

College of Marin

Student guide to Complio

Required immunizations and certifications

What you need to know about compliance and immunization requirements

College of Marin **Medical Assisting Students** will need to provide documentation regarding the completion of their immunization, required trainings and related compliance records. COM 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.

Getting Started Check list

1. Create your Complio account

- Using Chrome or Firefox go to www.marincompliance.com and place your order for the **Medical Assisting (MA) Bundle** that includes your immunization tracking. Once you have placed your order, Complio will provide you will a list of requirement Immunizations 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

- 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

- You will submit your documents for review by American DataBank.

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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.marincompliance.com>

Technical Support:

complio@americandatabank.com

Or

(800) 200-0853

Maintaining your Compliance Status

Load your documents and track your compliance

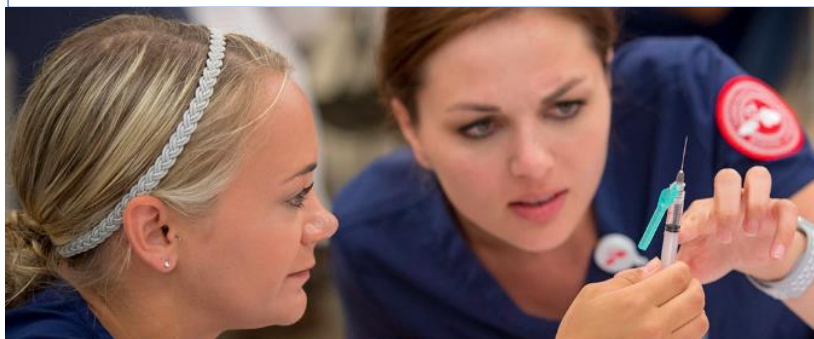
- Log into Complio at <http://www.marincompliance.com/> with your username and password.
- Provide all supporting documentation to Complio. American DataBank will review these documents within 1-3 business days and then let you know if the documents met requirements (approved) or did not meet requirements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

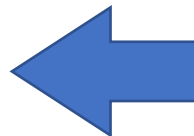
Don't wait to update

- 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.



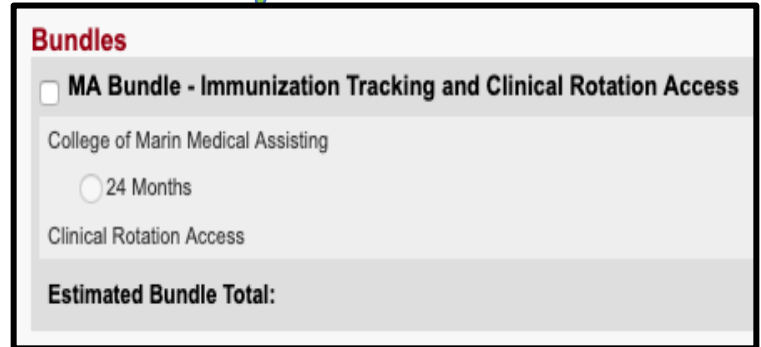
Requirements	Description
Tuberculosis (TB)	You must submit either A or B A: Proof of 2 negative annual two step PPD tests with the second being read 7-21 days after the first test. B: If you are known to have a positive PPD, you must submit a written statement from a physician verifying a recent negative chest x-ray within the last year and a Tuberculosis questionnaire.
Measles, Mumps & Rubella (MMR) Vaccination	You must submit A or B A: Proof of receiving two doses of the MMR vaccination B: Positive MMR titer
Varicella Vaccination	You must submit A or B A: Proof of receiving two doses of the Varicella B: Positive varicella titer
Hepatitis B (HepB) Vaccination	You must submit A, B or C A: Proof of having received three doses of the Hep B vaccine B: Positive Hep B titer C: A Hep B declination form <i>*If you are in the middle of receiving your vaccination series, please submit a Hep B declination form</i>
Tdap	You must submit proof of having received a Tdap within the last 10 years.
Influenza/Flu Vaccination	You must submit A or B A: Proof of current flu vaccination B: Flu declination form <i>*If you decline the flu vaccination, you will be required to wear a mask at all times</i>
Health Clearance Exam	Student's medical history reviewed and a physical performed by a physician.
CPR Certification	You must upload a copy of your American Heart Association BLS with AED for Health Care providers certification. This certification must carry you through the program, if it expires prior to graduation you are required to recertify to remain compliant. If you do not do so in a timely manner you will be removed from the externship.
First Aid Certification	You must upload a copy of your American Heart Association First Aid certification. This certification must carry you through the program, if it expires prior to graduation you are required to recertify to remain compliant. If you do not do so in a timely manner you will be removed from the externship.

These are your vaccination requirements. They 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 department administrative assistant. 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.

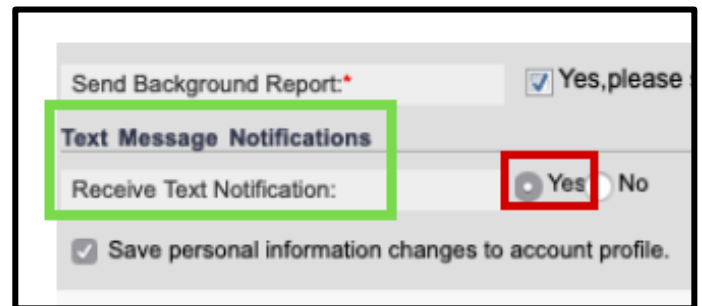


How to set up your Complio account

1. Go to www.marincompliance.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 program of study and then click on "Load Packages"
 - a. You will see several different packages listed.
5. Step 2 will ask you to confirm all details you entered when you created your account.
 - a. 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. 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.
7. 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.



