

Introduction

Welcome clinical student. This guide will help you navigate ClinicalStudent.com web application designed and operated by System32. You can reach our support staff via email at support@system32.com. You can also use the Contact Us feature on our site to contact us.

1. Setting up Your Account:

Once you have been added in ClinicalStudent.com by your school, you will receive an email with your login information. If you have not received this email, please contact your school. If you believe your account was created but you have not received an email, you can use the “Forgot Password” button on the login page to receive a password reset link.

For new student accounts, you have to complete a few steps prior to accessing the site. All the steps listed below are mandatory. If you leave any steps unfinished, next time, you will have to resume from the beginning.

1.1 Service Agreement

ClinicalStudent.com stores sensitive information such as your immunization records, drug test results, etc. Therefore, please read the service agreement carefully prior to agreeing to the terms. If you agree to the terms, type in your full name (including middle initial) at the bottom of the page and click on the I Accept to move to next step.

Please enter your full name *

1.2 Changing your password

Again, because we store your Protected Health Information, you will be required to change your system assigned password in this step. Please choose a strong password to continue. Next step.

Current Password *

Password is required

New Password *

Password must be between 8 and 32 characters, contain one or more uppercase letters, one or more lowercase letters and one or more numbers.

Confirm *

1.3 Completing your student profile

Fill out the form on this page to complete your student profile. Mandatory items have an asterisk next to them. Take a moment to ensure your legal name is correct. Note that full middle name, social security number are required to comply with clinical site requirements.

Click on Save to proceed to next step.

△Please verify your name to avoid delays with rotation and/or background check later.

First Name	Middle Name	Last Name	
<input type="text" value="Student2"/>	<input type="text"/>	<input type="text" value="Student2"/>	
Address *			
<input type="text" value="10102 Renner Blvd"/>			
Apt/Suite/Floor			
<input type="text"/>			
City *	State *	Zip *	
<input type="text" value="Shawnee"/>	<input type="text" value="KS"/>	<input type="text" value="66209"/>	
SSN *	Secondary Phone	Date of Birth *	Gender
<input type="text" value="*****"/>	<input type="text" value="9134444444"/>	<input type="text" value="01/17/2018"/>	<input type="text" value="Select One"/>
Program: *	Graduation Date:		
<input type="text" value="Registered Nurse"/>	<input type="text" value="6/30/2020"/>		
Employer	Job Title		
<input type="text"/>	<input type="text"/>		
Employee Id	Alternate Email	Secondary Phone	
<input type="text"/>	<input type="text"/>	<input type="text" value="9134444444"/>	

1.4 Registration Fee

ClinicalStudent.com is a fee-based service. Core services include managing school and hospital compliance, and secure storage of your documents. Depending on your school's configuration you may be required to either pay a registration fee first, or pay it later as part of your drug test and/or background check ordering, or your school pays for the fees on behalf of you.

If a payment page is shown during registration, please pay before continuing to next step.

All fees are negotiated with, and authorized by your school.

2. Welcome:

Once you have successfully completed the registration process, you will be taken to student home page as shown in figure below. This page gives a quick overview of any pending items or new messages. Please note that you can also use the  button on the top right of the site to access same functions.

For new students, the requirements will list your school requirements only. Later, when you have been assigned to clinical rotations, the requirements will count any hospital requirements as well.

The color of the items needing attention will change to red. The purple items are for graduate students only and are only visible when school subscribes.

Student User

Last Login: 10/20/2020 11:59:00 AM, Program: Registered Nurse, Graduation: 5/20/2021

 <p>Requirements 2 of 16 completed. 4 pending.</p>	 <p>Account Login, contact preference.</p>	 <p>Profile Address, SSN, etc.</p>	 <p>My Files</p>
 <p>Messages No new messages.</p>	 <p>Placements 0 active rotation(s).</p>	 <p>Shared Folder Help guide, forms, etc.</p>	
 <p>Case Logs Clinical Encounter Tracking</p>	 <p>Timesheet Clinical Hours Tracking</p>	 <p>Clinical Sites</p>	 <p>Preceptors</p>

3. My Account:

My account page provides you a way to update your core account information. You can choose to change your password here as well but it is not required. Optionally, you can choose your contact preference for reminder emails. ClinicalStudent.com or our partners do not send marketing emails or spam, therefore, we recommend leaving it as system default to receive real time emails.

First Name *
Middle Name *
Last Name *

Email *
Primary Phone *

Password
Confirm

Contact Preference
From
To
Days
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday

4. My Profile / User Detail:

You have seen this page before during registration. You can update your using this option. To protect your SSN, it will be masked. You can no longer view the number; however, you can change it.

