

CLINICAL CHECKOFF SHEET
Medical Laboratory Science

- 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

CastleBranch Account Set-Up:	\$20.00
Full Background Check:	\$66.00
Drug Screen:	\$40.00

Clinical Clearance Coordinator

Tracy Jones

Student Affairs Suite, Room 424

Roanoke, VA 24013-2222

tjones105@radford.edu

Phone: (540) 985-8501

Fax: (540) 985-8001