ROANE STATE COMMUNITY COLLEGE
HEALTH INFORMATION TECHNOLOGY PROGRAM

STUDENT INFORMATION AND REQUIREMENTS
BACKGROUND CHECKS AND DRUG SCREENING

General Information
In response to the 2004 Human Resource Standards of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the majority of the major healthcare facilities and agencies that serve as clinical affiliates for RSCC Health Sciences programs will require that all students undergo a background check prior to participating in clinical rotations at their facilities. The background check shall include the following:

i) Name and Social Security number verification;
ii) Seven-year multi-county felony and related misdemeanor criminal record
iii) Violent Sexual Offender and Predator Registry Search
iv) Tennessee Abuse Registry
v) Employment verification (previous 2), if applicable;
vii) FACIS Level 3 includes the following:
  • HHS/OIG list of excluded individuals/entities
  • GSA list of parties excluded from federal programs
  • US Treasury, Office of Foreign Assets Control (OFAC)
  • List of Specially Designated Nationals (SDN)

Program Information
Where applicable, the requirement for student background checks will be in effect beginning July 1, 2007. No student will be permitted to participate in a clinical rotation at a clinical facility that requires a background check and drug screening until the College has received a satisfactory search result. Failure to submit the required background check and drug screening report by the due date established by the Program Director will result in the student not being assigned to a clinical rotation and dismissal from the program.

Arranging for Your Background Check and Drug Screening
Each student, at his/her expense, will be responsible for acquiring the background check and drug screening report and authorizing the submission of the results to the College. Students continuously enrolled in the Health Information Technology will only be required to have one background check and drug screening. Students who have a gap in enrollment in the Health Information Technology will be required to have an abbreviated background check and drug screening at his/her expense when re-enrollment occurs.
**STEP 1: What to do if you need a Background Investigation?**

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize and pay for a background investigation.

1. Click the link below or paste it into your browser: [http://www.applicationstation.com](http://www.applicationstation.com)
2. Enter the Code: RSCCHIT-CBC in the Application Station Code field.
3. Click the "SIGN UP NOW" button to create an account.
4. Follow the instructions on the Application Station web site.

*Note – please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your background investigation report.*

If you encounter issues with the Application Station: Student Edition or have questions regarding the site, please contact Truescreen’s Help Desk at 888-276-8518, ext. 2006 or itsupport@truescreen.com.

Background Investigations are completed, on average, within 3 to 5 business days. Once completed, you will receive an email from Truescreen, studentedition@truescreen.com. Follow the link in the email to access Application Station: Student Edition to view the report. To access the site use the same username and password created at the time you submitted your background check. Application Station includes instructions for disputing information included in the background check should you feel anything is incorrect.

The initial background investigation consists of the search components listed below. All records are searched by primary name and all AKAs, a student’s primary address, and all addresses lived within the past seven years.

- Social Security Number Validation and Verification
- County Criminal Records Search – all counties of residence lived in the past 7 years
- National Sexual Offender Registry Search
- Employment Verification – all employers for the past 7 years
- SanctionsBase Search
- OIG/EPLS Search

The cost of the Background Investigation is $50.50. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

**STEP 2: What to do if you need a Drug Screen?**

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize and pay for a drug screen, as well as locate a specimen collection site. Drug screen collection facilities are listed on the final page of Application Station: Student Edition.

1. Click the link below or paste it into your browser: [http://www.applicationstation.com](http://www.applicationstation.com)
2. Enter the Code: RSCCHIT-DS in the Application Station Code field.
3. Click the "SIGN UP NOW" button to create an account.
4. Follow the instructions on the Application Station web site.

*Note – you can use the same username and password created for the background investigation. Please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your drug screen report.*
If you encounter issues with the Application Station: Student Edition or have questions regarding the site, please contact Truescreen’s Help Desk at 888-276-8518, ext. 2006 or itsupport@truescreen.com.

