

Maricopa Community Colleges

Applicant Guide to Complio

Required immunizations and certifications

What you need to know about compliance and immunization requirements

Maricopa Community Colleges students will need to provide documentation regarding the completion of their immunization, background check, drug screen, required trainings and related compliance records. Maricopa Community Colleges uses a vendor called American DataBank to help students track, access, and maintain their compliance records through their academic program. American DataBank has created a web-based database allows students to access their immunization and compliance records from a computer and gives students the ability to update and download their compliance "passport" at their convenience. This system is known as Complio and automatically notifies students when immunization or compliance records are expiring so that students can update their records as needed.

This guide contains details about how to complete the immunization and certification requirements which must be completed. Please review these materials closely and complete the required items today.

MARICOPA COMMUNITY COLLEGES

Clinical agency requirements

Students placed at clinical agencies are required to provide their immunization and compliance materials prior to being placed in that setting. Your program faculty and staff may halt your attendance in clinical course work at any time if your immunization and clinical requirements have not been met.

Complio support

Account login:
http://www.maricopacompliance.com

Technical Support:
complio@disahealthcare.com
Or (800) 200-0853

Getting Started Check list

1. Create your Complio account
   a. Using Chrome or Firefox go to http://www.maricopacompliance.com and place your order for the Immunization Tracking Package as well as the Background Check and Drug Screening Package. Once you have placed your order, Complio will provide you will a list of requirement Immunizations and email you the necessary drug screening registration. Complio will provide you with your username and password via email. Please allow one business day to receive your user ID and password and double check your spam or junk folder if you do not receive it.
2. Gather your immunization records
   a. Complio will provide you with a list of all immunization requirements, which will also be emailed to you at the same time you place your order. Please review these carefully to ensure you have all documentation.
3. Submit Materials
   a. When you receive your drug screening information please follow all instructions found in the email and take the appropriate action. Your background check results will be uploaded for you upon completion by American DataBank. Your drug screening results will be uploaded to your account 72 business hours after you complete the collection.

©American DataBank LLC.

Maintaining your Compliance Status

Load your documents and track your compliance

- Log into Complio at http://www.maricopacompliance.com with your username and password.
- Provide all supporting documentation to Complio. American DataBank will review these documents within 1-3 business days and then let you know if the documents met requirements (approved) or did not meet requirements (rejected and needs further action).

View your clinical Passport

- You can print your clinical passport at any time to show that you have met the requirements to be in that setting and are eligible to attend class. When you are logged into your account click on the Report tab on the left side of your profile to open this item. Your passport report also provides a quick way to see what items may be expiring soon or what may need to be updated right away.

Don't wait to update

- Many required items need to be renewed on an annual basis. It is important that students follow up with any notifications that they receive from Complio regarding expiring items or items that have not yet been completed.

Requirements	Description	Requirements	Description
Tuberculosis	If you test negative for tuberculin exposure, you must submit a negative QuantiFERON from within the last year. If you test positive for tuberculin exposure, you must submit a negative Chest X-Ray from within the last two years.	Background Check	You must order a background check through American DataBank. Your results will be automatically uploaded for you here once complete.
MMR	You must submit either two doses of the MMR vaccine or positive titers for Measles, Mumps, and Rubella.	Drug Screening	You must order a drug s… …ough American DataBank. Your results will be automatical… …aded for you here once complete.
Varicella	You must submit either proof having received two doses of the Varicella Vaccine or a positive titer for Varicella.	Em… …ent Verificatio…	If you … …n employment verification your results will be uploaded here.
Hepatitis B	You must submit either 3 doses of the Hepatitis B vaccine or a pos… Hepatitis B titer.	…dent Manua… …ture Pages	Please read t… …dent manual, which can be downloaded below. Please then electronically complete each of the five forms in this catego…
Tdap	You must submit a Tdap. If your Tdap i… …0 years old, you … submit a tetanus booster from w… …the l… …ears.	CPR	You must submit your current American Health Associati… Support CPR card.
Influenza	You must submi… …u sho… …current season… …flu shot must … received no ear… …han 8/1 to … …pted for the … …t flu season.	Medical Insurance	You must submit proof of your medical insurance annually. Health insurance cards or a letter of coverage from your health insurance provider will be accepted.
Statement of Good Health	You … …bmit a … …ment of good health from your physician. The sub… …on wi… …reviewed by your school, not by Complio.	Hepatitis A	You must submit either 2 doses of Hepatitis A or a titer showing immunity to Hepatitis A. This could be either a negative IgM titer or a positive IgG titer.
Professional Liability Insurance Coverage	You must submit your professional liability insurance coverage here. You may acquire professional liability insurance from any provider.	Drivers License and Car Insurance	You must submit your current drivers license and car insurance coverage
Avademy of Nutrition and Dietetics Membership	You must submit your accademy of nutrition and dietetics membership certificate (with number) or card here.	Southern Nevada Health District Food Handler's card	You must submit your Southern Nevada Health District food handler's card. To receive your card, please go to the SNHD. Online applications and testing are no longer offered.

