



# CertifiedBackground

together with CertifiedProfile

## STUDENT INSTRUCTIONS FOR UNIVERSITY OF ILLINOIS AT CHICAGO

### COLLEGE OF MEDICINE - URBANA

#### About CertifiedProfile

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CertifiedProfile is a secure platform that allows you to order your medical document manager online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

#### Order Summary

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➤ **Required Personal Information**

- In addition to entering your full name and date of birth, you will be asked for your current address, phone number and e-mail address.

➤ **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 your school for immunization, medical or certification records.

➤ **Payment Information**

- At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.

#### Place Your Order

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Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and enter package code: **UG32**

You will then be directed to set up your CertifiedProfile account.

#### View Your Results

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Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

# Medical Document Manager Requirements

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## Measles, Mumps & Rubella (MMR)

-There must be documentation of BOTH of the following:

- 2 vaccinations
- Positive antibody titers for all 3 components (lab reports required)

## Varicella (Chicken Pox)

-There must be documentation of a positive antibody titer (lab report required).

## Hepatitis B

-There must be documentation of BOTH of the following:

- 3 vaccinations
- Positive antibody titer (lab report required)

## TB Skin Test

-There must be documentation of one of the following:

- 2 step TB Skin test (1-3 weeks apart)
- QuantiFERON gold blood test
- If positive results, provide a clear Chest X-Ray (lab report required)

## Tetanus, Diphtheria & Pertussis (Tdap)

-There must be documentation of a Tdap booster within the past 10 years.

## Polio

-Submit documentation of the completed primary series. There must be a record of at least 3 vaccinations.

## Influenza

-There must be documentation of a flu shot administered during the current flu season.

If you need assistance please contact CertifiedProfile at 888-914-7279 or [cpservicedesk@certifiedprofile.com](mailto:cp servicedesk@certifiedprofile.com) and a Certified Profile Representative will be available Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST.

