DISCLAIMER!

Applicants should not begin the compliance process, open a Complio account, or create any orders in Complio until they are officially admitted into the nursing program. Disregarding such instructions may result in unnecessary costs or fees for said applicants.
SHOULD I BEGIN MY COMPLIO ORDER?

HAVE YOU BEEN ACCEPTED INTO THE LINFIELD NURSING PROGRAM?

YES

WILL YOU OFFICIALLY BE JOINING THE LINFIELD NURSING PROGRAM THIS UPCOMING SEMESTER?

I DON’T KNOW YET

BEGIN YOUR COMPLIO ORDER!

*Creating a complio account is free and may be done at any time. To avoid paying unnecessary costs or fees, students should wait until instructed to Create an Order.

WAIT! DO NOT CREATE AN ORDER IN COMPLIO AT THIS TIME.

I DON’T KNOW YET

NO

I DON’T KNOW YET
WHY IS COMPLIANCE IMPORTANT?

Compliance standards are essential for Registered Nurses. As a Linfield nursing student, your journey to compliance begins with admission. You will be required to provide a background check, drug screening, and immunization/certification records.

**Failure to become compliant by the date outlined in the admission offer may result in the cancellation of your admission.** Failure to maintain compliant status will impact your ability to attend clinicals, which are your hands-on learning experiences conducted in settings such as simulations, community settings, or hospitals.

**COMPLIO BY AMERICAN DATABANK**

Complio is a third-party program which tracks and securely stores student immunization & compliance records. Complio automatically notifies students when immunization or compliance records are expiring so that requirements are renewed as needed. You will utilize Complio to maintain compliance through graduation.

**PRICING BREAKDOWN**

- TRACKING SUBSCRIPTION = $35
- BACKGROUND CHECK & DRUG SCREENING = $85

**OTHER FEES**

Falling out of progression or delaying admission after initiating a subscription makes you responsible for extending your subscription.

If initial drug screening results come pack flagged (for any reason, including diluted results), you are responsible for the cost of any required secondary drug screenings.

**COMPLIO TUTORIALS & RESOURCES**

- [Complio Student Guide](#)
- [Complio Student Help Videos](#)
- [Complio FAQs](#)
LET’S GET STARTED!

1. CREATE ACCOUNT Go to linfieldcompliance.com and select the “New Users” button. Enter required info, then select “Create Account & Proceed.”

2. ACTIVATE ACCOUNT You will receive an email with username & activation link. Your account will not be activated until you click this link.

   This email may take up to one full business day. Double check spam/junk folders if not received.

3. CREATE ORDER Log into active account. Click “Get Started.” Select your program from the dropdown menu, then click on “Load Packages.” Under “Tracking,” check the box beside “Linfield University BSN” for $35. Click Next.

   You will not be able to purchase the Background Check and Drug Screening Package ($85) until you’re within 3 months of your program start date. See Step 8 for more information.

4. CONFIRM personal info & order details before proceeding.

5. UPLOADING DOCUMENTS Select “Upload Documents,” then drop/browse files from device. For organizational purposes, add detailed descriptions for each document.

6. SUBMIT DOCUMENTS TO EACH COMPLIO CATEGORY Ensure that you submit your documents to the appropriate Complio category. If you simply upload your document(s) but do not assign them to any category, they will not be reviewed by Complio.

7. SIGN ELECTRONIC FORMS Review the document, then check the box confirming you’ve read & agree to the document terms. Use mouse or trackpad to sign name and click “Next.” The form will refresh to show your signature in the form. To proceed, click “Next.”
8. **BACKGROUND CHECK & DRUG SCREENING ORDER**

must be completed within 3 months of program, per OHA policy. Once you receive the appropriate password & instructions, you may begin your “Background Check & Drug Screening Bundle” order. Refer back to Steps 3 & 4.

**DRUG SCREEN DETAILS.** You will register for a drug screening to be completed at a pre-authorized collection site provided by Complio. You may select your preferred site at time of order, but you must call site(s) directly to schedule appointments. Walk-ins are accepted by most sites but may include a wait-time.

*Each drug screening location operates within a certain lab network (Quest or LapCorp). If you select a location but later decide that a different location would be preferable, your registration will be transferable, as long as the alternate location is within the same lab network as the location you selected.*

Drug screening results automatically upload to your Complio account 72 business hours after collection. **Drug screenings must be completed within 30 business days from time of order or will be flagged as incomplete.**

*TIPS: Avoid drinking excessive amounts of liquids (more than 12oz) 3-4 hours before collection.*

9. **FULL COMPLIANCE** in all 14 categories is required admission deadline through graduation date. All categories will display a status. Beside each category, you need a green check.

*Red = Not compliant
Green = Compliant
Yellow = Pending Review*

10. **PRINT HEALTH PASSPORT**

Log into your account, and click on the Report tab on the left side of your profile. Keep this behind your Linfield badge.
IMMUNIZATION & CERTIFICATION REQS

Allow Complio 3-5 business days to review submitted items.
Plan accordingly to meet necessary deadlines.

See your doctor to receive appropriate immunization updates and documentation for each category. Provide all supporting documentation to Complio. Documentation must include:

- Full legal name
- Date of birth
- Test name
- Test results
- Test date
- Test facility
- Provider signature/initials/stamp

Lab reports, clinical records, employee records, school records, state alert system reports, immunization cards or provider letters are examples of acceptable documentation.