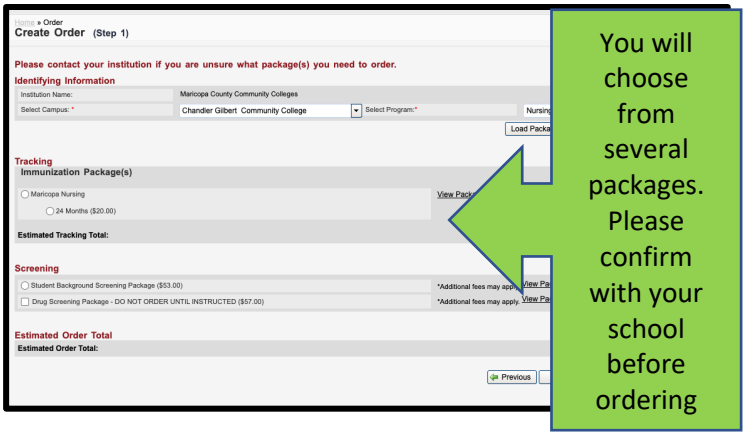
SAMPLE

Your vaccination requirements will be outlined in Complio, however please take time to review what you'll need to submit in order to become compliant ahead of time. If you have questions on why something is required, please speak with your program administrator. These requirements may change from year to year. Clinical Sites may require additional items other than what is identified. Students will receive information regarding additional requirements if needed.

