



MSN Clinical Clearance Screening and Requirements

Each health care facility has its own requirements which must be met prior to students being allowed to participate in clinical experiences at the facility. These requirements are to protect the students and the patients for whom they will be caring. The health and immunization screening, background screening and drug screening meets the majority of the clinical requirements for facilities in Dade and Broward Counties. Once all the requirements are met, the student will be authorized to participate in clinical experiences. **It is possible that participation at a particular facility may necessitate additional screening/requirements** or that additional screening/requirements may be necessary during the course of the nursing program (this may incur an additional cost at that time). CDC recommended standards for healthcare workers are followed (www.cdc.gov).

Students are not cleared for clinical until all requirements ARE COMPLETE. Any student not complete will not progress.

Requirements that must be completed through the Complio System before a student can attend clinical experiences include the following:

Admission Package

- Criminal Background Check –must be completed for admission by date given by program**

Admitted Packages

- FL VECHS FBI Fingerprint Search
- 7-Year Employment Verifications
- 10 Panel Paperless Drug Screen

Immunization Compliance Package

- Appropriate Immunization Compliance Package

Welcome to Complio Tracking & Screening!

Complio is an online tracking and screening system selected by your school to hold background check details and documentation proving your compliance. Follow these step-by-step instructions to create an account and move towards compliance.



[Video: Complio Overview](#)

http://www.americandatabank.com/VideoDirectory/complio_overview.html

Create your Account

Step 1: Create an account by going to <https://fiu.complio.com/>. Click **Create an Account** to get started. Enter your personal information. Be extra careful entering your FIU Email Address, as this is the system's main mode of communication with you.



[Video: Creating an Account](#)

<http://www.americandatabank.com/VideoDirectory/account.htm>

Step 2: Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message or copy and paste the URL in your web browser.

Place your Order

Step 3: Please note: An Account is not the same as a placing an order or subscribing for tracking your immunizations. Click **Get Started** to begin placing your order. Select MSN / DNP Adult (Graduate Nursing);MSN / DNP Child (Graduate Nursing);MSN / DNP Family (Graduate Nursing);MSN / DNP FEP (Graduate Nursing);MSN / DNP Psych (Graduate Nursing);MSN Adult (Graduate Nursing);MSN Child (Graduate Nursing);MSN CRNA (Graduate Nursing) MSN Family (Graduate Nursing);MSN FEP (Graduate Nursing);MSN Psych (Graduate Nursing) AS APPROPRIATE then, Student, and semester of admission to clinical, then click Load Packages: **Choose Criminal Background Check if you have not completed this requirement.**



[Video: Subscribe to Complio](#)

<http://www.americandatabank.com/VideoDirectory/subscribe.html>

Step 4: Other names– Provide any alias/maiden names that you have used and click “Next” to continue.

Electronic Signature

Step 5: Please read the Disclosure and Authorization on the next screen, sign, and click **Accept & Proceed** to continue.



[Video: Signing Forms](#)

<http://www.americandatabank.com/VideoDirectory/SigningForms.html>

Review and Confirmation

Step 6: Carefully review the information you have provided, once the order has been placed you cannot change any information. **If any information is incorrect you will be required to re-order at your own expense.**



Step 7: Confirmation and Receipt – Once you have confirmed that your information is correct, please select payment of Credit Card or Money Order. You will receive a receipt via email to your email address included with your order.

Questions? American DataBank is available to assist you Monday-Friday 7am-6pm MST or you can contact us by email complio@americandatabank.com or by calling 1-800-200-0853.

After your Admission is confirmed

Log back into the system at <https://fiu.complio.com/> and finish your order

Admitted Packages

- FL VECHS FBI Fingerprint Search
- 7-Year Employment Verifications
- 10 Panel Paperless Drug Screen

Immunization Compliance Package

- Appropriate Immunization Compliance Package

If you ordered any of these in the old system email Complio support@americandatabank.com to have them transferred to your new profile

Because of the need for proper sequencing of immunizations and the time it may take, it is recommended that you review your situation now. Find proof of all relevant immunizations you have already received. Students may use FIU University Health Services www.fiu.edu/~health to complete their health and immunization requirements. A health fee is part of the FIU semester fees, the charges are reasonable and the personnel understand the requirements for health professionals and the appropriate sequencing of immunizations. **Bring documentation of all titers and immunizations you have had with you to this visit.** You can make an appointment to see a primary care provider or receive immunizations at University Park Campus (305) 348-2401 or Biscayne Bay Campus (305) 919-5620). If you use another health care provider and they have questions, please refer them to the Center for Disease Control and Prevention (CDC) regarding recommendations for **health care providers**.

