



MYRECORDTRACKER

STUDENT GUIDE

EMPOWERED BY  VERTICAL SCREEN

Proprietary information. Property of Certiphi Screening, Inc.
This confidential information is not to be shared with any party outside of your
department/company without the written consent of Certiphi Screening, Inc.

WELCOME

This guide will provide you with clear, concise step-by-step instructions for accessing myRecordTracker to upload and share documentation pertaining to your student requirements. If you have questions about myRecordTracker, please contact Certiphi Screening’s Customer Service or Technical Support at the phone numbers listed below or e-mail myrecordtracker@verticalscreen.com.

Customer Service	Technical Support	International Support
855.225.8606, press 2	855.225.8606, press 1	00+1+215-876-6145

STEP 1: EMAIL NOTIFICATION

You will receive an email notification from myrecordtracker@verticalscreen.com with important instructions on how to access and create a myRecordTracker account. The following is a sample email that you will receive to initiate the record fulfillment process.

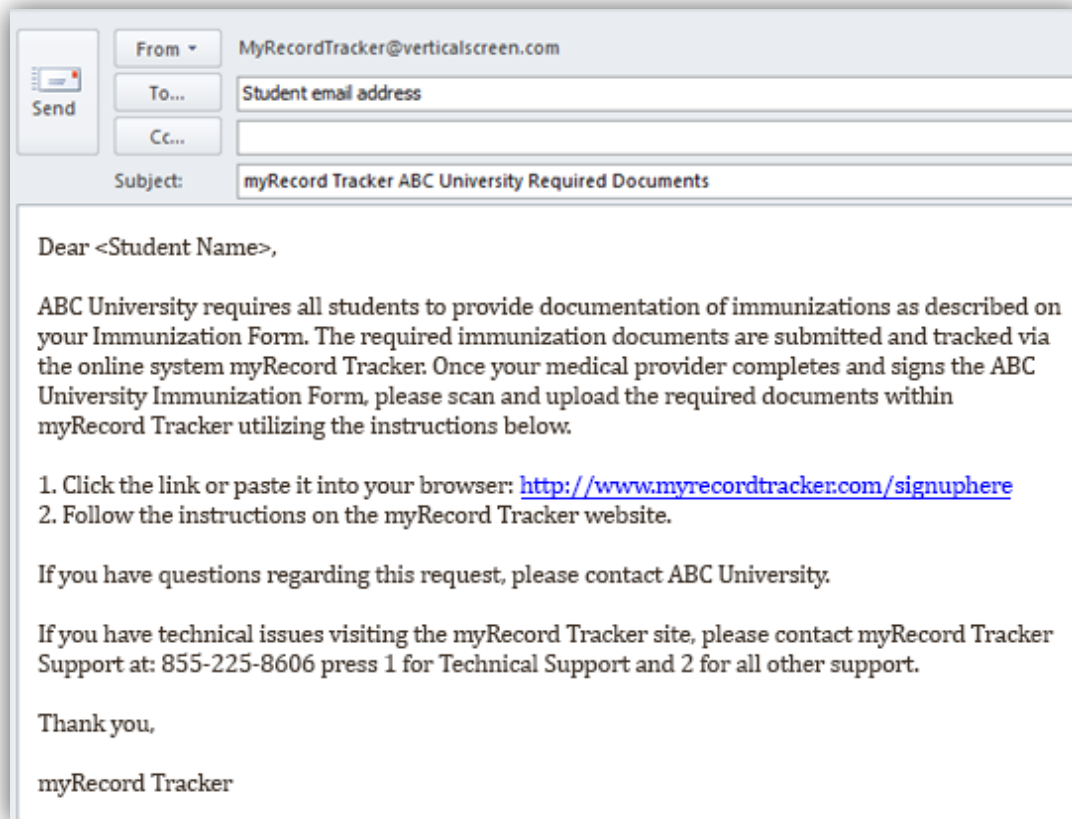


Figure 1: Sample email from school

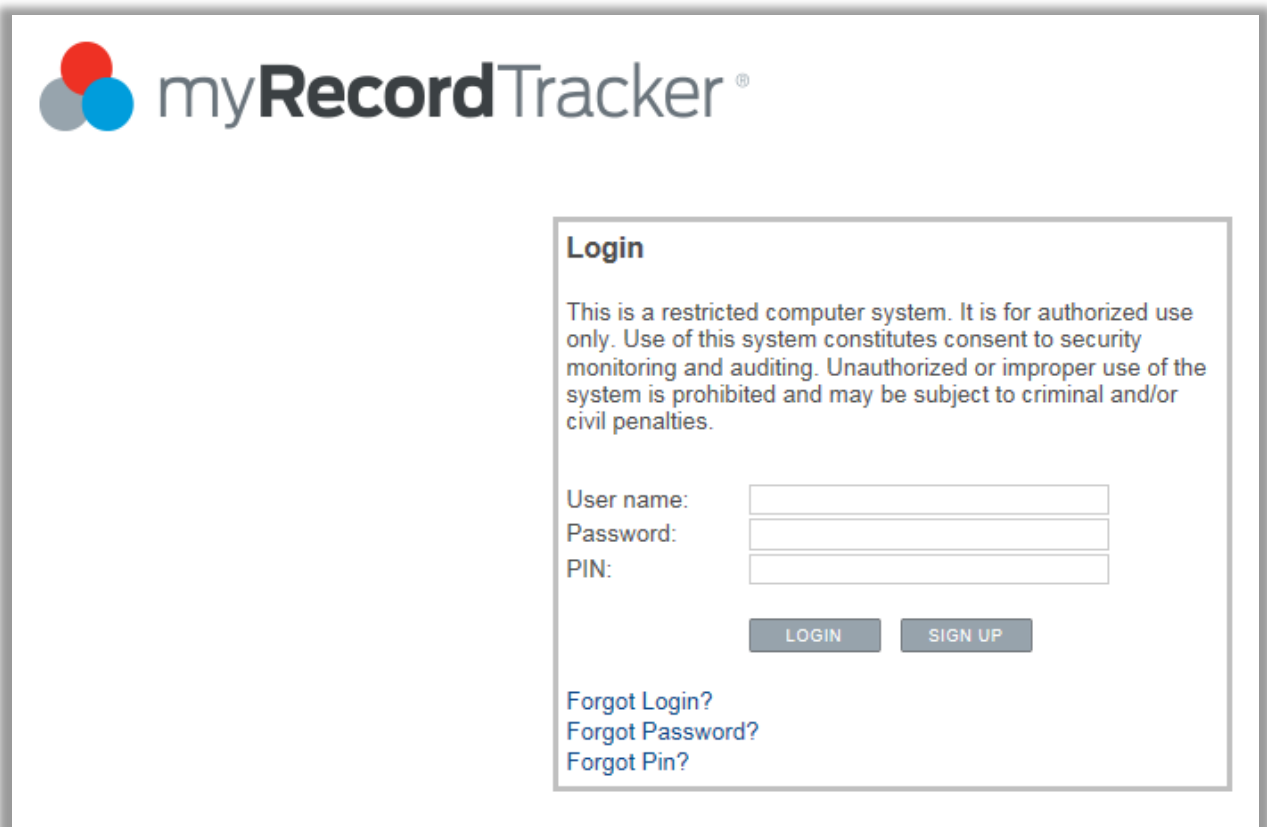
NOTE: In order for you to receive the invitation email from myRecordTracker, the school must have uploaded your contact information into the myRecordTracker system. If you are expecting an invitation email to myRecordTracker, but you have not received one, contact the school.

The myRecordTracker invitation email will prompt you to use the link provided to create a myRecordTracker account. Once you create an account, you can begin fulfilling the program requirements. Depending on the school's specific requirements, you may be asked to submit payment during this step.

