UW Medicine
UW SCHOOL
OF MEDICINE
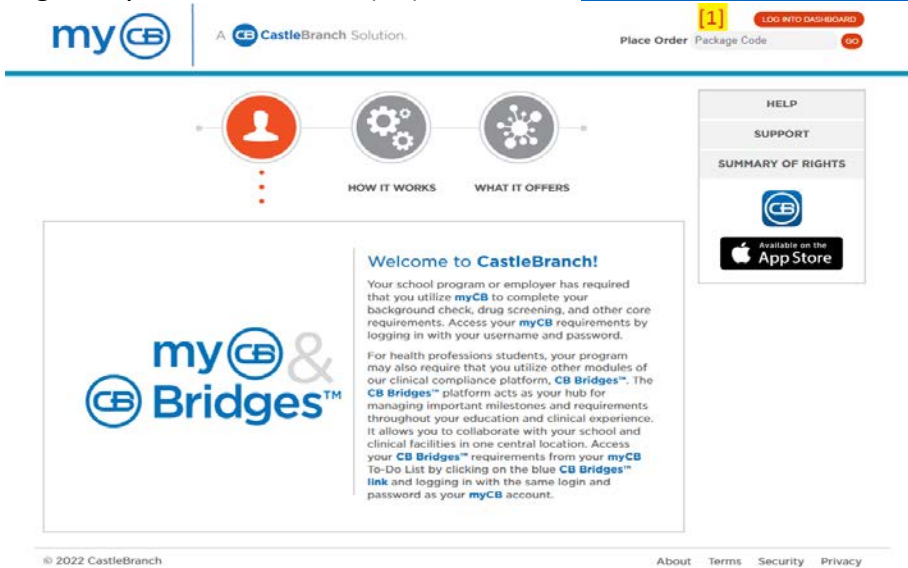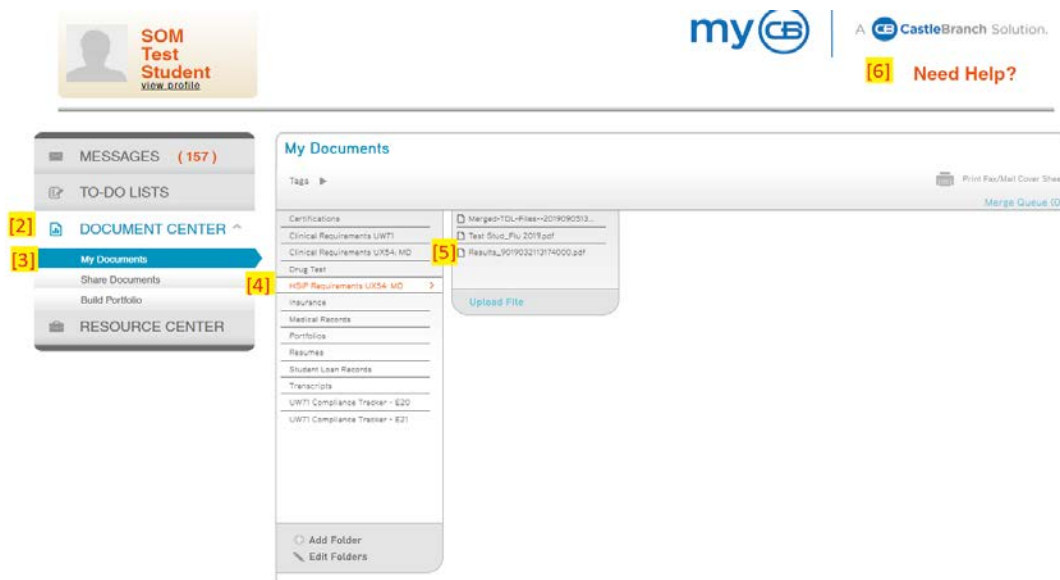
How to access your compliance documents

1. Immunizations Summary

   a. Log in to your CastleBranch (CB) account at: **https://mycb.castlebranch.com/** [1]

