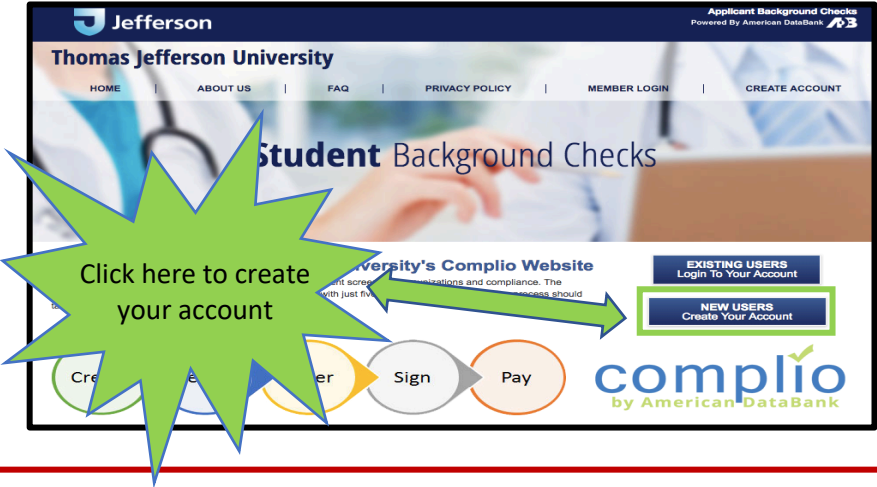


# Thomas Jefferson University

## Medical Laboratory Science and Biotechnology Complio User Guide

Go to [thomasjeffersoncompliance.com](http://thomasjeffersoncompliance.com) and create your account.

Complio will send you an activation email, please click on this email to activate your account. If you do not click on this link, you will not be able to continue.



Select Jefferson University Health Professions; Medical Laboratory Science and Biotechnology; Bachelor or Masters and then Load Packages. You will see several different packages listed, please refer to your school if you're unsure of which package you need to order. American DataBank does not know which package you need.

Identifying Information

Institution Name: Thomas Jefferson University

Select School: \* Jefferson University Health Professions

Select Program: \* Medical Laboratory Science and Biotechn

Select Type: \* Bachelor

*\*PLEASE NOTE: American DataBank does not know what package you need and will refer you back to your school if you are unsure. Please verify with them before ordering. Please review our refund policy if you have any questions.*

### Tracking

#### Immunization Package(s)

- Jefferson Medical Records Package
  - 12 Months Subscription (\$30.00)

**Estimated Tracking Total: \$ 30.00**

### Screening

- Criminal Background Check Only **ONLY ORDER IF INSTRUCTED** (\$42.00)

Notice

You will receive emails with forms/instructions for the following service(s):

- PA Child Abuse Registry

Clicking this box means you know you'll need to check your email for the PA Child Abuse Registry Instructions.

# Associating Documents

Return to your Home page, where you will see the list of requirements listed.

Click “Enter Requirements” to the right side and indicate which required items you are submitting. You will see what is required to become compliant for each category as soon as you click “Enter Requirements”.

Choose the documents from your computer to upload. If you’ve already uploaded a document once, you can select it from the Document drop down in each category. Simply choose the file you wish to associate to the item.

You may need to submit multiple items for a single compliance category. You may also assign the same document to multiple items.

Enter the details required for each item – date, results, etc.

Documents are reviewed within 1-3 business days. Be sure to submit documents at least 3 business days prior to any deadline you have.

Don’t forget to click “Submit”!

| Compliance Category/Item (Expand / Collapse) | Requirement Explanation              |
|--|--------------------------------------|
| Required Compliance Category                 |                                      |
| MMR  | <a href="#">+ Enter Requirements</a> |
| Varicella                                    | <a href="#">+ Enter Requirements</a> |
| Hepatitis B                                  | <a href="#">+ Enter Requirements</a> |
| Tuberculosis                                 | <a href="#">+ Enter Requirements</a> |

**MMR**

**Add New Requirement**

**MMR:**

You must submit proof of a Measles Titer, Mumps Titer, and Rubella Titer, dated within the last 10 years.

If any of your titers are not positive (negative or equivocal) you must submit 2 MMR Boosters dated after your most recent titer(s).

If you must submit MMR Boosters, they must be dated at least 30 days apart. You will be compliant for 30 days after your most recent MMR Booster 1.