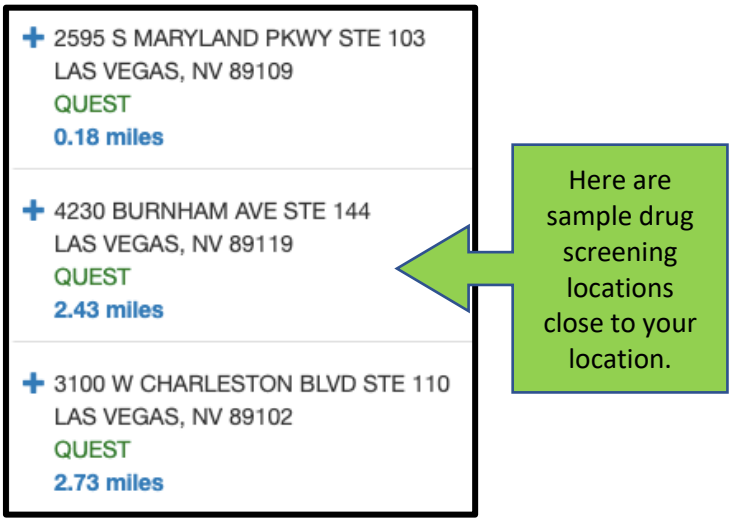
How to set up your Complio account

1. Go to http://www.maricopacompliance.com to create your account by clicking on the "New Users" button.
2. Once you create your account, you will receive an email with an activation link.
    a. Follow this link to login to your account. If you do not click on the link, your account will not be activated
3. Click on the Get Started button to begin the ordering process
4. Select your Campus and Program of Study then click on "Load Packages"
    a. *You will see several different packages listed. If you're unsure of what to order, please contact your school to confirm.*
    b. *Certain packages should only be ordered if instructed by school. I.e. "Student Background Screening Package – No Social Security Number" is for students without a SSN only.*
5. Step 2 will ask you to confirm all details you entered when you created your account.
    a. This information will be used to run your criminal background check and drug screening. It is imperative that you confirm that all details are correct. If you order incorrectly, you will have to place another order and a refund is not available.
    b. We encourage you to opt-in to receive Text notifications regarding your Complio account
6. Drug Screening
    a. If your order includes a drug screening, you will select your collection site during the ordering process. Please find a location nearest to your home, work, or school. If you are unable to find a location near you (within 99 miles) please contact American DataBank at 800 200 0853 for assistance
7. Signing Forms
    a. There will be several forms to sign. Review the document and scroll down the bottom of the page where you will check the you've read and agree to the documentation. Using your mouse or track pad, sign your name and click Next to proceed. The form will refresh to show your signature in the form. You will click Next to move forward.
8. Order Review
    a. You will confirm your order on the Order Review page. Please double check your package selections as once you enter your payment information your order is not eligible for a refund. Please confirm your order before proceeding.

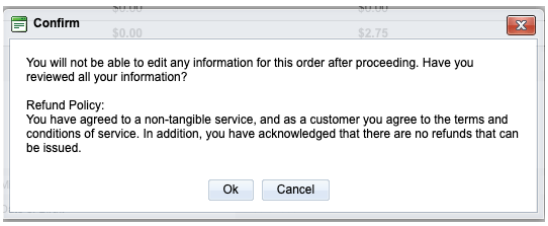






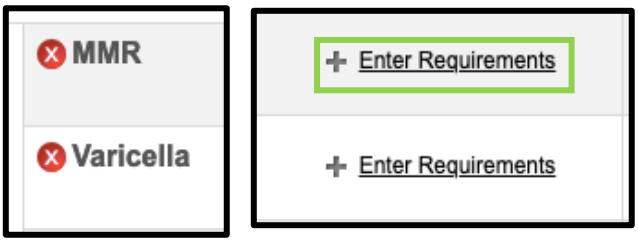


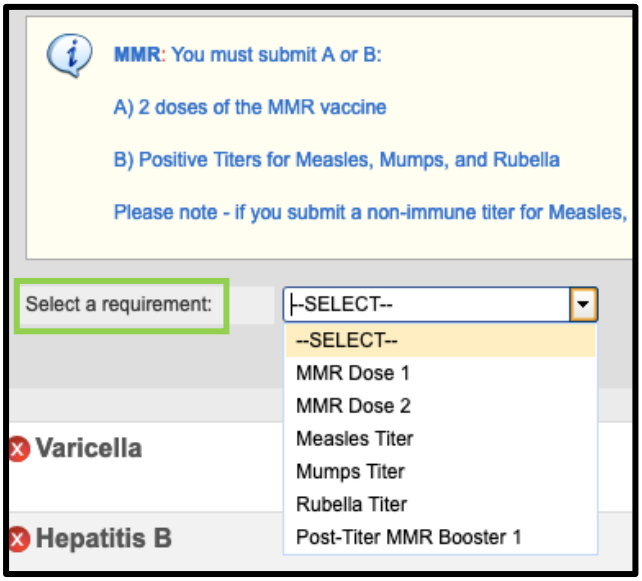
Have you reviewed your order and information?