NOTE: Please do not share the URL included in the invitation email. The URL is only available for one-time use to set up your profile and is unique to your particular profile and requirements.

STEP 2: ACCESSING MYRECORDTRACKER

Once your myRecordTracker account is created, you can log in to gain access to your account by visiting www.myrecordtracker.com and entering your username, password and PIN.



The screenshot shows the myRecordTracker login interface. At the top left is the logo, which consists of three overlapping circles (red, grey, blue) followed by the text "myRecordTracker®". The main content area is titled "Login" and contains a disclaimer: "This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties." Below the disclaimer are three input fields labeled "User name:", "Password:", and "PIN:". At the bottom of the form are two buttons: "LOGIN" and "SIGN UP". Below the buttons are three links: "Forgot Login?", "Forgot Password?", and "Forgot Pin?".

Figure 2: The myRecordTracker login screen

Upon logging in, students are brought to the dashboard where they have the ability to view assigned profiles, review any attached documents, access emails from the school and change login preferences.

The dashboard illustrates all profiles available to the students and their progress in meeting each profile’s requirements. This dashboard also clearly defines the required due dates. Students have the ability to click on each profile to see more in-depth details regarding requirements and how to fulfill the outstanding responsibilities.

Profiles

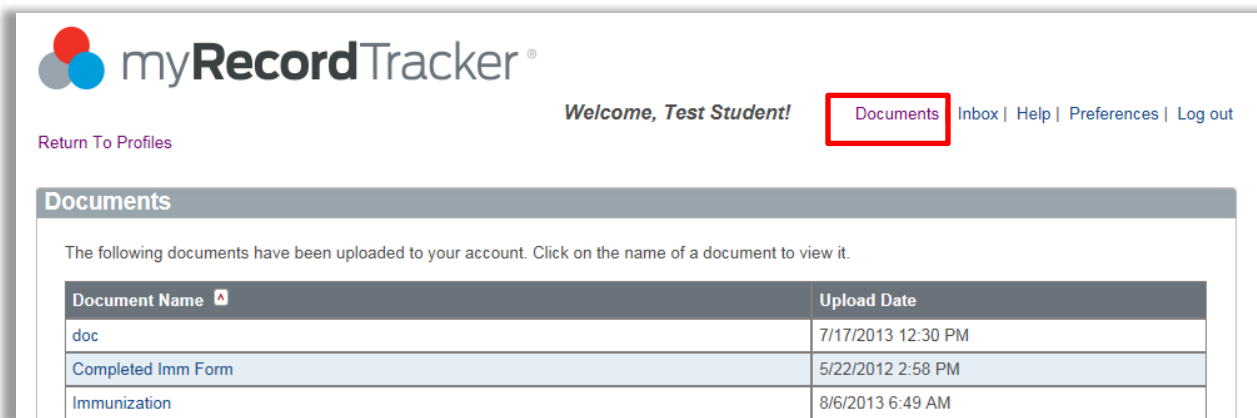
You have been assigned the following profile(s). Click on the name of a profile to complete its requirements.

