Health Clearance & CastleBranch

The health clearance forms can be found at the following link: 
http://www.hunter.cuny.edu/nursing/repository/files/graduate/forms/graduate-clinical-clearance-forms.pdf.

The health clearance forms are also accessible from the School of Nursing website (www.hunter.cuny.edu/nursing) under “Current Students,” then “Graduate Students,” and then “Graduate Forms.”
The instructions on how to create a CastleBranch account are found on page 2 of the health clearance packet. Students need to use the following link to create their CastleBranch account: https://portal.castlebranch.com/UV15.

Once at this link (https://portal.castlebranch.com/UV15), click on “Place Order”: 
Then select the **GRADUATE** package:

Once you select the **GRADUATE** package, read the information on the following page and check the “I have read this information” option and click on the green box to continue.
Please note: There is a fee of $160.75, which covers the cost of the health clearance tracker, background check, and drug test.

Once you read the Terms and Conditions and click on “Continue,” you will be prompted to the following page to enter your personal information and create your CastleBranch account.
Clinical Requirements

Titers:

1. Measles, Mumps & Rubella (MMR)
   Submit a positive antibody titer (results documented by medical professional OR lab report required). If your series is in process, a letter from your doctor stating you are in the series and when you received the last dose will be required. If your titer is negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer), and prove a 2nd titer. (MMR)
   06/06/2018 01:53:20 PM EST - Castle Branch

2. Varicella (Chicken Pox)
   Submit a positive antibody titer results documented by medical professional OR lab report required). If your series is in process, a letter from your doctor stating you are in the series and when you received the last dose will be required. If your titer is negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer), and prove a 2nd titer. (Varicella)
   06/06/2018 01:53:24 PM EST - Castle Branch

3. Hepatitis B
   One of the following is required:
   - 3 vaccinations OR
   - Positive antibody titer (lab report required)
   - OR vaccination signed by healthcare provider

   If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series. If your titer is negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer), and provide a 2nd titer. (Hepatitis B)
   06/06/2018 01:53:36 PM EST - Castle Branch

- You will need to submit ACTUAL lab reports for MMR, Varicella, and Hepatitis B surface antibody titers.
- Titers must be within the last 7 years.
- If all titers are positive, they will only be required once.
- If any of your MMR or Varicella titers are equivocal or negative, you will need to submit documentation of revaccination dated AFTER your titer and then a repeat titer.
- If your Hepatitis B surface antibody titer is equivocal or negative, you can submit documentation of revaccination dated AFTER your titer and then a repeat titer, OR a signed Hepatitis B vaccine waiver (must be signed by your healthcare provider).
TB:
- All TB screenings must include the date of the screening and the result.
- If you submit a Quantiferon gold blood test, please include a copy of the lab report.
- For any positive results, a copy of a chest x-ray report is required.

TD/TDaP:
- Documentation of a TD or TDaP vaccination must be within the past 10 years.

BLS/CPR Certification:
- If you submit a letter stating that you completed the BLS course instead of submitting the actual card, the letter will be accepted temporarily. A new alert will be set for about 4 weeks to give you time to receive the actual card.

Influenza/Flu Vaccine:
• Documentation of your flu vaccine must include:
  o Date the vaccine was given
  o Lot number
  o Name of the healthcare provider or administering agency
• OR you may submit a flu vaccine waiver.

Health Insurance:

8. Health insurance
One of the following is required:
  • Current health insurance card OR
  • Proof of coverage.

The renewal date will be set for one year from the date of upload.

04/06/2018 01:53:21 PM EDT - Castle Branch

UPLOAD FILE
Physical Exam:

9. Physical Examination

Submit your Physical Exam completed on the school form within the past 12 months and signed by a medical professional. Only the following pages are required in order to gain approval:

- Page 3 (Personal Medical Record)
- Page 4 (Health History)
- Page 5 (Physical Exam)
- Page 6 (Healthcare Provider Documentation of Required Titers, Vaccines and Screening Tests)
- Page 7 (Student Health Clearance Form)

The renewal date will be set for 1 year from the date of the exam. The physician must complete the section stating whether or not there are any limitations. If limitations are indicated, this requirement will be rejected. Please upload all pages before proceeding.

04/06/2018 01:53:20 PM EDT - Castle Branch

- Your physical exam must be completed on the school forms.
- You must upload the following 5 pages to complete the physical exam requirement:
HIPAA Certification:

- You can view the HIPAA video at the Health Professions Education Center (HPEC) located at the Brookdale Campus (425 E 25th Street, in the mezzanine level). After viewing the video, have the HIPAA certificate (shown below) stamped by a member of the HPEC staff.
- The HIPAA certification **MUST be stamped**.