5. My Files:

ClinicalStudent site's main goal is to help you become compliant with your school and clinical site requirements. For most requirements, you will have to attach a document. If you have your documents handy, it is a good idea to go ahead and upload them first, so they become available in the requirement page.

Click on the My Files section to view a list all of your existing documents. Additional documents generated by ClinicalStudent such as your assessment results, or your drug test and background check reports are also listed here. If a document is not in use, a red trash icon will appear next to it to delete it permanently.

Uploading a document to your account can begin by clicking on the Upload icon as shown below. **Please read the instructions on the upload page for limits to document size or acceptable file formats.** ClinicalStudent converts all uploaded files to a pdf file. You can upload up to two files (ex. Health insurance card front and back) also. If your source document is larger than 3 pages, it must first be converted to pdf by using tools such as Adobe, CamScanner or Google Photos.



Name	Used In	Date
CMH Protected Health Information (PHI) Quiz.pdf	CMH Protected Health Information (PHI) Quiz	8/17/2019 2:19:37 PM 
CNE/KCANE Orientation Competency Exam09_06_2019_20_47.pdf		9/6/2019 8:47:50 PM  
CNE/KCANE Orientation Competency Exam09_16_2019_15_41.pdf	CNE/KCANE Orientation Competency Exam	9/16/2019 3:41:52 PM 

6. Requirements:

This page will list all your assigned requirements. First time you access the page, you will be shown your school items only. Later as you are placed into clinical rotations, any clinical site requirements will also appear in list. The columns from left to right are:

- Requirement name.
- Assigned By: School or hospital acronym. You can hover over the name for details.
- Status: The column lists the status of a required item. All requirements start as assigned. Once you act on a requirement (ex. upload), the status will change to either complete or pending. If an item requires review, then it will move to pending status, otherwise, status will become complete. Certain items can be waived by your school. Those will be shown as waived.



- Due Date.
- Expiration: lists expiration date. If a document expires prior to your graduation or requires annual renewal (ex. flu shots), you will be sent a reminder email to upload a replacement.
- Info: click on the  icon to view information about the requirement. This information is either common information or school/hospital instruction.
- Action: Click on the blue arrow to access requirement task.

Required	By	Status	Due	Expire	Info
BLS	 EPTest	Pending	9/12/2018		 
CM Mandatory Cornerstone Module-Infection Prevention & Control	 CMH	Assigned	9/4/2021		 
CM Nursing Student PHRED Quiz	 CMH	Assigned	9/4/2021		 
CM Protected Health Information (PHI) Quiz	 CMH	Assigned	12/1/2019		 
CNE/KCANE Orientation Competency Exam	 EPTest	Assigned	9/12/2018		 
CNE/KCANE Tuberculosis (TB) Risk Assessment Form	 EPTest	Complete			 
Color Blindness Screening	 EPTest	Pending	9/12/2018		 
Criminal Background Check	 EPTest	Pending	9/12/2018		 
Drug Screen	 EPTest	Assigned	9/12/2018		 
Health Insurance	 EPTest	Pending	9/12/2018	12/31/2018	 
Immunization - Hepatitis B	 EPTest	Assigned	9/12/2018		 
Vaccination #1					
Vaccination #2					
Vaccination #3					
Surface Antibody (HBsAb) Test					

When you are ready to begin working with an item, click on the  button to proceed. The next page varies depending on requirement type.

6.1 General Requirement

Most requirements require a supporting document. If you have already uploaded the necessary file via the My Files section, it will appear in the dropdown list as shown below. If you have not, you can click on the “File not listed? Upload File First” button to be taken to the upload page.

School or hospital instructions are shown on top of the page. A Download Form button will be shown if school or hospital specific form is available. If your submission was rejected, a red Reviewer Note button will also appear to access reviewer notes.

BLS

Uploaded Pending

Instruction

Basic Life Support (BLS)—must be through American Heart Association and be BLS for Healthcare Professionals. This must be updated every two years. Individuals must remain in compliance throughout the nursing program. Go to www.cpr.heart.org, and click on "find a course." Then select "courses for healthcare professionals," and choose BLS. Courses for lay rescuers such as "Heartsaver" are not acceptable.

Supporting Document

Administered/Issued/Waiver Date

Expire Date

Select File *

Student CPR.docx ▼

View Selected File
File Not Listed? Upload File First

Save
Return

6.2 Immunization

Immunization requirements require additional steps to confirm your immunity. ClinicalStudent.com uses CDC guidelines to automatically assign additional immunization steps as needed. For example, if you upload a Series 1 vaccination for Hepatitis B, then the follow-up series are also required to prove immunity. Therefore, the system automatically assigns Series 2, 3 and Titer as next required items.