Test School 1		
Profile	Required By Date	Progress
Test School - Class of 2013	9/15/2012	● 5 of 20 Requirements Completed
A new Class of 2013	5/23/2013	● 3 of 16 Requirements Completed
Nursing Class of 2017	7/31/2013	● 0 of 0 Requirements Completed

Figure 3: Student dashboard

STEP 3: IMPORTANT INFORMATION ABOUT MYRECORDTRACKER

If you click the “Documents” link in the upper right-hand corner of the page, you are brought to a page that displays all documents previously uploaded to the site, including the date that the document was uploaded. Through this view, you can go back and review these documents at any time. Each document has a link to the actual form so you can view the original documentation.



myRecordTracker®

Welcome, Test Student! **Documents** | [Inbox](#) | [Help](#) | [Preferences](#) | [Log out](#)

[Return To Profiles](#)

Documents

The following documents have been uploaded to your account. Click on the name of a document to view it.

Document Name	Upload Date
doc	7/17/2013 12:30 PM
Completed Imm Form	5/22/2012 2:58 PM
Immunization	8/6/2013 6:49 AM

Figure 4: myRecordTracker “Documents” screen

If you click the “Inbox” link in the upper right-hand corner of the site, you are brought to an inbox that contains all special instructions and emails sent from the school. Administrators and professors use this tool to send emails directly to student.

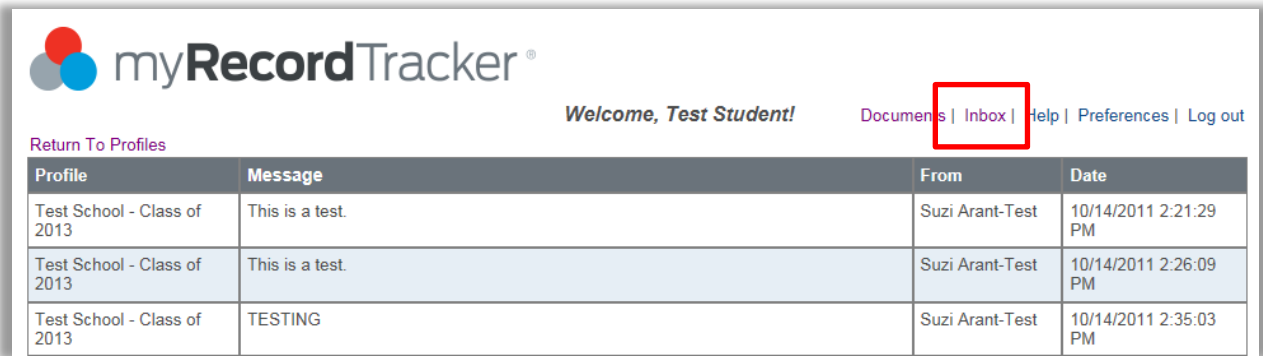


Figure 5: The myRecordTracker "Inbox"

If you click the "Help" link, located next to the "Inbox" link, you will be brought to a page that provides contact information for myRecordTracker customer service and IT support. User guides are also available on the "Help" page.

If you click the "Preferences" link in the upper right-hand corner of the page, you will be brought to a page that allows you to update/change your name, email, password, PIN and security question.