ITEM GUIDE

Category 1: MMR (Measles, Mumps, and Rubella)

Submit proof of A or B:

a) (2) Doses of the MMR vaccine
b) Positive Titers for Measles, Mumps, and Rubella

NOTE: If you submit a non-immune titer for Measles, Mumps, or Rubella, you must also submit:

c) Post-Titer MMR Boosters dated AFTER non-immune titer

Category 2: VARICELLA (Chickenpox)

Submit proof of A or B:

a) (2) Doses of the Varicella vaccine
b) Positive Titers for Varicella

NOTE: If you submit a non-immune Varicella titer, you must also submit:

c) (2) Doses of the Varicella vaccine dated from anytime
Category 3: **HEPATITIS B (HbsAB)**

Submit proof of **A and B (Must provide both!):**

- a) Proof of your initial Hepatitis B doses
- b) Positive Hepatitis B (HbsAB) Titer

**NOTE:** If you submit a non-immune titer, you must go through the following Post-Titer Hepatitis B Booster series + Repeat Hepatitis B Titer to prove immunity. You must receive at least (1) Post-Titer Hepatitis B Boosters but may do up to (3) as recommended by provider.

**All Boosters must be dated after your initial non-immune titer.**

- c) Post-Titer Hepatitis B Booster 1
- d) Post-Titer Hepatitis B Booster 2
- e) Post-Titer Hepatitis B Booster 3
- d) Repeat Titer - dated at least 30 days after Booster shot 1, 2, or 3

You will be given temporary compliance as you go through the initial and booster series. Timeframe for temporary compliance noted here:

- Hepatitis B Dose 1 or Booster 1 = 45 days
- Hepatitis B Dose 2 or Booster 2 = 6 months
- Hepatitis B Dose 3 or Booster 3 = 2 months

Category 4: **TUBERCULOSIS**

Submit proof of A or B:

- a) Negative 2-Step PPD, where PPD Step 2’s Implant Date is within 7-21 days of PPD Step 1’s Implant Date
- b) Negative Initial QuantiFERON TB Test / T-Spot

Annually thereafter, you must submit either C or D:

- c) Negative 1-Step Annual PPD
- d) Negative Annual QuantiFERON TB Test / T-Spot

**NOTE:** If you test positive for Tuberculin exposure, you must submit:

- e) Negative Chest X-Ray, which expires every 5 years
- f) [TB Screening Review](#), due annually.
<table>
<thead>
<tr>
<th>Category 5: <strong>TETANUS, DIPHTHERIA, PERTUSSIS (TDAP)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit a TDaP dated on or after your 11th birthday.</td>
<td>INITIAL TDAP</td>
</tr>
<tr>
<td>After 10 years, you must submit a TD Booster, which will expire after 10 years.</td>
<td>TB BOOSTER Required after 10 years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 6: <strong>INFLUENZA</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit proof of A or B, no earlier than August 1st to apply to the upcoming Flu season:</td>
<td>FLU VACCINATION</td>
</tr>
<tr>
<td>a) Flu Vaccination</td>
<td>FLU DECLINATION</td>
</tr>
<tr>
<td>b) <a href="#">Flu Declination Form</a> (must be accompanied by a provider’s signature)</td>
<td>Medical exemptions only; must be accompanied by a provider’s signature</td>
</tr>
<tr>
<td>NOTE: This requirement will not impact your compliance status from 4/1 to 10/31 when this requirement is optional.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 7: <strong>BLS CERTIFICATION</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit American Heart Association (AHA) Basic Life Support Certification.</td>
<td>BLS CERTIFICATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 8: <strong>HEALTH ASSESSMENT FORM</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit the <a href="#">Health Assessment Form</a>.</td>
<td>HEALTH ASSESSMENT FORM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 9: <strong>ESSENTIAL FUNCTIONS FORM</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronically sign &amp; submit the Essential Functions Form directly in Complio.</td>
<td>ESSENTIAL FUNCTIONS FORM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 10: <strong>HEALTH INSURANCE</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit proof of your Health Insurance coverage.</td>
<td>HEALTH INSURANCE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 11: <strong>COVID-19</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit proof of A,B or C:</td>
<td>COVID VACCINATIONS</td>
</tr>
<tr>
<td>a) (1) Bivalent Dose of the Pfizer or Moderna Vaccine</td>
<td></td>
</tr>
<tr>
<td>b) (2) Monovalent Doses of the Pfizer or Moderna vaccine</td>
<td></td>
</tr>
<tr>
<td>c) (1) Monovalent Dose of the Johnson &amp; Johnson vaccine</td>
<td></td>
</tr>
</tbody>
</table>
### Category 12: **CONFIDENTIALITY AND RELEASE FOR SIMULATION**

Electronically sign & submit the Confidentiality and Release for Simulation Form directly in Complio.

### Category 13: **BACKGROUND CHECK**

You must order a Background Check through the American DataBank, which is included in the BSN bundle. Once your background check has been completed, it will upload to your account automatically.

### Category 14: **DRUG SCREENING**

You must order a Drug Screening through the American DataBank, which is included in the BSN bundle. You will have 30 business days to complete your drug screen from the time the order is placed. Results will be uploaded to your account 72 business hours after you complete the collection.

**TIPS:** Avoid drinking excessive amounts of liquids (more than 12oz) 3-4 hours before specimen collection. Make an appointment to avoid waiting lines.

---

### NEED MORE HELP?

Review this student guide and the [compliance webpage](#) thoroughly. If questions still arise, you may contact the following individuals:

**Complio Technical Support**
complio@americandatabank.com  
or 800-200-0853

**School of Nursing**
schoolofnursing@linfield.edu