

BACKGROUND CHECK INFORMATION

NOTE: DO NOT BEGIN THIS PROCESS UNTIL ADVISED TO DO SO BY THE NURSING PROGRAM.

Changes are taking place within healthcare facilities nationally. These changes affect all health programs affiliated with the San Diego Nursing Service-Education Consortium.

The Joint Commission of Accreditation of Healthcare Organizations (JCAHO), which accredits healthcare facilities across the country, required background screening effective September, 2004, and has set requirements mandating that whatever their policy states regarding background checks be followed to the letter of the law.

A background investigation must be completed prior to your rotation to any clinical experience. Students are responsible for payment of their background investigation, and American DataBank must conduct the investigation.

To initiate your background clearance, go to the web site, www.sdnsebackground.com and follow the step by step process. The results/profile from the information you input will be sent to you upon request and made available to the hospital/agencies you are assigned to for clinical rotation.

The following searches are required:

- Criminal History Record Search
- Social Security Number Trace (residential history, year and state SSN issued)
- OIG/GSA-Medicare/Medicaid Excluded List
- Nationwide Sex Offender Registry
- 10-Panel Drug Screening

San Diego Nursing Service-Education Consortium has partnered with American DataBank to provide background checks for healthcare students.

American DataBank is the premier provider of background checks for the healthcare industry in the United States. American DataBank's experienced staff has worked closely with hospitals, colleges, vocational schools, assisted living, child-care and healthcare staffing agencies to provide a cost-effective and comprehensive background check program for healthcare professionals.

BACKGROUND CHECK PROCEDURE

- **Log on to www.sdensebackground.com**
- Read the **[privacy policy](#)**. Then download, complete and send the **[Disclosure and Release form](#)** by fax (303-573-1779) or mail to American DataBank. **[Adobe Acrobat Reader is required](#)** * *Note: Our order will not be processed until American DataBank receives your Disclosure and Release form.*
- **Proceed to the bottom of the website and access: "Click Here to Order"**.

- **Step 1: Applicant Information**
Please enter your name, date of birth, social security number, phone number and email address.

- **Step 2: Residential History**
Provide your seven (7)-year residential history including state, city, ZIP code & the date range at the address.

- **Step 3: Payment**
Provide payment for your background check by credit card – fee begins at **\$65.00**.

- **Step 4: Drug Screen**
After you have paid by credit card or money order, come to the Nursing Education Office and get a Chain of Custody Drug Screen Request and the location of the collection site. Finally, go to the location listed to provide a urine sample. Note: If you are paying by money order, the Chain of Custody Drug Screen Request will not be available until the money order has been processed by American DataBank.

SPECIAL NOTE REGARDING THE DRUG SCREENING TEST

The drug screen form must be taken to Quest Diagnostics designated by American DataBank. The laboratory has requested that no small children be brought to the lab when having your testing done, including infants. No one is allowed in the testing area other than the applicant.

QUEST DIAGNOSTICS COLLECTE SITE LOCATION:

The only location in the Imperial Valley is: **QUEST DIAGNOSTICS, 1745 So. Imperial Avenue, Suite #110, El Centro – 352-7661 – Brawley Office does NOT do drug screening.** Appointments are made by calling toll free 1-888-277-8772 or online at www.questdiagnostics.com/appointments When online, #1) place address, city, state, and zip; #2) Choose Doctor's order, Routine. Do NOT call the local phone # for appointments. They accept walk-ins before 11:30am and up to 4:00pm. Drink plenty of water before your appointment.