

## Medical Document Manager Requirements

### Measles, Mumps & Rubella (MMR)

-There must be documentation of one of the following:

- ✓ 2 vaccinations
- ✓ Positive antibody titers for all 3 components (lab reports OR physician verification of titer results required)

### Varicella (Chicken Pox)

-There must be documentation of one of the following:

- ✓ 2 vaccinations
- ✓ Positive antibody titer (lab report OR physician verification of titer results required)

### Hepatitis B

-There must be documentation of BOTH of the following:

- ✓ 3 vaccinations
- ✓ Positive antibody titer (lab report OR physician verification of titer results required)

### TB Skin Test

There must be documentation of one of the following:

- 2 step TB Skin test (1-3 weeks apart: AND TB Questionnaire (available for download)
- Past 2 step TB Skin test PLUS all subsequent annuals AND TB Questionnaire (available for download)
- If positive results, provide a clear Chest X-Ray (lab report OR physician verification of titer results required)

AND TB Questionnaire (available for download)

### Tetanus, Diphtheria & Pertussis (Tdap)

-There must be documentation of a Tdap booster within the past 10 years.

### Health Insurance

-Provide a copy of your current health insurance card (both front and back of card) or proof of coverage required.

### Influenza

-Submit documentation of a flu shot administered during the current flu season.

### Physical Examination

-Download, print & complete the 2 page Health Record for Participation in Allied Health Department Program form and upload to this requirement.

### Student Handbook Acknowledgment

-Download, print & complete the 1 page Student Handbook Acknowledgment form and upload to this requirement.

### Conviction/Criminal History Disclosure Form

-Download, print & complete the 3 page Conviction/Criminal History Disclosure Form and upload to this requirement.

### Permission to Release Information Form

-Download, print & complete the 1 page Permission to Release Information form and upload to this requirement.

YourMyCB Service Desk is available to assist you via phone, chat and email  
Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST  
888-914-7279 or [customerservice.cu@castlebranch.com](mailto:customerservice.cu@castlebranch.com)