



Regis Community Health Services  
235 Wellesley Street, Box 11  
Weston, MA 02493-1571  
PHONE: 781-768-7290  
FAX: 781-768-7288

Dear Incoming Student:

Health Services would like to welcome you to Regis. We know this is a busy and exciting time for you so we would like to let you know about some important requirements that you will need to fulfill for Health Services. Regis College and Massachusetts law require that incoming students provide proof of immunization, completed health forms and an updated physical examination prior to their arrival on campus. This applies to all full-time undergraduate (12 credits or more), full-time graduate students (9 credits or more), and all full and part-time health science students. Health information must be submitted no later than July 15 for fall enrollment and January 15 for spring enrollment. Failure to comply by these dates could result in your inability to move into campus housing or register for classes.

Regis has partnered with CastleBranch, a compliance management company, to provide students with a secure online account to manage time sensitive health document requirements. All students must use this platform to upload required documentation. Please see the document below for further step-by-step instructions. To upload documentation you must first create a secure myCB account at CastleBranch.com. Once you have created your account you will then need to put in your package code based on your program of study:

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

You should continue your order by placing your personal identifying information and PIN (your Regis student ID#) into the designated areas and using your Regis email address which will then become your myCB username. Once your account is created it is recommended that you download the mobile app (myCB in the app store), as this is the most efficient secure way to upload your documents (available for Apple products only). Please see below for further detailed instructions.

Once you have uploaded the required documents, CastleBranch (myCB) quality assurance specialists will then review and verify documentation submittals with a status of complete, incomplete or rejected.

When documentation is missing, incomplete or in need of further updating, the student will receive email alerts from myCB. Regis College Health Services does not accept any hard copies of health records and does not review any records for compliance.

If you have any questions please call Health Services at 781-768-7290 or call the CastleBranch service desk directly at 888-914-7279. You may also stop by Health Services during clinic hours for further assistance.

Sincerely,

*Dianna Jones*

Dianna M. Jones, DNP

Associate Dean and Medical Director of Regis Community Health Services

## CastleBranch Instructions

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](http://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

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### 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 Hepatitis B or Hepatitis A/B vaccines *or* a positive Hep B titer with lab results.

#### **7. Tetanus, Diphtheria, Pertussis (Tdap)**

- Upload documentation of DTap primary series, Tdap booster and Td booster.

#### **8. Meningococcal Vaccination or Waiver**

- (required for all full-time students 21 years of age or younger) Upload proof of one dose of MenACWY vaccine received on or after the student's 16<sup>th</sup> birthday (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.