If your school requires it, each series’ administered date is also validated according to CDC guidelines. For example, Hepatitis B series 2 vaccination must be performed between 28-60 days of series 1.

Image below displays what to expect from when you are working with an immunization requirement. Please review the Tip section for details on how to get started or what values are expected for certain fields. The tips will change as you navigate through the immunization fields.

Tip

Three step vaccination, positive titer or waiver is required. Note: Hep-B is recommended but not required. Please review school instructions for more details.

Immunization - Hepatitis B

Instruction

	Status	Administered	Result	File	
Vaccination #1	Pending	8/1/2019		Student Immunization - Hepatitis B.docx	 
Vaccination #2	Pending	9/1/2019		Image 2 Quiz.JPG	 
Vaccination #3	Assigned				
Surface Antibody Titer	Pending	5/1/2019	POS	Student Tuberculosis Screening.docx	 
Repeated Vaccination and Titer	Pending	7/1/2019	NEG	Student Immunization - Hepatitis B.docx	 
Waiver					

6.3 Assessment/Quiz

For assessments, you will be shown the list of questions to answer. You must answer all questions before submitting. Once submitted, you will be shown the result of the assessment.

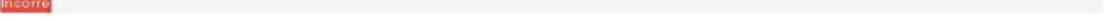
Clinical Orientation Manual Exam

Melanie L Stroda, 6/21/2018 6:14:45 PM

You have passed the assessment!



Total 58



Correct 52

Incorrect Answers

Question	Selected Answer
Wearing student identification badges provides what service to the patient?	identifies credentials and roles

6.4 Manual Response

Requirements that require a typed in response will display a text box where you can type in your response. Example of such items may include CV, Resume, References, etc.

6.5 Confirm Only Requirement

Read only requirement are items that you must review by downloading attached document, or clicking on a link, or performing an external task. In any of the above cases, you are not required to upload a proof of completion, instead confirm that you have received said document or completed a task.

6.6 Drug Test, Background Check, Employment Verification

ClinicalStudent.com offers purchasing additional services such as drug test, background check, employment verifications and submission review. We rely on third-party partners to provide such services.

ClinicalStudent.com's role is to secure better prices on your behalf, place an order request for items as needed by your school/consortium, and, finally, import completed report into your account automatically.

Please consider the two possible scenarios:

1. If you already have a recent report that meets minimum requirements then use the Upload an Existing Report button (*First button in image below*) to upload it. Minimum requirements vary by school, however, typically, drug tests must include 10-panel substance tests, and background check must include state, county and federal reports.
2. If you do not have an existing report then you will have to place an order for these services. The requirement page will list individual items needed, and total price. Based on your school settings, you will either:
 - I. Submit an order request manually (*Second button in image below*), and pay for any fees on the partner site. No payment is necessary if school pays for the services.
 - II. Pay using ClinicalStudent.com (*Third button in image below*), and an automated order request is submitted on your behalf.

Demo University of Nursing has chosen Validity to process your drug screening and criminal background check orders. The total cost of this package is **\$Price**. *Final price will depend on your employment history, collection site selection, etc. Validity will notify you of any price changes.*

Click the submit information button below to send your **name and email** to Validity and begin the ordering process. All payments are handled by Validity via their secure website; no payment information is required at this time.

Mid-America Nazarene University's configured package includes:

- System32-ClinicalStudent.Com Services
- 10 Panel with OXY + MDMA (Urine)
- Validity OmniSearch Plus
- GlobalScreen
- HealthCare Sanctions Registry
- OIS/GSA
- Employee Disqualification List
- Family Care Safety Registry
- Kansas Criminal Background Check
- Employment Verification