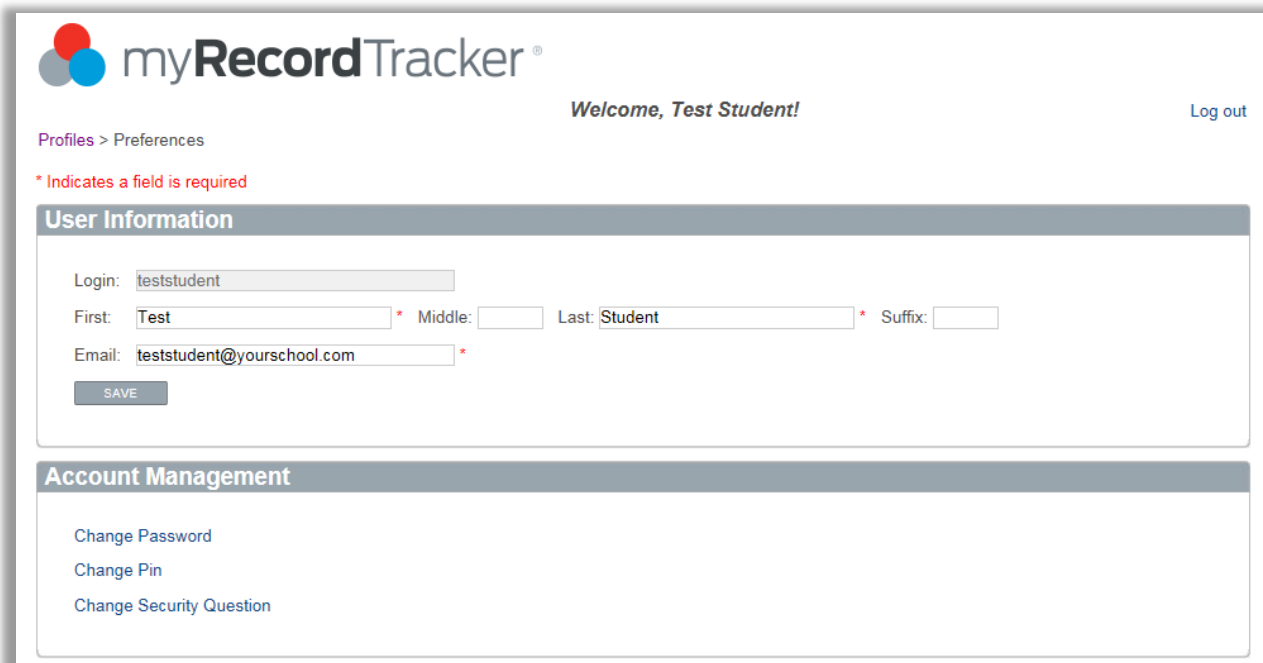


Figure 6: "Preferences" screen

If you select a profile that has been assigned to you on the dashboard, you will be brought to a page that provides a full list of your requirements, due dates and your progress on each requirement.

Profiles		
You have been assigned the following profile(s). Click on the name of a profile to complete its requirements.		
Test School 1		
Profile	Required By Date	Progress
Test School - Class of 2013	9/15/2012	5 of 20 Requirements Completed

Figure 7: Profile dashboard

<p>Measles - Mumps - Rubella Live Vaccine 2 doses 4-8 weeks apart. *Delay this vaccine if pregnant. *Consult medical provider if severe immunosuppression; experiential training may not be possible.</p>	<p>You must provide 1 document to fulfill this requirement:</p> <p>Document #1: Completed Immunization Form</p> <p>Document #2: doc</p> <p>Document #3: name</p> <p>Document #4: form</p> <p>Document #5: test 1</p>	<p>● Pending Approval</p>
---	--	---------------------------

Figure 8: Sample requirements and status report

All documentation needed to fulfill a requirement must be completed as directed and then uploaded directly into the system. The upload can be done through scanning, or students can also fax or mail the completed document using the provided Document Transmittal Form. For more information on uploading documents, please refer to the “Uploading: scan, mail or fax” section (page 9) of this guide.

The following is an example of a document that would need to be completed and uploaded into the system in order to meet a requirement.

Student Signature _____ Date _____	
Part II: To be completed and signed by a healthcare provider. All dates must include month, day and year. All required titer results must be enclosed with this form. (Check appropriate box.)	
<p>MEASLES (RUBEOLA) *Attach copy of laboratory report</p> <input type="checkbox"/> Date of immunization: ____/____/____ OR <input type="checkbox"/> Immunization confirmed with blood titer* Date of titer: ____/____/____ Result: _____	<p>HEPATITIS B *Attach copy of laboratory report</p> Three immunizations are needed and proof of immunity by titer <input type="checkbox"/> Immunization 1 date ____/____/____ <input type="checkbox"/> Immunization 2 date ____/____/____ <input type="checkbox"/> Immunization 3 date ____/____/____
<p>RUBELLA (GERMAN MEASLES) *Attach copy of lab report</p> <input type="checkbox"/> Date of immunization: ____/____/____ OR <input type="checkbox"/> Immunization confirmed with blood titer* Date of titer: ____/____/____ Result: _____	<p>AND</p> <input type="checkbox"/> Immunization confirmed by titer date ____/____/____ HB surface antigen <input type="checkbox"/> Positive <input type="checkbox"/> Negative HB surface antibody <input type="checkbox"/> Positive <input type="checkbox"/> Negative Antibody must be positive or immunization is required.
<p>MUMPS *Attach copy of laboratory report</p> <input type="checkbox"/> Date of immunization: ____/____/____ OR <input type="checkbox"/> Immunization confirmed with blood titer* Date of titer: ____/____/____ Result: _____	<p>TUBERCULOSIS</p> <input type="checkbox"/> Has had the disease <input type="checkbox"/> Has not had the disease NOTE: Only 2 Step tuberculin skin test (TST) or a single BAMT.
<p>VARICELLA ZOSTER (CHICKEN POX) *Attach copy of lab report</p> <input type="checkbox"/> Date of immunization: ____/____/____ OR <input type="checkbox"/> Immunization confirmed with blood titer*	

Figure 9: Sample document to be completed and uploaded into myRecordTracker

STEP 4: COMPLETING YOUR MYRECORDTRACKER REQUIREMENTS

Each requirement within the myRecordTracker profile requires a response in the “Student Input” section. If a document is required, you will need to upload a completed document in order to meet the requirement. If a question is asked, you are required to provide a response directly into the system. Once you have uploaded a required document, a status of “Pending Approval” will appear. When the requirement is approved, the requirement status will change to “Completed.”