Select a requirement:

- SELECT--
- MMR Booster 2
- Measles Titer
- Mumps Titer
- Rubella Titer
- MMR Booster 1

**Hepatitis B**

You might need to submit more than one item for each category. You can associate the same document to more than one item in each category. In this example I would want to associate my document to each titer – Measles, Mumps, and Rubella. I then need to add my result and my date for each titer as well.

**MMR:**

You must submit proof of a Measles Titer, Mumps Titer, and a Rubella Titer, dated within the last 10 years.

If any of your titers are not positive (negative or equivocal) you must submit 2 MMR Boosters dated after your most recent titer(s).

If you must submit MMR Boosters, they must be dated at least 30 days apart. You will be compliant for 30 days after your most recent MMR Booster 1.

Select a requirement:  [Apply For Exception](#)

fill the form below for Measles Titer

Date:  Documents

Results:

Upload Additional Documents:

Note:

I need to associate this document to all titers!  
To add the same document, just click the document drop down next time you choose a requirement

## Document review

Once you have submitted your documentation for review, the red X on the left side of your home screen will become a yellow exclamation point. A yellow exclamation point indicates your document is pending review.

American DataBank will review your documents to ensure they meet your school's standards. Your school will then also review the document and mark it appropriately.

Once American DataBank reviews your documents, the category will either have a green check mark or a red X next to the category.

A green check mark means the category is compliant.

A red X means the category is not compliant.

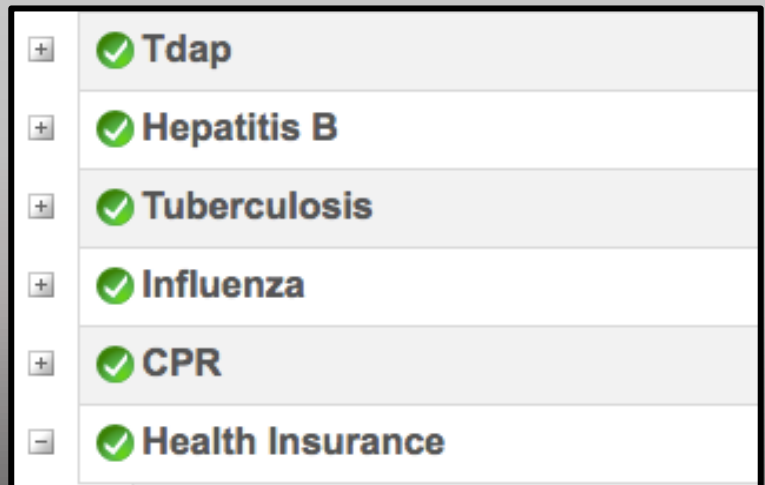
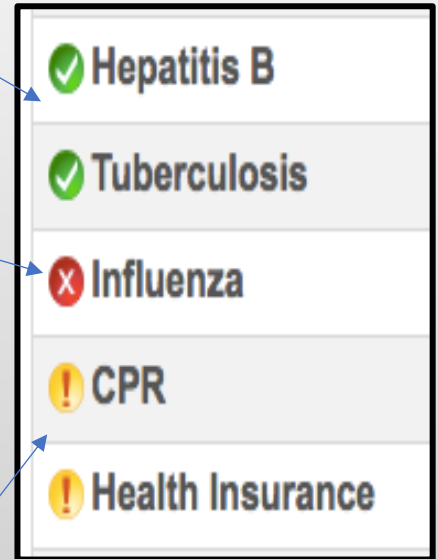
If your document doesn't meet the requirements, you will receive a notification from Complio with an explanation.

Your account will show all green check marks once you are fully compliant.

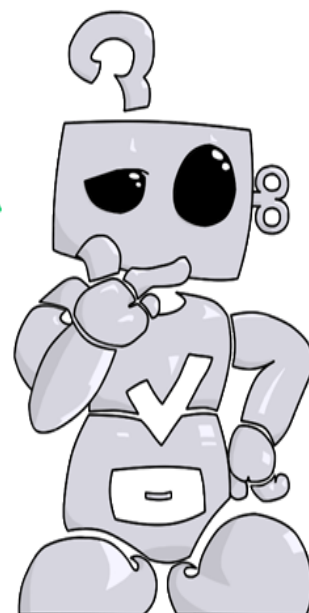
These categories are compliant and approved

This category is incomplete and not compliant

These categories are pending ADB and your school's review



# Questions?



©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your compliance status.

**Email:** Complio@americandatabank.com

**Phone:** 800-200-0853  
Live Service: 7am-6pm MT M-F; 8am-4pm MT Sa

**Address:** 110 16<sup>th</sup> Street  
Suite 800  
Denver, CO 80202