

CastleBranch Instructions

Health Services would like to welcome you to Regis College. Massachusetts law requires that all incoming students provide proof of immunization, have a physical exam prior to their arrival to campus and complete their health forms. Below are tips to help you upload your required documents to CastleBranch, our secure online compliance management company program. Health information must be submitted no later than July 15 for fall enrollment. Please note: Regis athletes must complete this process in addition to the athletic department requirements.

Setting up your CastleBranch account:

Go to www.CastleBranch.com

Select: *Place an order*

Enter Package Code: Incoming undergraduates use *EO10* (letters E and O, and numerals 1 and 0). See chart below for information about other program codes.

Accept the Terms and Conditions of Use and select *Continue*

Your Personal Identification Number (PIN) is your student ID number

| Student type | MyCB Package Code |
|--|-------------------|
| All incoming first-year and transfer undergraduate students. | EO10 |
| Incoming full-time non-health science and non-nursing graduate students | EP47 |
| Students entering the School of Health Sciences or the School of Nursing (with the exception of first-year undergraduate students) will be notified of their MyCB package code by their program coordinators. | |

Downloading the required forms for printing:

Regis Health Services Forms can be downloaded from *Clinical Requirements*, menu Option #1 (Regis Health Services Forms) blue link.

Uploading required documentation:

The most efficient way to upload information is to scan the document using a scanner. However, if you have an Apple product, you can download the free *myCB* from the App store to upload your documents. Please note if you upload a picture using the myCB app, **the photo must be clear and legible, or it will be rejected.**

Requirement Information:

1. Regis Health Services Forms

- Student must complete these forms
- Upload Health Report Part 1 and 3 together. *Do not* upload them separately.

2. Health Form and Health Insurance

- Student must complete this form.
- Upload Health Report Part 2 *and* a copy (front and back) of your health insurance card together. *Do not* upload them separately.

3. Physical Exam

- Upload a recent physical exam (within 1 year) signed by a doctor. You may use our Physical Exam form from our Health Forms provided or a preprinted document from your doctor. If you use an electronic document from your doctor, make sure it has an electronic signature.

Parts 4 – 8: Immunizations

All immunization records must be signed by a medical professional or be on provider's preprinted form. Upload your *entire* immunization record for *each* vaccine requirement.

4. Measles (Rubeola), Mumps & Rubella (MMR)

-Upload documentation of 2 MMR vaccines *or* positive titers with lab results

5. Varicella (Chicken Pox)

-Upload documentation of 2 Varicella vaccines *or* a positive titer with lab results.

6. Hepatitis B

- Upload documentation of 3 Hepatitis B vaccines *or* a positive titer with lab results

7. Tetanus, Diphtheria, Pertussis (Tdap)

- Upload documentation of a Tdap vaccine within the past 10 years.

8. Meningococcal Vaccination or Waiver

- Upload proof of a Meningococcal vaccine given within the past 5 years (use the same vaccination record if it includes all vaccinations) **or** upload the **Meningococcal Waiver** provided in the Health Forms and **make sure it is signed, dated and that you have checked the box stating you reviewed the materials.**

9. Tuberculosis (TB)

-Tuberculosis Risk Questionnaire – to be filled out by the student.

IMPORTANT - Upload the Tuberculosis Risk Questionnaire form that is included in the Health Forms provided. Please include your name, country of birth, and date.

Regarding question 3: please realize that BCG vaccine is often given only to those born in countries outside of the United States.

If you answer yes to any questions, please upload the Medical Evaluation for Latent TB signed by a doctor **or** a tuberculosis skin (PPD) test result done within the past 12 months **and** the Tuberculosis Risk Questionnaire at the same time.

Once you have uploaded the required forms to all 9 Clinical Requirements, the status for each line item will be **Pending Review**. CastleBranch personnel will review each line item to ensure that you have the appropriate information. If the information is correct, the status for the line item will be changed to **Complete**. If it is incorrect, the status will be rejected and the reason for the rejection will be listed.

To upload the corrected information for any line item you must re-upload **ALL** pages for that particular Castlebranch section. For example, if you did not complete all of the information on Health Report #2 it will be rejected. Once you correct the form you must upload the Health Report #2 **and** a copy of the front and back of your medical insurance card again.

If you have any questions please call Regis College Health Services 781-768-7290 or the CastleBranch service desk directly at 888-723-4263.