripps Student Placements

Select Student Type: * Allied Health

Select Program: * --SELECT--

Load

- SELECT--
- High School Internship Program
- Allied Health
- Nursing
- Resp Therapy

6. **Electronic Drug Screen Information** – if you are ordering a drug screen, you will be able to select your drug screen location. After your payment has been accepted, the chain of custody form will be emailed to you.
7. Review the order information as well as personal information to make sure everything is entered correctly. You will also be prompted to read and sign the Disclosure & Authorization form before you complete your order.
8. After entering your payment information, a confirmation of payment from American DataBank will be sent to the email address you provided. You can now begin to upload documents

Bundles

Clinical Student - RN Bundle

Scripps Tracking Package

6 Months (\$12.00)

Package 1: Background Check and Drug Screen (\$82.00)

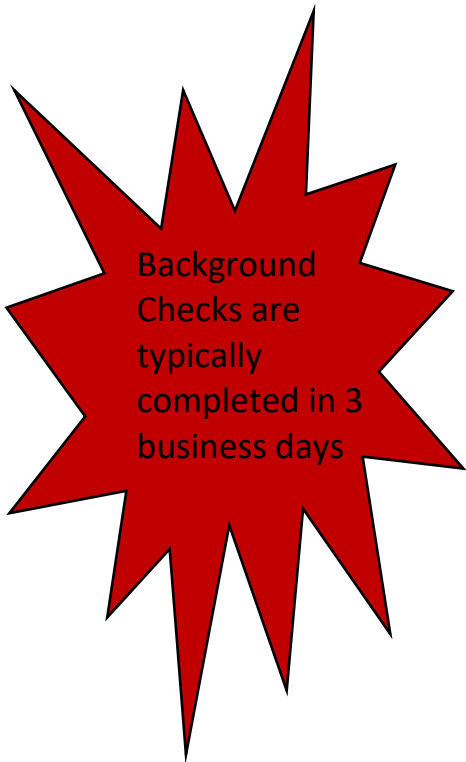
Estimated Bundle Total:

Screening

Package 1: Background Check and Drug Screen (\$82.00)

Package 2: Drug Screen Only (\$45.00)

Estimated Screening Total:



American Databank | Since your last login

Since your last login 3 item(s) have been marked "meets requirements", 0 item(s) have been marked "does not meet requirements", and 0 are still pending review.

You are still not compliant in the following category(s):


- MMR
- Background Check
- CPR Certification
- Tuberculosis
- Tdap
- Drug Screen
- Seasonal Flu Vaccine
- Hepatitis B
- Varicella
- MMR
- Background Check
- CPR Certification
- Tuberculosis
- Tdap
- Drug Screen
- Seasonal Flu Vaccine
- Hepatitis B
- Varicella
- Student Orientation Materials
- Social Media Best Practices
- Confidentiality Acknowledgement and Agreement Form
- Compass System Access Request Form


Each time you login, Complio will remind you which categories are still not compliant.


It will also show you if you have any categories that will expire soon.


You have following upcoming expiration category(s):

9. From the home page of your Complio account, click "Upload Documents" on the upper right hand side of the screen. Browse through your files for the documents you want to upload into your Complio document library.

 **Upload Documents**
View or upload your documents

 **Video Tutorials**

 **Place Order**

 **Upload Documents**
Click browse button to select files.

Immunizations

- Screen Sho...8.00.32 AM
- Training

Chest X-ray.jpg

Hepatitis B titer .png

MMR Titer.gif

PPD Test results.jpg

Varicella Titer.png

Associating Documents

10. Return to your Home page, where you will see the list of requirements listed.

11. Click “Enter Requirements” to the right side and indicate which required items you are submitting. You will see what is required for each category as soon as you click “Enter Requirements”.

12. Choose the documents from your document library that should be associated with each item.

13. You may need to submit multiple items for a single compliance category. You may also assign the same document to multiple items.

14. Enter the details required for each item – date, results, etc.

15. Documents are reviewed within 1-3 business days.

16. Don’t forget to click “Submit”!

Compliance Category/Item (Expand / Collapse)	Requirement Explanation
Required Compliance Category	
MMR	+ Enter Requirements
Varicella	+ Enter Requirements
Hepatitis B	+ Enter Requirements
Tuberculosis	+ Enter Requirements

Add New Requirement

MMR: You must submit A or B:
A) 2 doses of the MMR vaccine.
B) Positive titers for Measles, Mumps, and Rubella.

Select a requirement:

- SELECT--
- Measles Titer
- Mumps Titer
- Rubella Titer
- MMR Dose 1
- MMR Dose 2

Varicella

You might need to submit more than one item for each category. You can associate the same document to more than 1 item in each category

MMR: You must submit A or B:
A) 2 doses of the MMR vaccine.
B) Positive titers for Measles, Mumps, and Rubella.

Select a requirement: [Apply For Exception](#)

fill the form below for MMR Dose 1

Document: Date:

Preview Documents: [MMR Titer.gif](#)

Upload Additional Documents:

Note:

Document review

17. Once you have submitted your documentation for review, the red X on the left side of your home screen will become a yellow exclamation point. A yellow exclamation point indicates your document is pending review.

18. American DataBank will review your documents to ensure they meet Memorial Health System's standards.

19. If you have any questions about what your documents need to have in order to be approved, please click on "Requirement Explanation", at the top of your screen.

20. Once American DataBank reviews your documents, the category will either have a green check mark or a red X next to the category.