You will see several packages available to order. Please check with your school if you are unsure of which packages you need



marin.complio.com says

You will not be able to edit any information for this order after proceeding. Have you reviewed all your information?

Refund Policy:

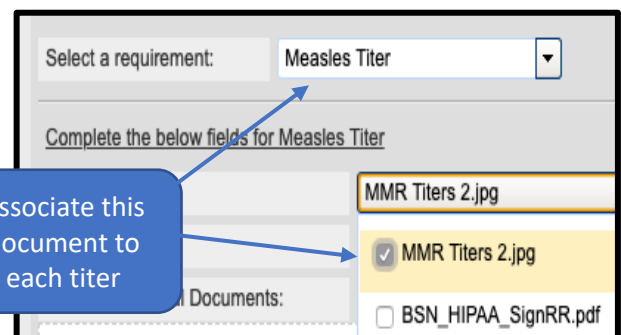
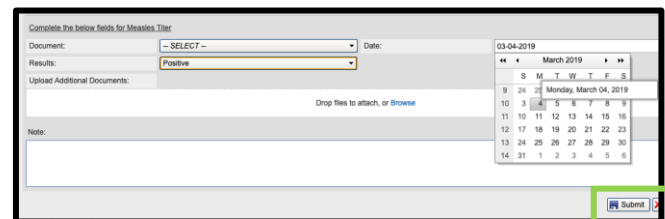
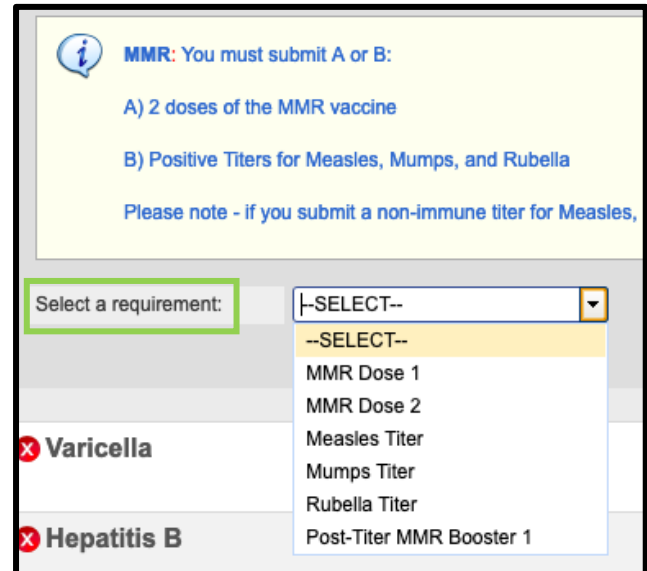
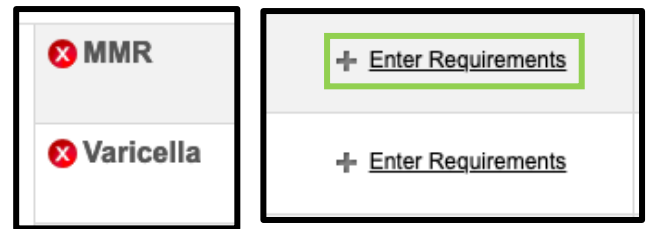
You have agreed to a non-tangible service, and as a customer you agree to the terms and conditions of service. In addition, you have acknowledged that there are no refunds that can be issued.

Cancel

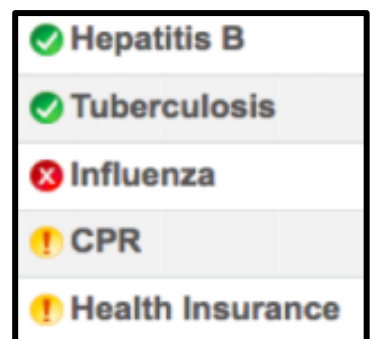
OK

How to set up your Complio account

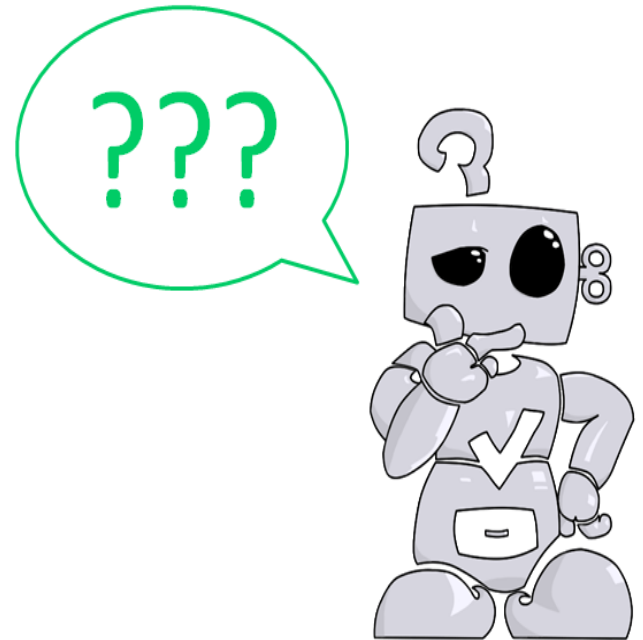
8. Return to your home page, where you will see a video that shows you how to upload documents. Watch this video
9. Once you've watched the video, you will be able to see a list of all your requirements. Click on "Enter Requirements" on the right side and indicate which required items you are submitting.
 - a. You will see what steps are required to become compliant for each category as soon as you click "Enter Requirements"
10. 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!
11. 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 Titer 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
12. 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. You 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.
13. 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



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



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@americandatabank.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