

Background Check/Drug Screen Memo

To: Coastal Carolina Community College Nursing and Allied Health Applicants
From: Kristina Stewart-Horton, Chair, Allied Health Division
Beth Elmore, Department Head for Nursing Programs
Re: Criminal Record Checks and Urine Drug Screens

Several of our clinical agencies require our students to have a Criminal Records Check and a Urine Drug Screen completed before they can be approved for clinical practice.

Urine Drug Screens

Some clinical agencies require that drug screens be done only a short time before beginning your clinical rotation. **Do not complete your drug screen until you are instructed to do so** by your instructor or department head. Use the appropriate package code below but add "D", i.e. OA54D to order your screen.

To complete the Criminal Records Check requirement:

1. Go to www.castlebranch.com
2. Beside Place Order, enter the appropriate package code below.
Note that the first two digits in each code are capital letters.

Program	Package Code
ADN	OA54bg
EMS	OA49bg
MLT	OS34bg
PN	OT36bg
ST	OA34bg

3. Read the "Additional Information" carefully.
4. Be sure that you check all clinical agencies listed so that your Background Check is available to every agency that you may be using for clinical.
5. Click Continue Order.
6. Choose Payment Type, and submit Payment Information.
7. Print your receipt to turn in to you as proof that the check has been ordered. **DO NOT turn in the results of your Background Check.** This information is protected by privacy laws, and CCCC personnel are not allowed access to it.

If you have questions:

Nursing students contact Judy Thompson at thompsonju@coastalcarolina.edu.

All other Allied Health students contact Krissy Stewart-Horton at stewartk@coastalcarolina.edu.