

With questions about clinical requirements, Complio, etc., please reach out to Bambi Mroz in the Department of Allied Health Sciences at bambi.mroz@uconn.edu or (860)486-0013. If you have questions or concerns related to background checks or drug screenings and the impact of any flags on your ability to complete clinical rotations, please reach out to the UConn Clinical Case Manager by e-mail at clinicalcasemanager@uconn.edu.

IMPORTANT REMINDER:

You will not be able to begin or continue ANY rotations until ALL compliance requirements are met!

Getting Started



Last year, you set up an account on **Complio**, the online criminal background check, drug screening, and compliance tracking product that all of UConn's clinical programs are using. You will continue using Complio in your second year to complete several requirements. Note that you will not need to re-submit previously approved documents unless the requirement has expired. To access your existing Complio account, visit <http://complio.uconn.edu> and log-in with your UConn NetID and password.



As you will recall, the Department of Allied Health Sciences also uses **CoreELMS**, an online platform that manages clinical placement scheduling, evaluations, and clinical requirements. This is where you will continue to access your rotation schedule and preceptor information, view site-specific compliance requirements and forms, complete preceptor/site evaluations, and view evaluations your preceptors complete about your performance. This is also where you will again track your hours, log any absences, etc. To access your existing CoreELMS account, visit <https://www.corehighered.com/sso/uconn> and log-in with your UConn NetID and password. You should already have connected your Complio account to your CoreELMS account.

What You Need to Do for Your 2nd Year

1. Log-in to Complio (see instructions above) and do the following:
 - a. Renew your Tracking Package subscription, ensuring that it will run until the end of your externship next summer (likely mid- to late June)
 - b. Purchase and complete a new Background Check and FACIS 3 **between July 15 and August 15**. *Note: If you complete your background check/FACIS 3 before July 15th, you will have to purchase a new one due to contractual requirements.*
 - c. Purchase and complete a new 10-panel drug screen **between July 15 and August 15**. *Note: If you complete your drug screen before July 15th, you will have to purchase a new one due to contractual requirements.*
 - d. To purchase your background check/drug screen, simply click on "Place Order," select your program, click "Load Packages," select your options, and proceed through the ordering steps.
2. Requirements you **must update**:
 - a. Physical Exam – You must have a current physical exam dated within 1 year so chances are good that you will need to plan for a new physical. Please be sure to use the UConn form (in the Clinical Rotation Health Review packet). Upload your new physical documentation to Complio.

- b. Tuberculosis – Annually, you must have either a two-step PPD skin test (essentially two separate PPD tests, typically 7-10 days apart) or a QuantiFERON blood test. Remember that if you had a blood test last year, you must continue with the blood test. Upload your new results to Complio in the appropriate category.
- c. Flu Shot – You will need to plan to get your annual flu shot between September 1 and October 1 and upload the results to Complio.

3. Requirements you **may have to update**:

- a. Tetanus – Verify that your Tdap or Td vaccination will not expire during the coming academic year. If it will, make plans now to get your booster so you can maintain compliance. Upload documentation to Complio when complete.
- b. CPR Certification – Verify that your BSL for Healthcare Providers CPR certification will not expire during the coming academic year. If it will, make plans now to renew so you can maintain compliance. Upload your new certification card to Complio in the appropriate category when complete.
- c. Health Insurance – Has your health insurance coverage or carrier changed? If so, please make sure to upload new images of the front and back of your insurance card.



Reminder: Background Check/Drug Screen Flags

You will be notified by Complio with the results of your background check and/or drug screen. The Program Director and Department admin staff only see red flags, not the cause of those red flags. If you have a flag on your background check or drug screen, you should reach out to UConn's Clinical Case Manager (clinicalcasemanager@uconn.edu) to begin the process of resolving the flag with Complio and potentially with UConn, depending on the nature of the flag.