- Or if you have completed HIPAA training at another institution, such as your workplace, you may submit documentation of that training.
Handbook Acknowledgement:

- The handbook can be found at the following link: http://www.hunter.cuny.edu/nursing/repository/files/hbson-student-handbook.pdf.
- Please read the student handbook and sign the handbook acknowledgement (shown below).

![Handbook Acknowledgement Image]
RN License and Registration:

Please submit a copy of both your RN license **AND** current registration.

- RN license:
- RN registration:

Or you may submit verification of your license through the state website ([http://www.op.nysed.gov/opsearches.htm](http://www.op.nysed.gov/opsearches.htm)).
FAQS

How do I place an order/create a CastleBranch account?
Use the following link to create your CastleBranch account: https://portal.castlebranch.com/UV15. This link is specific to Hunter College.

Once at this link (https://portal.castlebranch.com/UV15), click on “Place Order”:

Then select the GRADUATE package:

Once you select the GRADUATE package, read the information on the following page and check the “I have read this information” option and click on the green box to continue.
Once you read the Terms and Conditions on the next page click on “Continue.”
You will then be prompted to the following page to enter your personal information and create your CastleBranch account.

**What is the fee for CastleBranch?**
There is a fee of $160.75, which covers the cost of the health clearance tracker, background check, and drug test.

**Is this fee a one-time fee or is it recurring?**
The health clearance tracker service is a one-time fee. Students would not need to pay for this service again. The only fee that a student would need to pay for again would be if they needed an updated background check and/or drug test.

**What are the payment options?**
Options include: MasterCard, Visa, Discover or debit card. You may choose to pay for your order in monthly installments. The monthly installment amount depends upon the amount of the order. The installment payment also includes a $2.99 per installment payment fee. CastleBranch also offers electronic check and money order for an additional $10. Please note: use of electronic check or money order will delay order processing until total payment is received. (Information retrieved from: http://go.castlebranch.com/newclientfaq).
What is the process for a drug test?
Within 24 business hours of your order being placed, CastleBranch will register you to take your test with a lab in your area. Registration information will be communicated to you within your account or via an email. You will be responsible for scheduling your appointment at the designated collection site and providing your registration information at the time of collection.

The collection site will ship your specimen to the lab. A negative test result will report out to you within 3 days from collection. If the test is non-negative, it will transmit to a Medical Review Office (MRO) to review. The MRO will contact you if they need information that would impact the results of your test. You will be contacted via the phone number you entered during order placement. You will also be able to view the “Pending MRO” status and the contact information for the MRO within your drug test To-Do List item. Tests that go through an MRO will report out to you within 5-7 days from collection. (Information retrieved from: http://go.castlebranch.com/newclientfaq).

Will I be given a reminder when I have an approaching due date or when something is overdue?
Yes, CastleBranch will send an email once a week if you have requirements that are approaching or have passed their due date.

Why was my documentation rejected?
Documents may be rejected if they are illegible, loaded to the wrong requirement, or do not meet the specific guidelines.

If I am continuing clinical, do I need to “redo” my CastleBranch?
If you already have a CastleBranch account, you do not need to create another account or re-upload your documents for the new semester. You will only have to upload your documents as they expire.

*PLEASE NOTE*
- If all titers are positive, you will only have to submit them once. If any of your MMR or Varicella titers are equivocal or negative, you will need to submit documentation of revaccination dated AFTER your titer and then a repeat titer. If your Hepatitis B surface antibody titer is equivocal or negative, you can submit documentation of revaccination dated AFTER your titer and then a repeat titer, OR a signed Hepatitis B vaccine waiver (must be signed by your healthcare provider).
- Your TB screening and physical exam expire annually.
- Your TD/TDaP vaccination is valid for 10 years.
- Your BLS/CPR certification is valid for 2 years.
- Your influenza/flu vaccine is valid for the current flu season.
- You will need to upload your health insurance card every year.
• Your HIPAA certification and handbook acknowledgement is only required once.
• The renewal date for your RN registration is based on the expiration date listed on your document.

If I am a new student with a recent physical, can I use documentation of that physical exam and then update it when it expires?
If you have documentation of a recent physical, you can use that information as long as it is documented on the school forms. Documentation of a physical exam not completed on the school forms will not be accepted.

The health clearance form requires the health care provider’s New York State license number, however, my health care provider is from another state. Can my health care provider fill out my health clearance forms or do I need a health care provider from New York State?
A New York State health care provider is not required. You can have your health care provider write in his/her license number from whatever state you seek medical care.

Is the CastleBranch ID Badge required?
You do not need to purchase the CastleBranch ID Badge.