

STUDENT INSTRUCTIONS FOR UNIVERSITY OF ILLINOIS AT CHICAGO COLLEGE OF MEDICINE - CHICAGO

About CertifiedProfile

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

- **Required Personal Information** SSN will not be required information
 - In addition to entering your full name and date of birth, ~~you will be asked for your Social Security Number~~, current address, phone number and e-mail address.
- **Immunizations**
 - 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

Go to: www.CertifiedBackground.com and enter package code: **UG31**

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

View Your Results

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.

Immunization Requirements

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)

Polio

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

Tetanus, Diphtheria & Pertussis (Tdap)

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

CPR Certification **This requirement will be completed at the beginning of the M3 year.**

-Must be the American Heart Association Healthcare Provider course. Copy must be front & back and card must be signed.

Health Insurance

-Provide a copy of your current health insurance card or proof of coverage. Both sides of the card are required.

Influenza **You will be notified about this requirement during the Fall semester.**

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

Respirator Fit Testing **This requirement will be completed during M1 Orientation Task Day.**

-Submit your Respirator Fit Testing form.

Annual HIPAA Training **This requirement will be completed during the Fall semester.**

-Submit your Annual HIPAA training form.

OSHA/Standard Precautions Training **This requirement will be completed during the Fall semester.**

-Submit your OSHA/Standard Precautions Training form.

Drug Panel

-This requirement is for M3 students and select M2 students, depending on clinical site. Are you required to submit a drug panel? If yes, upload 6 panel drug test to this requirement. If no, this requirement will be marked complete.

I NEED HELP!!!

If you need assistance please contact **CertifiedProfile** at **888-914-7279** or cp servicedesk@certifiedprofile.com and a Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 10am-6:30pm EST.**