If none of the collection sites listed are convenient (within 30 minute drive), please contact Truescreen’s Occupational Health Screening Department (i.e. TriTrack and Scheduling Hotline) for assistance with locating an alternate location; phone number 800-803-7859.

If the initial drug screen is reported as positive/non-negative, you will receive a call from Truescreen’s Medical Review Officer (MRO). The MRO will obtain medical proof as to why you test positive. If you are taking any form of prescription medicine, it is wise to proactively obtain proof from your physician to be provided to the MRO when contacted. This will speed up the process of reporting drug test results.

All drug screens conducted for Roane State Community College are 10-panel and tests for:
- Amphetamines
- Cocaine Metabolites
- Marijuana Metabolites
- Opiates
- Phencyclidine
- Barbiturates
- Benzodiazepines
- Methadone
- Propoxyphene
- Methaqualone

You will receive an email from Truescreen, studentedition@truescreen.com, once drug test results are available. Follow the link in the email to access Application Station: Student Edition to view the report.

The cost of the Drug Screen is $31.00. Truescreen accepts credit cards and PayPal. Payment is collected within Application Station: Student Edition.

STEP 3: Results

If you receive a “REVIEW” (red X) or “FAIL” (solid red square) on either the background investigation or drug screen, you should forward the email containing the detailed results from Truescreen to the Program Director or Clinical Coordinator at inscoam@roanestate.edu AND to the Dean of the Allied Health Sciences Division at lamanma@roanestate.edu.

After your student identification information has been removed from the detailed report, it will be forwarded to your prospective clinical site(s) by the Dean of Allied Health Sciences. The clinical site will evaluate the report. If the clinical site rules favorably you will be permitted to attend your assigned clinical practice.

All documentation will be included in your file for future reference. If the clinical sites rule unfavorably, you will not be able to participate in clinical rotations. As clinical practice is necessary to successfully complete the Health Information Technology program requirements, you will be advised to withdraw from the Health Information Technology
**Report Delivery Manager**

Report Delivery Manager (RDM) allows students to distribute an electronic copy of your background check and drug screen results to a third party for clinical rotations. RDM can be found in Application Station: Student Edition. Reports are available to students for 36 months. If reports are needed beyond 36 months, students must print a copy to be distributed as needed.

1. Click the link below or paste it into your browser: [http://www.applicationstation.com](http://www.applicationstation.com)
2. To access the Report Delivery Manager, choose the “If you are returning” option on the left side of the home page and click “Sign back in.”
3. Enter the username and password created at the time of submitting your background investigation and/or drug screen.
4. Report Delivery Manager can be found at the bottom of the Welcome Back screen.
5. To authorize a new third party to view a background check, click “Create a New Delivery.”
6. Read the “Important Notice”, type your name and click “Agree.”
7. Supply the third party’s contact information: Last Name, First Name and Organization. Report Access Keys are generated, including an ApplicationStation Code and Access PIN.

*Truescreen recommends that the student contact the third party and provide the ApplicationStation website address, code and PIN to their contact verbally. This method provides the highest level of security.* However, the student can also authorize that an e-mail containing this information be sent to the contact at the clinical facility. If you wish to have an email containing the Access Keys to be sent directly to the clinical facility, follow steps 8 and 9.

8. To authorize an e-mail, locate “Other Delivery Options, Option 2” and click “here to send an email.”
9. Provide and confirm the recipient’s e-mail address, and then select either Option 1 or Option 2, which determines what information is sent to the recipient via e-mail.

The system provides confirmation that an e-mail has been sent, along with the ApplicationStation Code and Access PIN for future reference.

*By my signature, I acknowledge that I have received and read the information provided regarding the background check. I am aware that if I have questions about the material herein, it is my responsibility to seek assistance from any Health Information Technology faculty member.*

Student Name (printed): __________________________________________

Student ID Number: ____________________________________________

Student Signature: _____________________________________________

Date: _____________________________