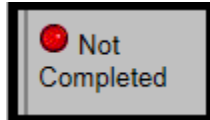
Status examples:



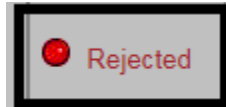
A “Completed” status indicates that the requirement was uploaded and approved. In certain instances, the requirement is listed as “Completed” and includes an expiration date.



A “Pending Approval” status indicates that a requirement was uploaded and is awaiting approval.



A “Not Completed” status indicates that the requirement has not yet been completed.



A “Rejected” status indicates that the document was uploaded, but was rejected by either the school or Certiphi Screening. If a requirement is rejected, you will receive an email notification that a particular requirement/document was rejected.

NOTE: All requirements must be completed by the required by date indicated within the profile.

UPLOADING: SCAN, MAIL OR FAX

A required document can be provided in three ways:

- A scanned copy can be uploaded directly to your myRecordTracker account by clicking the "Upload" button.
- The document can be faxed to Certiphi Screening.
- The document can be mailed to Certiphi Screening.

For faxed or mailed documents, click the "Fax/Mail" button to generate a cover sheet to include.

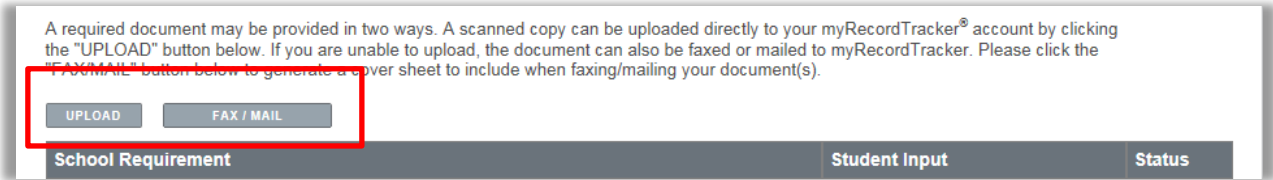


Figure 10: Available uploading methods

If you choose to upload your document, you will be directed to the "Upload Document" section of the website (shown below.) This will allow you to select and submit the necessary document.

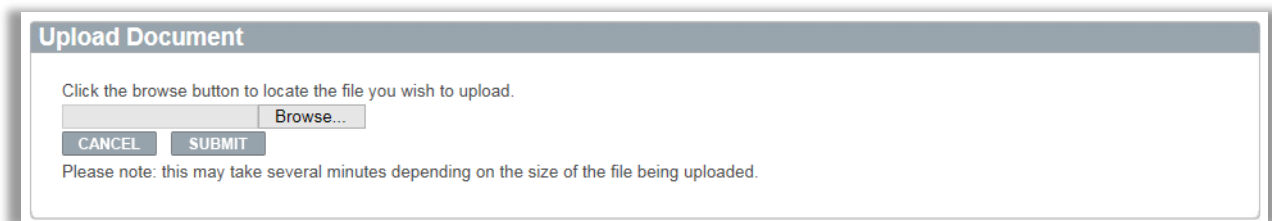
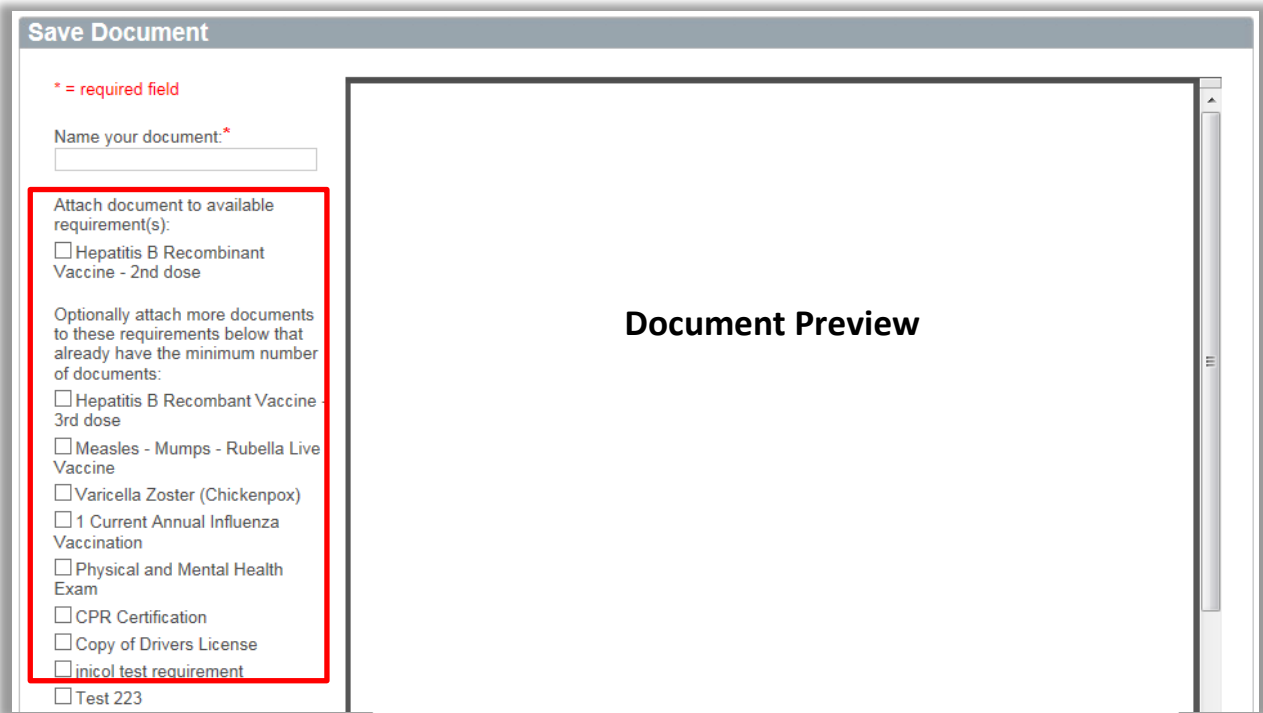


