All clinical requirements are processed through CastleBranch. Instructions on how to get your account set up in CastleBranch and get started with your clinical requirements will be provided separately. There is a $20.00* fee to initially set up your CastleBranch account. This is a one-time fee and offers lifetime access, including access to view and print each of your records.

**Background Check** – Processed through CastleBranch. DO NOT order this until you are given the go-ahead by your Clinical Coordinator.

**Drug Screen** – Processed through CastleBranch. You can order this at any time, but do not give the sample until you are given the go-ahead by your Clinical Coordinator.

**Health Insurance** – Submit copy of the front and back of your insurance card. A letter from your insurance company stating the start date of service is acceptable if you do not have a card yet.

**Authorization Form for Clinical Sites** – Download form from CastleBranch, fill out and sign, and Upload completed form. This will allow your Clinical Staff to share required information with clinical sites as requested.

**Immunizations** – Submit proof of each immunization. Immunizations required:

- MMR – 2 doses or a positive titer
- Varicella/Chicken Pox – 2 doses or a positive titer only
- Hepatitis B – 3 doses or a positive titer
- Tuberculosis (TB) – 2-step PPD (if it’s been more than 15 months), 1-step PPD, blood test, or x-ray are acceptable; good for 12 months (x-rays good for 5 years)
- Tetanus – any tetanus vaccine; good for 10 years
- Polio – 3-4 doses, depending on vaccine given or a positive titer
- Meningitis – booster at age 16 or older
- Influenza (Due Nov 1 of each season)

**COVID-19** – Submit documentation of your COVID-19 vaccination(s). All required doses must be complete before submitting documentation.

**Physical Examination** – Page 6 of the Health Record Form may be used. However, any physical examination within the last 12 months may be submitted if it has signed by a Healthcare Provider.

**Health Record Form** – Packet is provided in your CastleBranch account. Fill out and submit pages 1-3.

**Break down of Costs**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CastleBranch Account Set-Up</td>
<td>$20.00</td>
</tr>
<tr>
<td>Full Background Check</td>
<td>$66.00</td>
</tr>
<tr>
<td>Drug Screen</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Clinical Clearance Coordinator

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