

## GUIDELINES FOR COMPLETING HEALTH RECORDS AND REQUIRED DOCUMENTATION

You will be held accountable for **ALL** information in this document so take time to familiarize yourself with the information. If you have **ANY** questions regarding the health requirements, please contact Diane Cousert at [dcousert@parkland.edu](mailto:dcousert@parkland.edu). If you have problems uploading/scanning documents, please contact Rachel Delaney at [rdelaney@parkland.edu](mailto:rdelaney@parkland.edu) or call 353-2760. Rachel will **not** be able to answer any specific health or medical related questions.

*Castle Branch* ([castlebranch.com](http://castlebranch.com)) is the company that Parkland College has designated as the repository for the health record information, background checks and drug screen results. All information will be uploaded to *Castle Branch*. **Your instructor OR Program Director will provide the information you need to sign into Castle Branch.**

### SIGNING UP WITH CASTLE BRANCH

You will create an account with *Castle Branch*. The cost of this service is covered in the course fees that you will pay when you register for classes. You should **not** be asked for payment on the website. Once you are a customer of *Castle Branch*, you will have access to your health records for life. Do **NOT** create an account more than one time or you will be responsible for any extra charges.

When you log in and complete the registration with *Castle Branch*, a **background check** will automatically be done. You will be contacted if any clarification or additional documentation is necessary or if there is a question about your background check. **C.N.A. students will not have a background check done through Castle Branch as they have already completed this before they can register.**

**Drug screening:** *Castle Branch* will send you detailed information by email within 24 hours after you set up your account about how to complete the drug screening. **If you have not received this information within 72 hours, contact Castle Branch at 1-888-914-7279.** Do not postpone getting this completed since delayed results could prevent you from meeting the deadline. You will be contacted if any clarification or additional documentation is necessary or if there is a question about your drug screen. **C.N.A. students do NOT do drug screening.**

**SCANNING DOCUMENTS:** You will be scanning and uploading documents to the *Castle Branch* website. If you do not own a scanner, the **Parkland Library** offers **FREE scanning** to Parkland students. Health professions students may also use the scanner located in the **H wing** at no cost.

**PHYSICAL EXAM** - forms are located at: [www.parkland.edu/academics/departments/health/forms.aspx](http://www.parkland.edu/academics/departments/health/forms.aspx)

1. Your healthcare provider should document directly on this form and you can scan the form as needed. This is a 2 page form and **both** pages must be taken to the healthcare provider.
2. The physical can be completed by a physician or their authorized personnel (i.e. Physician Assistant or Nurse Practitioner)

3. Your healthcare provider will need to sign that the physical exam was done and that the student is able to meet all Technical Ability Standards (stated on page 1 of the form) **AND** sign the immunization form to confirm the dates of your immunizations. All boxes **MUST** be checked.

## IMMUNIZATION RECORDS

1. All immunization records must be recorded on the parkland immunization form.  
<http://www.parkland.edu/academics/departments/health/forms.aspx>
2. **Access your immunization records and take them and your health form with you to your appointment.** If these records are not available in your healthcare provider's office, contact the office where you had your health care done as a child or the last high school you attended.
3. If your immunization records are not available, you have two options: You may be re-immunized or you may select to have blood titers done to verify that you are immune to measles (rubeola), mumps, rubella (German measles), varicella (chicken pox), and hepatitis B. If you have not been immunized for these, it will need to be done at your appointment as required for your program. **If titers are done you MUST upload the lab results to Castle Branch.**

**If you are not able to complete the entire series of 3 hepatitis B immunizations, then you will need to submit a declination form but, for your protection, complete the series as scheduled.**

<http://www.parkland.edu/academics/departments/health/forms.aspx>

**VARICELLA: (also known as chickenpox):** Varicella titers are expensive. You can have it done for a reduced rate by contacting Carle Occupational Medicine. Call them at 383-3077 to schedule and tell them that you are a Parkland health career student. They will then bill Parkland and Parkland will bill you. The cost is significantly less than you may pay elsewhere. You will still be expected to follow up with them to get a **COPY OF THE ACTUAL LAB RESULT**. If you are found to be not immune, you will need two immunizations given one month apart so don't delay starting the process. The CNA program does **NOT** require varicella immunization or titer.

## TB and CPR

**Must be current through the entire semester you are entering.** This means you *may* need to renew before it is actually due and before you are notified by Castle Branch to renew. This means that you will need to stay aware of your TB and CPR expiration dates.

## Renewal Schedule for TB and CPR:

- if administered between January and April, the renewal will be set for 12/15 of the same year
- if administered between May and August, the renewal will be set for 5/15 of the following year
- if administered between September and November, the renewal will be set for 7/15 of the following year
- if administered in December, the renewal will be set for 12/15 of the following year

## CPR

Proof of **Health Care Provider CPR certification** is required for the entire course/program. You will scan your card or letter verifying completion of CPR. The **ONLY** acceptable CPR is: American Heart Association BLS Provider or American Red Cross Basic Life Support for Healthcare Providers. Register for the required course as soon as possible.

For help in locating a CPR class, contact the following:

- Parkland Business Training Center (217-351-2235): Parkland College Business Training is located at Parkland College on Mattis, 1315 N. Mattis Ave, Champaign. Visit their website at <http://www2.parkland.edu/businesstraining/CPR.htm>
- American Red Cross (Basic Life Support for Healthcare Providers): 217-351-5861 Visit their website at <http://www.redcross.org/take-a-class>

## TB TESTING

Parkland requires an initial two-Step TB test or documentation of three successive annual tests. Documentation of three annual TB tests must be completed in the last three years. Yearly updates will require a single one step test only. **TB results must state if results are positive or negative to be accepted.**

1. Due to the shortage of TB test serum, the QuantiFERON-TB blood test is an acceptable option. Be sure to request a copy of the lab result for submission.

## PREVIOUS POSITIVE TB TEST

If you have had a positive T.B. test in the past, you will need to submit a copy of a follow-up x-ray report. You do not need another chest x-ray unless you have symptoms. Your health care provider must document you are currently symptom free when they do the physical examination to meet this requirement.

## FLU VACCINE

1. Many clinics and pharmacies offer flu vaccinations. Be sure and get a receipt of vaccination to scan to Castle Branch. Flu vaccines are usually not available until September and documentation must be submitted by October 15 each year or earlier depending on the clinical site.
2. There is a *Declination Form* to be completed and submitted if you choose not to have a flu vaccine. Some clinical sites will not accept a declination except for documented medical conditions where it is contraindicated. Always check with your instructor regarding declinations. There may be other requirements specific to a clinical site when the vaccine is declined. **In addition, you must also submit a copy of the declination form to Rachel Delaney whose office is in H-131 at the Health Professions on Mattis. Be sure to keep a copy for your own records.** If, after submitting a declination, you decide to get a flu immunization, you must contact Castle Branch at 1-888-914-7279 to request that your flu file be opened so that you can submit the updated documentation. You must also notify Rachel Delaney at 217-353-2760 or [rdelaney@parkland.edu](mailto:rdelaney@parkland.edu) to remove your name from the declination list.

**Incomplete Health Records: You will be dropped from your program if your health record has not been submitted and approved by the due date provided by your program. GIVE YOURSELF PLENTY OF TIME TO MAKE CORRECTIONS IF NEEDED.**