Figure 11: "Upload" dialogue box

Once submitted, you will be given the opportunity to review and name the document on the myRecordTracker website. This section will indicate if you have any unfulfilled requirement(s). You can choose to attach documents to specific requirements by checking the box to the left of the unfulfilled requirement. If a single document fulfills multiple requirements, more than one requirement can be chosen.



Save Document

* = required field

Name your document.*

Attach document to available requirement(s):

- Hepatitis B Recombinant Vaccine - 2nd dose

Optionally attach more documents to these requirements below that already have the minimum number of documents:

- Hepatitis B Recombinant Vaccine - 3rd dose
- Measles - Mumps - Rubella Live Vaccine
- Varicella Zoster (Chickenpox)
- 1 Current Annual Influenza Vaccination
- Physical and Mental Health Exam
- CPR Certification
- Copy of Drivers License
- inicol test requirement
- Test 223

Document Preview

Figure 12: Name and assign the document to the appropriate requirement.

Once a requirement is fulfilled, it is automatically removed from the checklist, leaving only the requirements that are not yet completed. For example, if you upload a document fulfilling the requirements for hepatitis vaccination, that requirement will no longer appear in the list.

NOTE: Certain requirements require that a test date or an expiration date to be entered. It is your responsibility to enter these dates for validation. Certiphi Screening will not enter this information into the system.

<p>PPD Skin Test Students are required to have an annual PPD. Please provide proof that must be signed by your physician.</p>	<p>You must provide 1 document to fulfill this requirement:</p> <p>Document #1: test01</p> <p>Document #2: dfasd</p> <p>Document #3: form</p> <p>Expiration Date: 1/1/2013</p> <p>Date of Test: 1/1/2012</p>	<p>● Not Completed</p>
---	--	------------------------

Figure 13: Student-entered date requirement.

By clicking on the requirement, you can enter the necessary test or expiration date.

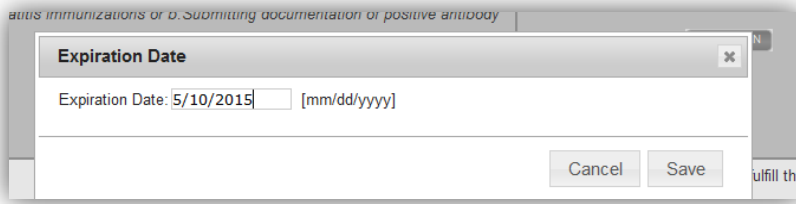


Figure 14: Date entry dialogue box.

NOTE: You will receive an email notification alerting you to any upcoming document expiration dates. For new documentation, you can utilize the same upload or fax/mail methods available on the site. You must include a new expiration date for any new documentation.

STEP 5: DISTRIBUTING THE PROFILE

Scroll to the bottom of the profile (below the “Complete My Requirements” section) to locate the section titled “Distribute My Profile.” Clicking the “Deliver” button will begin the report delivery process.

A profile can be shared with whomever you choose. Your school/program of study will automatically receive a copy of all records within myRecordTracker; you do not need to forward your myRecordTracker immunization profile to your school/program of study.

Distribute My Profile

Some of your clinical/experiential learning sites may require you to share your immunization/health records. To enable a clinical/experiential site or any other third-party to access your profile, click the “DELIVER” button below. Please note that your school/program of study will automatically receive a copy of all records within myRecordTracker®. Please do not forward your myRecordTracker immunization profile to your school/program of study.

DELIVER

This profile has been delivered to the following third parties:

Recipient	Status	Created	Accessed by Third Party	Expiration	Emailed?	Details	Revoke
John Doe	Accessed	2/7/2011 10:02 AM	8/23/2012 7:11 PM	8/25/2012 12:00 AM	jdenbrock@verticalscreen.com	Details	
Jane Doe	Accessed	2/7/2011 11:47 AM	2/9/2011 1:49 PM	2/8/2011 11:28 AM	None sent	Details	
John Smith	Cancelled	2/7/2011 11:50 AM	Not Accessed	2/8/2011 11:30 AM	None sent	Details	

Figure 15: Click the “Deliver” button to distribute your profile.

Supply the recipient’s contact information: last name, first name and organization.

Distribute Your Profile - Enter Recipient

** Indicates a field is required*

Please complete the questions below about the individual to whom you wish to deliver your profile.
Check at least one requirement to deliver to the recipient.