   b. Go to "***Document Center***" [2] on the side bar
   c. Select "**My Documents**" [3]
   d. Select your appropriate tracker i.e. "***HSIP Requirements UX54: MD***" [4] and by scrolling through the list of documents select the required document. The document has a long list of numbers following the word "***Results***" [5], i.e. results3428574629393958638
   e. Click the "***Need Help***" [6] button if you can't find it. Select the Video FAQ titled "Compliance Summary Report".
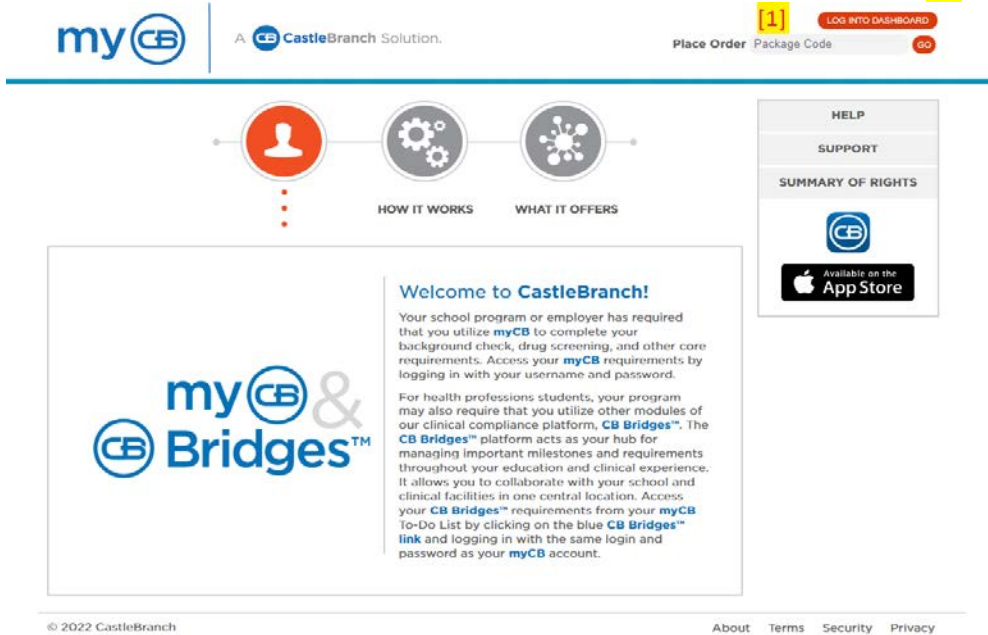
2. **Compliance documents with CastleBranch compliance tracker (UW71)**
   If you have a CB compliance tracker (E20 students and later) you can access the below by using the tracker:
   - BLS card,
   - HIPAA Certificate,
   - Universal Precautions/Infection Control Certificate,
   - Request for Criminal History: Self-Disclosure, Consent, and ROI
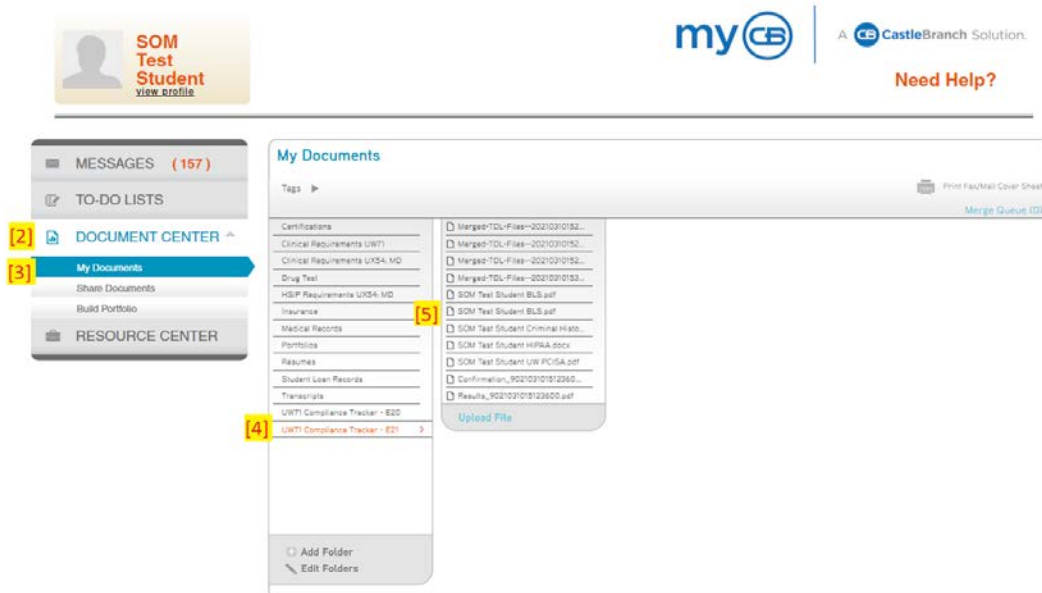   - PCISA Form.

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   b. Go to "***Document Center***" [2] on the side bar
   c. Select "**My Documents**" [3]
   d. Select your appropriate tracker i.e. "***UW71 Compliance Tracker – E--***" [4] and by scrolling through the list of documents, select the required document i.e. ***"SOM Test Student BLS"***. [5]

3. Compliance documents on eValue

If you have do not have a CastleBranch compliance tracker (E20 students and earlier) you can access the below by logging in to eValue:

- BLS card,
- HIPAA Certificate,
- Universal Precautions/Infection Control Certificate,
- Request for Criminal History: Self-Disclosure, Consent, and ROI
- PCISA Form.

a. Log in to eValue with your UW Net ID at **https://education.uwmedicine.org/technology/e-value-portal**
b. Select the "***School of Medicine"*** program to view your Personal Record.
c. Select "***Home***" and then in the sub-menu select "***Other tasks***"
d. Select " ***Manage Personal Records***". Here you will see the screen of your individual compliance requirements. This will show you the current status of each requirement, along with allowing you to view and/or download each attached document.

4. Criminal background Check

Please see point 3 for how to access using eValue

5. Drug Test

If a drug test report is required by a site, please email somcompl@uw.edu

6. Forms, Letters of Good Standing & Insurance Proof

If you need a form signed by a "school official", or a "Letter of Good Standing" and proof of malpractice insurance, or help with VSLO please contact the Registration Team at somreg@uw.edu

For all other questions about SOM compliance requirements please contact Laura Ellis or somcompl@uw.edu