It is the responsibility of the students to keep the requirements current for each semester. Students should keep all original documents and be prepared to show them each semester if requested by the assigned health care facility.

Your prompt completion and documentation of clinical requirements will prevent a delay in your access to clinical experiences and possible clinical failure.

A web site for FIU Student Health Insurance is <https://www.gallagherstudent.com/students/view-brochure.php?idField=1248&KosterWebSID=in2b0f7djf0o3Injoccvreqs2> this may be an option for you to consider if you are shopping for health insurance. You must have major medical with hospitalization to cover you if you are injured during clinical.

Drug Screen Registration-

Step 8: Drug Screen Location – Select the drug screen location that is most convenient for you. The current page loads based on the zip code of your current address, you can provide a different zip code to view additional locations. Once you register for a location please use that location, if you have any questions or would like a different location please contact American DataBank for assistance.

Upon completion of your order, you will receive an email with the registration and collection location you have chosen along with detailed instructions on how to complete this portion of your background check. **Please note:** If you pay for your order by money order you will not receive this information until the payment has been received. Make sure to either print out the electronic drug screen registration form or just write down the registration ID and go to the collection site you selected along with a photo ID to submit a specimen.

Important: DO NOT drink more than 8 oz of fluid in the 2 hours prior to giving a urine sample. An abundance of fluid may result in a “dilute” reading, which constitutes a “flagged” situation. It will keep you from attending clinical and requires immediate re-payment and re-testing. At the facility, if you are not able to produce a urine sample when requested, call American DataBank at 1-800-200-0853 on how to proceed.

You MUST complete your drug screening within 180 days of ordering. If you do not get your drug screening done within 30 days, YOU WILL BE REQUIRED TO ORDER AND PAY FOR A NEW DRUG SCREENING.

Step 9: FBI Fingerprints –FL VECHS

Once you have placed your order, you will receive an email containing your step-by-step FBI Fingerprint instructions. Make sure to check your junk and spam folders.



Immunization Details & Documents

Step 10: Click **Upload Documents** and use the **Browse** button to locate documents within your computer. Detailed instructions for document upload are provided in the full User Guide.



[Video: Upload Documents](#)

<http://www.americandatabank.com/VideoDirectory/upload.html>

Step 11: Click **Enter Requirement** to add details for a specific requirement. There may be multiple options, but you may not need to complete them all. Refer to the **Note** for explanation of options.



[Video: Entering Data](#)

<http://www.americandatabank.com/VideoDirectory/data.html>

Step 12: **Select a Requirement**, complete the required fields and select from the drop-down list of documents you've uploaded. Click **Submit** to save what you've entered. You can **Update** the item at any time before it is approved.



[Video: Exceptions - When and How to Apply](#)

<http://www.americandatabank.com/VideoDirectory/exceptions.html>

Wait for Approval At this time, the requirement is pending review and approval by an Administrator. American DataBank verifies items within 1-3 business day (excluding holidays and weekend).

Monitor Your Status We recommend checking Complio regularly. You are not fully compliant until your **Overall Compliance Status = Compliant**, indicated with a **Green Checkmark**. Complio will notify you via email when your compliance status changes, if an item is approaching expiration/deadline, or if a new requirement is added.

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AMERICANS WITH DISABILITY ACT

In keeping with its mission and goals, and in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the College of Nursing and Health Sciences promotes an environment of respect and support for persons with disabilities and will make reasonable accommodations. The definition of an individual with a disability is "any person who has a physical or mental impairment which substantially limits one or more major life activities including walking, seeing, hearing, speaking, breathing, learning, and working; has a record of such impairment; or is regarded as having such impairment." (FIU Faculty Guide to Accommodating Students with Disabilities). Students with disabilities must contact the Disability Resource Center if they are in need of special accommodations in their academic program. Requests for services must be made prior to the beginning of each semester and current documentation of disability is required to receive services." (FIU Undergraduate Catalog, FIU Graduate Catalog).