NOTE: This is for your records only. myRecordTracker® does not guarantee the recipient of the profile is the person or organization listed below.

Last Name: *

First Name: *

Organization: *

Figure 16: Enter the recipient’s contact information.

You have two options when selecting the requirements to share: 1) you can send all the requirements in the profile, or 2) you can pick and choose specific requirements. To share all the requirements, click the “Select Check All?” box in the last column on the right. To pick and choose the requirements to share, click the corresponding “Deliver?” box to the right of the selected requirement.

>School Requirement	>Student Input	Status	Select Check All? <input type="checkbox"/>
Annual Influenza Vaccination <i>Please provide proof of Influenza vaccine</i>	You must provide 1 document to fulfill this requirement: Document #1: Req Expiration Date: 10/14/2014	<input checked="" type="radio"/> Pending Approval	Deliver? <input type="checkbox"/>
Completed Immunization Documentation form	You must provide 1 document to fulfill this requirement: Document #1: Test Upload 1 Date of Test: >6/8/2012	<input checked="" type="radio"/> Pending Approval	Deliver? <input type="checkbox"/>
Tetanus & Diphtheria & Acellular Pertussis (TDAP) <i>Regardless of the interval of last Td. Use caution not to confuse the pediatric Dtap vaccine with this requirement. Tdap for adults may be "Adacel" or "Boostrix." Both were FCA approved in 2005. This vaccine was not available before that year.</i>	You must provide 1 document to fulfill this requirement: Document #1: Req	<input checked="" type="radio"/> Pending Approval	Deliver? <input type="checkbox"/>

Figure 17: Select the records to distribute.

After completing the recipient’s contact information and selecting the records to share with the recipient, scroll down to the bottom of the screen to choose the “Submit” button.

test1	Yes You must provide One document to fulfill this requirement if you answer yes: Document #1: doc Expiration Date: 12/1/2013	<input checked="" type="radio"/> Not Completed	Deliver? <input type="checkbox"/>
<p>CANCEL SUBMIT</p>			
<p>Terms of Service / Privacy Statement / Copyright Copyright © 2014. All rights reserved.</p>			

Figure 18: Distribute your profile by clicking "Submit."

After distributing, Profile Access Keys are generated, including a myRecordTracker Access Code and Access PIN.

Distribute Your Profile - Confirmation

Your Profile Access Keys are Ready.
To provide Access to your profile, call the recipient directly and provide them with the instructions below:

Step 1: The recipient should visit the myRecordTracker® Web Site at: www.myRecordTracker.com

Step 2: Click the SIGNUP BUTTON.

Step 3: The recipient will be required to enter BOTH of the Access Keys listed below:

Access Code: 2a5e86c3
Access Pin: 8145

Step 4: The recipient will be able to view your profile.

Figure 19: Your confirmation includes a Profile Access Code and Access PIN.

STEP 6: DELIVERY AND CONFIRMATION

Once Profile Access Keys have been generated, you can choose to share access to your profile either by calling the recipient directly and verbally providing the information, or by sending an email that contains the information directly to the recipient.

Certiphi Screening recommends contacting the recipient to verbally provide the myRecordTracker website address, Profile Access Code and Access PIN; this method provides the highest level of security. You can also choose to authorize that an email containing this information be sent to your contact. To authorize an email, locate "Other Delivery Options," "Option 2" and click on the "click here to send an email" link.

Other Delivery Options
Please read below for additional options to send your keys to the recipient:

Option 1 - As described above, you may contact the recipient via phone to provide instructions.
This option offers the highest level of security.

Option 2 - You may also provide an email to the recipient.
Please note that email is not recommended for delivery of sensitive information.
* If you choose this option click [here to send an email](#), otherwise click "CLOSE" and contact the recipient directly with the instructions.

Figure 20: Click on the link to email the information to your recipient.

You can now provide the recipient’s email address and select either “Option 1” or “Option 2” to determine what information is emailed. The first option emails just the link with instructions on how to access your individual profile. This option requires that you contact the recipient directly to provide the Profile Access Keys. The second option emails both the link with instructions to access your profile and the Profile Access Keys.

Click the “Submit” button to trigger the email notification to be sent to the chosen contact(s).

Distribute Your Profile - Enter Email

* Indicates a field is required

1. Security Note:
Please note that email is not a recommended mechanism for delivery of sensitive information.
Please be sure to supply the correct email address and to read carefully your delivery options below.

2. Recipient's Email Address:
Please Type and Re-Type the email address of the recipient:
Email Address: *
Confirm Here: *

3. Specify Options:
Please select an email option below before clicking SUBMIT.*

Option 1: Email the link with instructions to access my profile, but I will provide the Access Keys to the recipient myself.

Option 2: Email the link with instructions to access my profile and ALSO INCLUDE THE ACCESS KEYS.

Figure 21: Select an option and click the “Submit” button.

The system provides confirmation that an email has been sent and includes the myRecordTracker Profile Access Code and Access PIN for future reference.

