

How to use CastleBranch (graduate EP47 tracker)

Below are tips to help you download our health forms packet and then upload your required documents to CastleBranch, our secure online compliance management company program.

Health information must be submitted to CastleBranch no later than August 15 for fall enrollment.

Regis College Health Services does not accept any hard copies of health records.

Please note: Regis athletes must complete this process in addition to the athletic department requirements.

Setting up your CastleBranch account:

1. Go to CastleBranch.com
2. Select: *Place an order* (top right)
3. Enter Package Code: *EP47*
4. Accept the Terms and Conditions of Use and select *Continue*
5. Enter your Regis email address (which will then become your myCB username) along with the required personal information to complete your order.

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 effective way to upload your document is to scan it. Create a PDF and upload the PDF to the requirement. However, if you don't have access to a scanner but 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 taken in portrait not landscape orientation (meaning your phone is held vertically) and be **clear and legible, and meet the clinical requirement 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.

Please note: Health Report 3 is optional for graduate students.

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 (within 1 year*) physical exam signed by a doctor.

*If you are unable to get an updated recent physical exam due to the COVID-19 outbreak, you may submit your previous physical. You will be required to submit an updated physical once you are able to schedule one with your primary care physician or Health Services.

You may use our physical exam form from our packet 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:

You may use our Immunization form or a preprinted form from your doctor. If you are using our immunization form it must be signed by a doctor. If you are using a provider's preprinted form, make sure your name and the facility name appear on the document.
Important: Upload your entire immunization record for each vaccine.

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

Upload documentation of two MMR vaccines or positive titers with lab results.

5. Varicella (Chicken Pox):

Upload documentation of two 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 hepatitis B titer with lab results.

7. Tdap (Tetanus, Diphtheria, Pertussis):

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

Once you have uploaded the required forms to all seven 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 meets the requirements, the status for the line item will be changed to complete. If it does not meet the requirement, 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 email Health Services at health.services@regiscollege.edu. For technical support you can also the CastleBranch service desk directly at 888-723-4263.