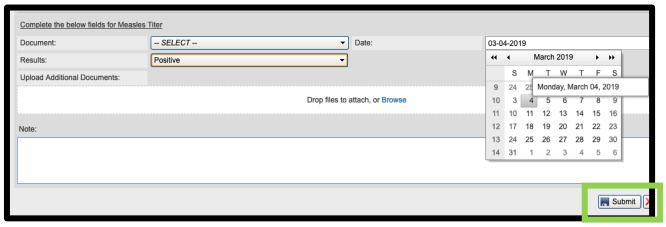


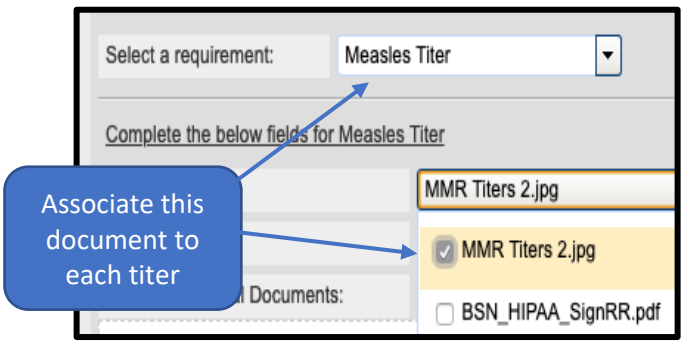
How to set up your Complio account

9. Return to your home page, where you will see a video that shows you how to upload documents. Watch this video
10. Once you've watched the video, you will be able to see a list of all your requirements. Click on "Enter Requirements" on the right side and indicate which required items you are submitting.
    a. You will see what steps are required to become compliant for each category as soon as you click "Enter Requirements"
11. Choose your pathway to compliance in the dropdown
    a. Once you choose your option, Complio will ask you for additional information. Please enter all applicable details
    b. Don't forget to click Submit!
12. You may need to submit multiple items for a single compliance category
    a. Once you've uploaded a document once, it can be associated to as many items as you need. Just click the "Document" drop down once you select your requirement. In this screenshot, the student is associating their document "MMR Titers 2" to each titer individually (Measles, Mumps, and Rubella).
    b. Do yourself a favor and label your documents with the contents. It will save you a great deal of time
13. American DataBank will review your documents within 1-3 business days once they are submitted
    a. ADB reviewed your documents to ensure they meet your school's standards. They are following the direction of the school and do not make the standards themselves.
    b. If will be notified via email and text (if you opted in) as to the status of the document you submitted.
    c. If your document did not meet the standards, it is considered not approved and you will need to determine the next steps. If your document does meet the standards, it will be approved.
14. If you have any questions about what information your documents need to have in order to be approved, please click on Requirement Explanation at the top of your screen

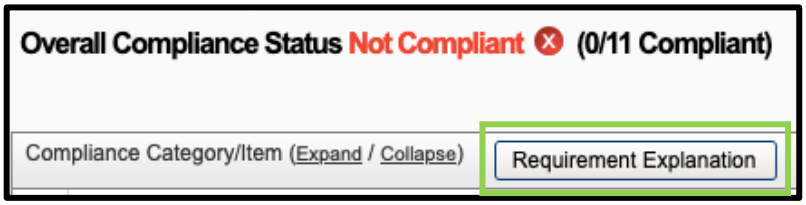




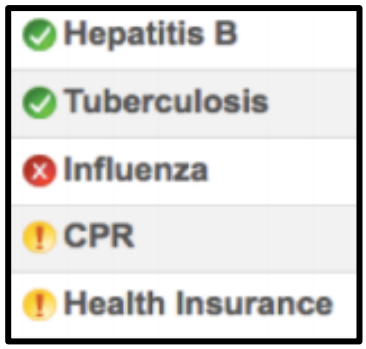




Associate this document to each titer

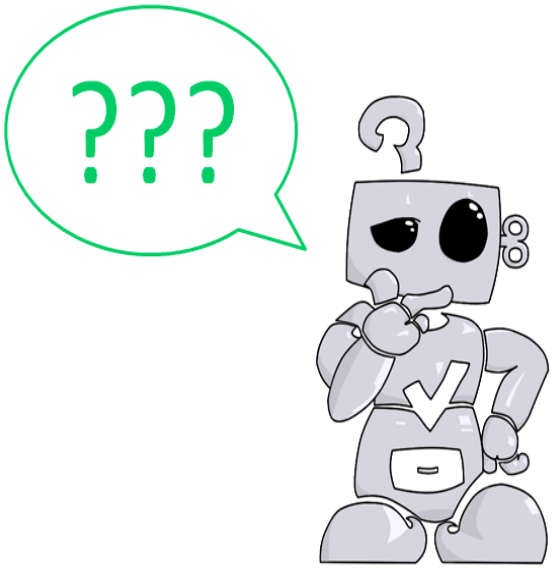


Once you submit your documents, they will have a status. Green = approved, Red = not compliant, Yellow = Pending Review



©American DataBank LLC.

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 students' statuses.

Email: Complio@disahealthcare.com

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

Address: 110 16th Street
Suite 800
Denver, CO 80202