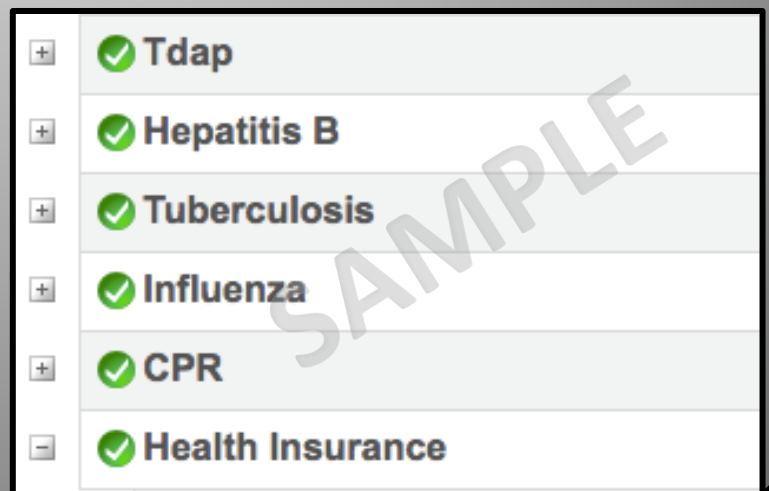
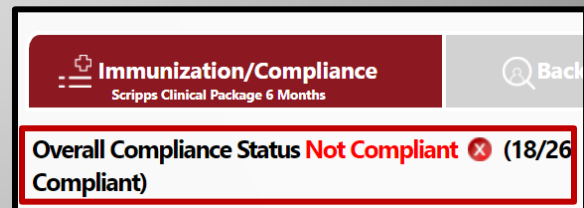
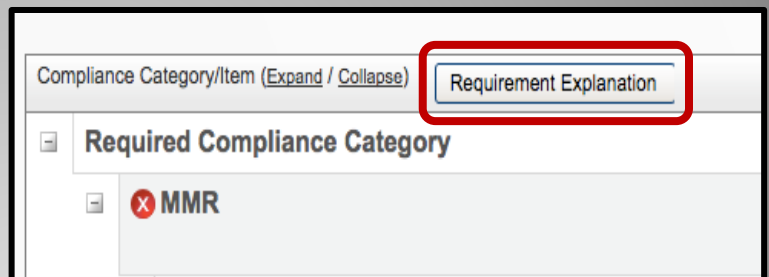
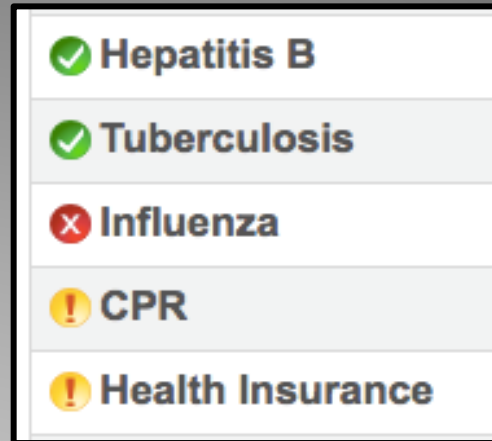
21. A green check mark means the category is compliant.

22. A red X means the category is not compliant.

23. If your document doesn't meet the requirements, you will receive a notification from Complio with an explanation.

24. You cannot come onsite unless all categories are approved!

25. Once your profile is approved, you will receive your badge form via email.




Profile Sharing for Rotations

- From your Complio home page, click “Profile Sharing” on the left menu
- At the top of the Profile Sharing page, under “Send New Invitation”, locate the dropdown labeled “Agency”. Select the appropriate option from this drop down

Profile Sharing

Send New Invitation

Agency: 

Name* Email* Phone*

Agency*

Would you like to restrict this invite until a specific date or for a set number of views? Yes No

What profile information would you like displayed in the invitation email? Name Email Address Gender Secondary Email Address Address Phone Number

Custom Message*

- This will automatically let the system know where and to whom to send the profile share
- Choosing an option from this dropdown will hide the contact info fields; this is intentional; and it means the system knows where to send your profile
- NOTE: Your share may not go through correctly if you do not select an option from the “Agency” dropdown

Rotation Details

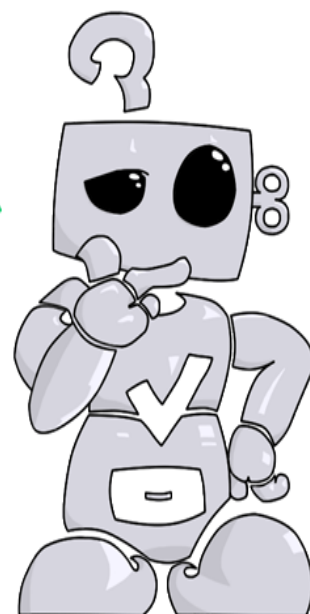
Rotation Details

If you are sharing information for a specific rotation, please provide details of the assigned rotation below:

Institution:	<input type="text" value="Institution"/>	Type/Specialty:	<input type="text" value="Type/Specialty"/>	Department:	<input type="text" value="Department"/>
Program:	<input type="text" value="Program"/>	Course:	<input type="text" value="Course"/>	Term:	<input type="text" value="Term"/>
Unit/Floor:	<input type="text" value="Unit/Floor"/>	Days:	<input type="text" value="--SELECT--"/>	Shift:	<input type="text" value="Shift"/>
Time:	<input type="text"/>	Start Date:	<input type="text" value="Select a date"/>	End Date:	<input type="text" value="Select a date"/>

- Fill in the “Rotation Details” section of the page with as much detail as you can.
- Leave the “What package details and results would you like to share?” section with the defaults checked.
- Click “Preview and Send Invite” and follow the steps to complete your profile share

Questions?



©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your students' statuses.

Email: Complio@americandatabank.com

Phone: 800-200-0853

Live Service: 7am-6pm MT Monday-Friday; 8am-4pm MT Saturdays

Address: 110 16th Street
Suite 800
Denver, CO 80202