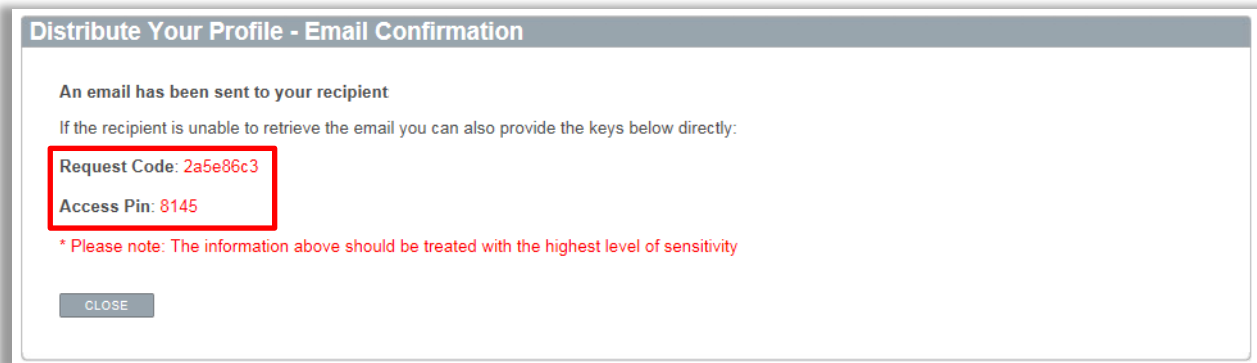
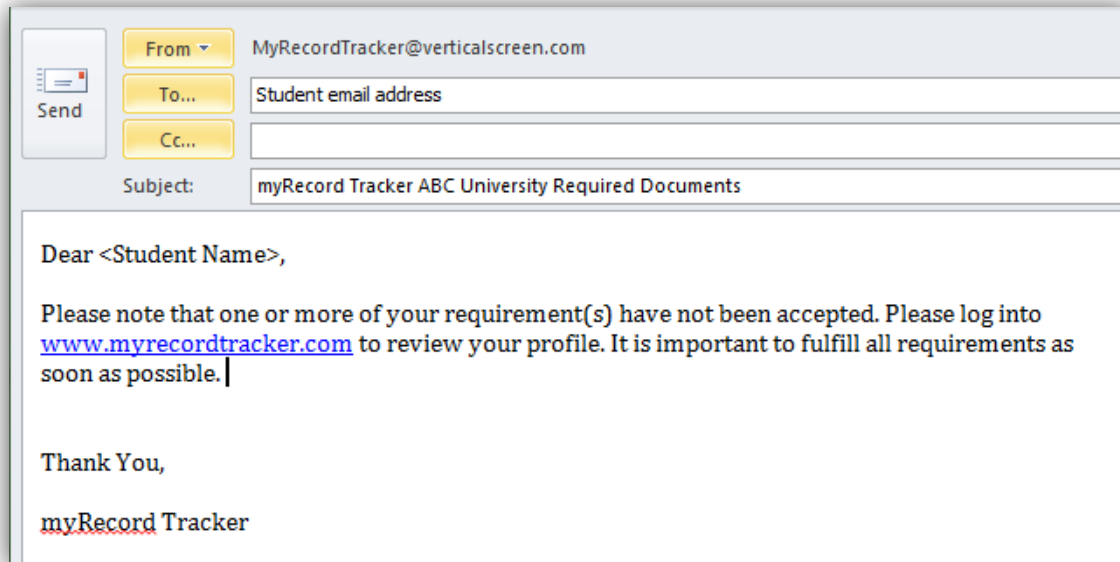


Figure 22: The email confirmation is the final step in the distribution process.

STEP 7: POTENTIAL COMMUNICATIONS

In certain instances, you may receive email notifications regarding the status of your requirements. The following are some sample notification emails:

myRecordTracker “Rejection” email:



myRecordTracker “Individual Requirement Expiration” email:

Send	From ▾	MyRecordTracker@verticalscreen.com
	To...	Student email address
	Cc...	
Subject:		myRecord Tracker ABC University Required Documents
<p>Dear <Student Name>,</p> <p>Please note that one or more of your requirement(s) expired on <Enter Date Here> Please log into www.myrecordtracker.com to review your profile. It is important to fulfill all requirements as soon as possible.</p> <p>Thank You,</p> <p><u>myRecord Tracker</u></p>		

myRecordTracker profile “Due Date Expiration” email:

Send	From ▾	MyRecordTracker@verticalscreen.com
	To...	Student email address
	Cc...	
Subject:		myRecord Tracker ABC University Required Documents
<p>Dear <Student Name>,</p> <p>Please note that your profile due date expired on <Enter Date Here>. If you have not satisfied all the requirements, please log into www.myrecordtracker.com to review your profile. It is important to fulfill all requirements as soon as possible.</p> <p>Thank You,</p> <p><u>myRecord Tracker</u></p>		



Compliance
simplified.

CONTACT INFORMATION

If you have any questions throughout the myRecordTracker process, please contact Certiphi Screening Monday through Friday, 3 a.m. to 10 p.m. ET.

Payment Questions: 888-291-1369, ext. 0

Customer Service: 855-225-8606, press "2"

Technical Support: 855-225-8606, press "1"

International Support: 00+1+215-876-6145

Email: myrecordtracker@verticalscreen.com