

VIEWPOINT **VP** SCREENING



ALLEGANY
COLLEGE
of
MARYLAND

ORDER INSTRUCTIONS
FOR:
ALLEGANY COLLEGE OF
MARYLAND - NURSING

Start Your Order

To get started:

Visit: viewpointscreening.com/allegany

Click on “Start Your Order”

- Select your program and package option
- Enter your information (name, dob, etc.)

*****Important***** Please make sure you are entering your correct email address. You will be unable to log in or receive communications from Viewpoint Screening if your email address is not valid.

Once your order is submitted, you will receive a confirmation email containing a password. Use this info to log into your account to review other instructions you may have. You will also need this password to view your background check report.

Drug Test - You will receive an email with the subject line: “Viewpoint Screening Drug-screen registration” within 24-48 hours. This email will contain instructions and explain where you need to go to complete your drug test.

VIEWPOINT SCREENING

ALLEGANY UNIVERSITY

Your school has partnered with Viewpoint Screening to provide your background check, drug test and immunization management. Failure to submit an order will delay the entrance into an experiential rotation and/or school setting.

Click "Start Your Order" below and you will be directed through the application process. Once your order is submitted, you will receive a confirmation email containing a password to log into viewpointscreening.com. When your background check is completed, you can view/print a copy at viewpointscreening.com by entering your email address and password. Results are typically completed within 3-5 business days and will also be available to your school.

[Start Your Order](#) →

[View Your Results](#) →

[Student FAQs](#) →

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Start Your Order

- Dental Assisting
- Diagnostic Medical Sonography
- Patient Care Technician

Required Package

Your school requires a drug test to be performed along with your background check. You will receive an email from Viewpoint Screening within 24 hours (1 business day) after you finish placing your online order regarding your drug test. This email will contain a code needed to have your drug test performed. You will be instructed to visit a nearby drug test collection site, where you will need to present this code along with a valid ID.

Background Check:	County Criminal Records (7 year history, all jurisdictions) Federal Criminal Records Nationwide Sexual Offender Registry Healthcare Fraud & Abuse Scan Address History / SSN Validation
Drug Test:	ID Panel Urinalysis

I have read, understand and agree to the [Viewpoint Screening Disclaimer](#).

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Health Portal

You will have the capability to upload specific documents required by your school for immunization, medical or certification records.

TO VIEW HEALTH PORTAL: After you have placed your initial order, you can start working on additional items you need to take care of that are required by your school for clinical placement. To see the list of required immunizations and documents, go to: viewpointsscreening.com and click on LOG IN in the right corner; use your email and password to log in.

TO VIEW REQUIREMENTS: When logged in, click on **Health Portal** to view your specific requirements. **TO SEE THE DETAILS of each requirement, click on the Question Mark icon beside each item.** Be sure to read these thoroughly, so you know what kind of documents you will need.

TO ASSOCIATE A DOCUMENT: Click on the “Upload Document” button next to each requirement and select the correct file to upload FOR THAT REQUIREMENT. This can be done on a desktop computer, tablet or smartphone. All uploaded documents are typically reviewed within 24 hours. If your document is not compliant, you will receive an email notifying you why it was not compliant, and how to fix it. This information can also be found in the “Student Messages” section of your account.

REMINDERS: You will receive weekly email reminders to upload required documents, and you will be notified 30 days in advanced when a document is about to expire.

SAMPLE


	Requirement	Upload	Uploaded Date	Review Date	Renewal
?	TDAP Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	
?	MMR Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	
?	Tuberculosis Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	
?	Hepatitis B Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	
?	Varicella Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	
?	Influenza Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	

FOR BEST RESULTS:

- DO: Be sure your name is visible on the document you upload. If your name is not on the document, it will be denied, and you'll have to upload it again.
- DO: Make sure you uploaded the correct document for a particular requirement.
- DO: Make sure document is legible.
- DO: Make sure document isn't expired, and won't expire during your clinical rotation.


If you have any additional questions, please contact Viewpoint Screening via email at: studentsupport@viewpointscreening.com.

Or use the instant chat feature at viewpointscreening.com. We are pleased to help you with this process!

Chat with us 

Hi! Enter in your info anytime right here.

Send Chat Request

 Powered by [Pure Chat](#)

