

# **PART II:**

# **CastleBranch**

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**Background Check**  
**Drug Test**  
**Immunization Records**

# Class of 2029

## Part II: CastleBranch

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### CastleBranch Compliance

ACOM has partnered with CastleBranch, one of the top 10 background check and compliance management companies in the nation, to provide you with a secure account to manage your time-sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to monitor your order status, view results, respond to alerts, and complete your requirements.

#### Required CastleBranch Submissions:

##### 1. Criminal Background Check Submission

- All students must complete a background check through CastleBranch.
- **Deadline:** May 1, 2025.

##### 2. Drug Test Submission

- Students must complete a drug screening using an approved CastleBranch laboratory.
- You will receive instructions for scheduling the test.
- **Deadline:** May 1, 2025.

##### 3. Immunization Records Submission

- Students must submit all required immunization records through CastleBranch.
- **Deadline:** May 1, 2025.

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### Order Summary & Payment Information

During the online order process, you will be prompted to enter your **Personal Identification Number (PIN)**. Your pin will be emailed to you from Audrey Bawcum.

#### Contact CastleBranch:

For Assistance with CastleBranch Submissions:

- **Customer Service:** 888-723-4263
- **Online Help:** <https://mycb.castlebranch.com/help>

#### Contact ACOM

**For General Questions or PIN Assistance:**

**Audrey M. Bawcum, M.Ed.**

Executive Director of Student and Alumni Affairs

Division of Student Services

- **Email:** [ambawcum@acom.edu](mailto:ambawcum@acom.edu)
- **Phone:** 334-944-4038

### Medical Student Health Documentation

All incoming medical students must provide proof of immunization, tuberculosis screening, and health insurance coverage before matriculation. These records ensure compliance with ACOM policies and clinical site requirements.

#### Required Immunizations

Students must submit documentation verifying the following **required** immunizations:

- ☐ **Hepatitis B Vaccine Series**
  - **OR a Positive Hepatitis B Surface Antibody Quantitative Titer**
- ☐ **Measles, Mumps, and Rubella (MMR) Vaccine Series – Required**
  - **OR a Positive Measles, Mumps, and Rubella Quantitative Titer**
- ☐ **Varicella (Chickenpox) Vaccine Series**
  - **OR a Positive Varicella Quantitative Titer**
  - If there is a history of Chickenpox disease, the vaccine series will not be needed.
- ☐ **Tetanus/Diphtheria/Pertussis (Tdap) Vaccine**
  - Must be administered **within the last 10 years**. Td alone is **not accepted**.
- ☐ **Single-Step Tuberculosis Skin Test**
  - Must be performed **within 6 months prior to matriculation**.
  - QuantiFERON Gold/T-SPOT tests will be accepted in lieu of a skin test.
  - If there is a positive result from either test, documentation of a negative chest X-ray and history of latent TB treatment must be provided.

#### Additional Information & Compliance Notes

- ☐ **Influenza Vaccine (Seasonal)**
  - Students are responsible for obtaining this vaccine each fall as soon as it becomes available.
  - **Deadline:** November 1st of every year.
  - **Exemption Requests:**
    - Students requesting an exemption must have the request filed and approved before the deadline.
    - A new exemption request must be filed **each year**.
  - **Important Note:** Some core sites or clinical rotation sites may not accept exemptions for the seasonal influenza vaccine. Students should verify site-specific policies in advance.
- ☐ **COVID-19 Vaccine**
  - ACOM **does not currently require** the COVID-19 vaccine.
  - However, **OMS III and OMS IV students** attending clinical rotations **must comply with clinic/hospital policies**, which may require this vaccine for participation.
- ☐ **Titers & Immunity Verification**
  - If any titer result is **negative**, students must consult their healthcare provider for **recommendations on achieving immunity**.
  - If immunity **cannot be achieved**, students must obtain a letter from their physician explaining the medical reason.
  - **All titers must be quantitative**, meaning they must:
    - Show **numerical values** rather than a simple positive/negative result.
    - Include **reference ranges** for proper interpretation.

*The next page will provide step-by-step instructions on how to complete your order.*



Alabama College of Osteopathic Medicine  
Instructions for Order Placement

## Welcome to myCB!

When you place your initial order, you will be prompted to create your secure myCB account. From within your myCB, you will be able to:

- ✓ View your order results
- ✓ Upload and store important documents and records
- ✓ Manage requirements specific to your programs
- ✓ Place additional orders as needed.
- ✓ Complete tasks as directed to meet deadlines

To place an order, go to [mycb.castlebranch.com](http://mycb.castlebranch.com)

Username Password LOGIN  
Forgot Password?  
Place Order Package Code GO

In the “Place Order” field, enter the following package code specific to your organization:

**AY65** : Background Check – Compliance Tracker – Drug Test

During order placement you will be asked for personal identifying information needed for security or compliance purposes, including your Personal Identification Number. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your myCB and will be the primary form of communication for alerts and messages.

### TO-DO LISTS

You can respond to any active alerts or To-Do List items now, or return later by logging into your myCB. You will receive alerts if information is needed to process your order. Access your myCB anytime to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.

Your myCB Service Desk is available to assist you via phone, chat and email  
Monday-Thursday 8:00 am-8:00 pm & Friday 8:00 a.m. - 6:30 p.m. & Sunday 10am- 6:30pm EST  
888-723-4263 or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)