STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM
SHS – SCHOOL OF HEALTH PROFESSIONS (CLINICAL)

About CertifiedProfile.com

CertifiedProfile is a secure platform that allows you to order your Medical Document Manager online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

Before Placing Your Order

- **Required Personal Information** - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- **Medical Document Manager** - Medical Document Manager (To-Do List) provides secure online storage for all of your important documents. At the end of the background check order process, you will be prompted to upload specific documents required by your school for immunization, medical, or certification records.
- **Payment Information** - Payment will not be required.
- **PIN Number** - During the online order process, you will be prompted to enter your personal identification number (PIN). Your PIN is your Banner/Student ID Number and is located beside your picture on your Blazernet home page.

Place Your Order

Go to: www.CertifiedBackground.com and enter package code: UC68

Your PIN is your Banner/Student ID Number.

You will then be directed to set up your CertifiedProfile account.

Need Help?

- If you need assistance, please contact CertifiedProfile.com at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm** EST.
- If you are still having trouble, please contact UAB Student Health. Jenna Hammer is available at 205-975-7751 or by email at jdyar@uab.edu.

View Your Results

Your results will be posted directly to your CertifiedProfile account. To log in after you have already placed your order, go to www.CertifiedBackground.com and enter your email address on the right-hand side of the screen under “View Your Results.” You will be notified if there is any missing information needed in order to process your order. Although 95% of orders are completed within 3-5 business days, some may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school's
administrators can also securely view your results online with their unique username and password.

**Medical Document Manager Requirements**

**Measles, Mumps & Rubella (MMR)** – One of the following is required:
- 2 vaccinations.
- Positive antibody titers for all 3 components.

**Tetanus, Diphtheria & Pertussis (Tdap)**
- Documentation of a Tdap vaccination since 2005. **Tetanus and Tetanus/Diptheria boosters are not accepted.**

**Hepatitis B Surface Antibody Titer** – One of the following is required:
- Lab report of a positive surface antibody titer.
- If you are in the process of completing the Hep B vaccine series, please upload the vaccinations you have received thus far.
- Hepatitis B Surface Antigen Titer – If you have completed the series and your antibody titer is non-reactive, you must provide a surface antigen titer. If it is negative, you must repeat the Hepatitis B series and have a 2nd antibody titer drawn.

**Varicella (Chicken Pox)** – One of the following is required:
- 2 vaccinations.
- Positive antibody titer (VZVlgG)
- Medically documented date of Varicella or Shingles from your physician's office. Verification of disease from Health Department will not be accepted.

**Meningococcal** – One of the following is required:
- Students up to and including 21 years must provide proof of immunization against meningococcal meningitis (Menactra, Menveo, or Menommune) since turning 16 years of age even if a vaccine dose was given at an earlier age.
- If you are 22 or older, you are exempt.

**TB Skin Test (2 Step)** – One of the following is required:
- 2 step test (one test must be within 3 months prior to matriculation and the other test must be within 12 months prior to matriculation).
- Negative QuantiFERON or T-spot test within 3 months prior to matriculation.
- If positive TB results, provide your Chest X-Ray and TB Questionnaire from within 3 months prior to matriculation signed by a Healthcare Provider to this requirement and the 1st Step requirement. If your answer to any question 7-12 on your annual TB questionnaire is "yes," please contact Jenna Hammer at UAB Student Health for further instructions.
- If Chest X-Ray is positive, you must provide documentation of completion of treatment PLUS annual TB Questionnaire.

**Clinical Student Health History Form** – The following is required:
- Pages 1 and 2 of your UAB Student Health Services form. You must fill out parts I, II, and III.

**Physical Examination** – The following is required:
- Page 3 of your UAB Student Health Services form completed by your physician/clinician within 12 months prior to matriculation.

**Drug Screen/Background Check** – You will be provided with additional instructions for this requirement.

***If you provide the 3 page UAB Immunization form instead of copies of your official immunization records, physician/clinician signature/stamp must be included.