

Immunization and Background Check Instructions 2011

To streamline our compliance program, we have arranged to process immunizations, background checks and drug screenings through a third party, American Data Bank. This will allow us to meet the increasing requirements of the clinical agencies while maintaining the highest level of customer service.

Please follow the instructions below to process your records. You will need [Adobe Reader](#) and a printer.

Follow the appropriate timeline for your clinical schedule for submissions. LATE RECORDS WILL NOT BE TOLERATED OR ACCOMMODATED FOR.

If you have any questions, please contact the Office of Student Information at osi@nursing.upenn.edu.

- I. Register for American Data Bank
 - a. Go to <http://www.upennbackgroundcheck.com/>
 - b. Click "Click Here to Order" to proceed.
 - i. Select your package based on your status:
 - Package 1: Bachelor of Science (Undergraduate students including Accelerated BSN and BSN/MSN students in the BSN portion of the program.)
 - Package 2: Master of Science (Graduate students enrolled in clinical sequence of MSN program)
 - ii. Complete the online forms and submit your order.
 - Be careful to use an address where you CAN RECEIVE MAIL in the couple of weeks. American Data Bank will be sending you a packet for your fingerprinting and drug screen.
 - You will receive an email with the password for your online account. You must use your NURSING email to register for the system.
 - Note: You do not need to print and turn in the Disclosure form you electronically sign.
- II. Complete the Background Checks and Drug Screen - Complete within the dates of your checklist!

- a. Pennsylvania Child Abuse Childline Clearance
 - i. Go to
<http://www.nursing.upenn.edu/students/OSI/Documents/Compliance%202011/DPWChildAbuse.pdf>
 - ii. Print and complete all pages of the form. Select “Child Care” for Purpose for Clearance. Be sure to complete the waiver so results are sent to American Data Bank.
 - iii. Send to the DPW as per the instructions with your \$10 money order.

NOTE: The clearance can take 6-8 weeks to process through the State of Pennsylvania. Pay attention to your deadlines!!

- b. When you receive your packet from American Data Bank...

- i. Get Fingerprinted (FBI Background Check):
 - Go to Penn Public Safety at 4040 Chestnut (or other fingerprinting service) during a designated time to be fingerprinted.
 - a. DO NOT BEND THIS CARD or the FBI will not accept it.
 - b. Complete the form ONLY in black ink.
 - c. Don't forget your fingerprinting fee (\$10 at 4040 Chestnut).
 - Complete the two forms included in your packet.
 - Have the release form notarized during the designated hours at the School of Nursing or your choice of notary.
 - Return the Fingerprint card and two signed forms via postal mail to
American Data Bank
110 16th Street
8th Floor
Denver, CO 80202

NOTE: This completed clearance MUST ARRIVE at American Data Bank prior to the first day of the semester. The clearance can take 8-10 weeks to process through the FBI. Do NOT delay in completing the fingerprinting and returning the paperwork to American Data Bank – Follow your timeline!

- ii. Complete your Drug Screen:
 - Make an appointment for your Drug Screen at your designated Quest Labs location. This will be listed on your mailing. You can also consult http://www.upennbackgroundcheck.com/drug_screen.asp
 - Complete your drug screen!
 - a. Be sure to bring a photo ID and the Chain of Custody Form to your appointment.

III. Complete the Immunization & Certification Form

- a. Getting your records to Student Health and obtaining your PPD
 - i. If you are new to Penn, follow the instructions from Student Health Services to submit your immunization records. This is required for all full time students. You must have your initial TB test (two-step PPD or blood test) done at Student Health Services. A clinic will be announced for your first week of classes.
 - ii. If you are a returning student, you can complete your PPD at the provider of your choice.
- b. Getting your record to send to American Data Bank
 - i. Print the record from Penn Portal
 - 1. Go to <http://www.vpul.upenn.edu/shs/appointments.php>
 - 2. Select Click Here to Access the SHS Portal
 - 3. Enter your Date of Birth
 - 4. Select View Immunizations
 - 5. Print the record
 - ii. Download the ADB immunization form:
<http://www.upennbackgroundcheck.com/ImmunizationForms2009/UniversityofPennInitialwithInstruction.pdf>
 - 1. Complete your demographic information as well as information regarding your certifications (CPR, etc).
 - 2. Scan or fax to ADB with copies of your certifications AND your Penn SHS record of your immunizations.
 - a. Note: if you have completed your PPDs or any other immunization a non-SHS provider (AND it is not reflected on your SHS record), that provider must sign off on the first page of the immunization form.
- c. Completing your record online:
- d. Select "Manage your Immunization Records" or go to <https://www.immunizationtracking.com/StudentPages/StudentLogin.aspx?args=11> . Complete this form with the information from your immunization history, the Childline clearance, and your CPR certification. You can also view the status of your background checks from this site.