Upload an Existing Report

or

Send Order Request

or

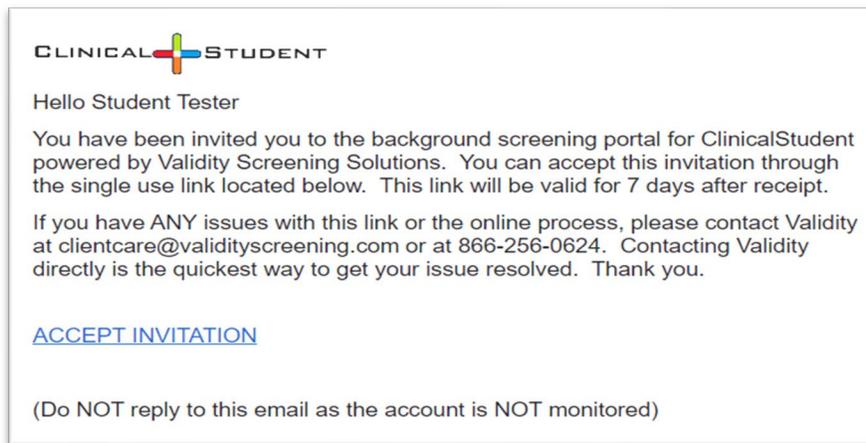


7. Order Process

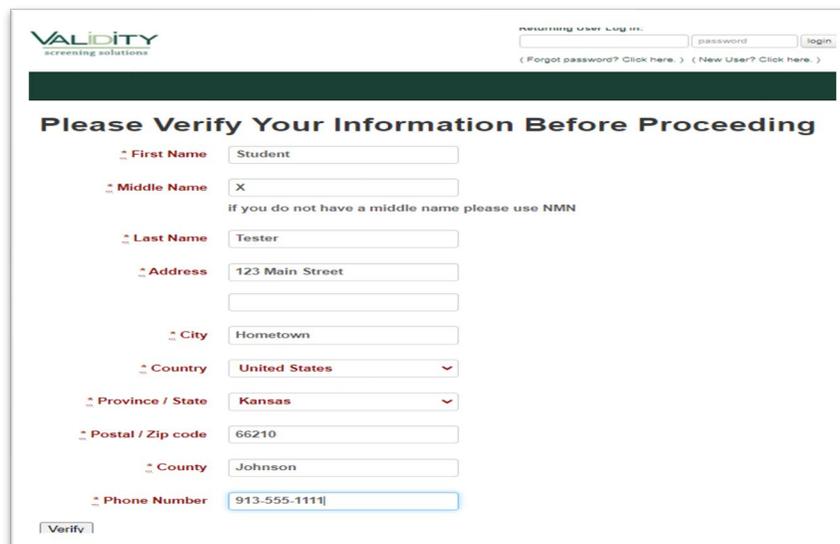
Once an order request has been submitted either by you or by ClinicalStudent.com on your behalf, the vendor will contact you via email to complete the process on their site. Please see below for a list of each steps.

7.1 Validity Screening Solutions

7.1.1 Invitation: After you initiate your background screening/drug test from ClinicalStudent.com, you will receive an email inviting you to Validity Screening Solutions’ portal. Within this email, you will find a single-use link that is good for 7 days (after day 7, you will need to re-initiate the process from Clinical Student). Navigating through the Validity portal will take approximately 10 minutes, so it is recommended that you only use the single-use link when you have time to dedicate to the process.



7.1.2 Verify Information: After you “ACCEPT INVITATION” from the email, you will be redirected to Validity’s site where you will provide basic information about yourself for use in creating a user account. Click “VERIFY” when your information is correct.



Validity screening solutions

Returning user Log in: password

(Forgot password? Click here.) (New User? Click here.)

Please Verify Your Information Before Proceeding

First Name

Middle Name
if you do not have a middle name please use NMN

Last Name

Address

City

Country

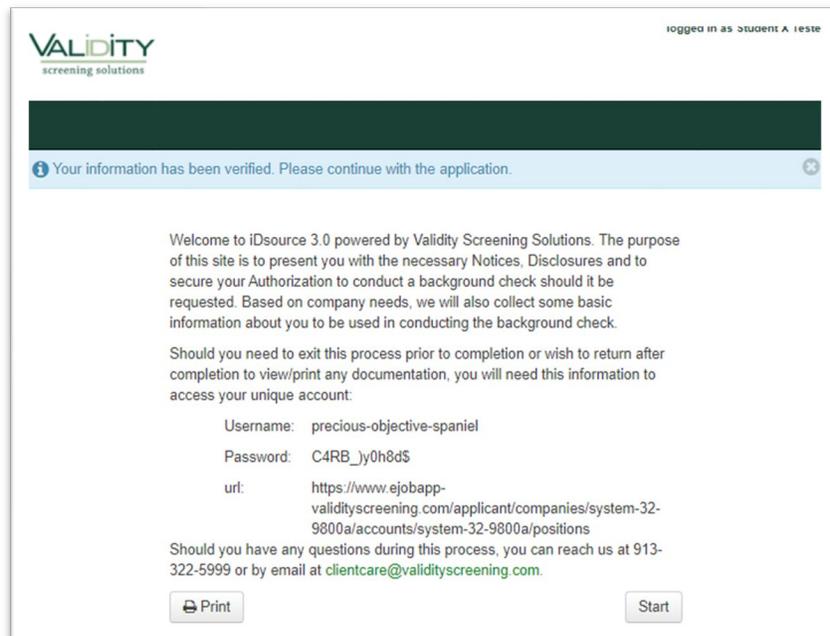
Province / State

Postal / Zip code

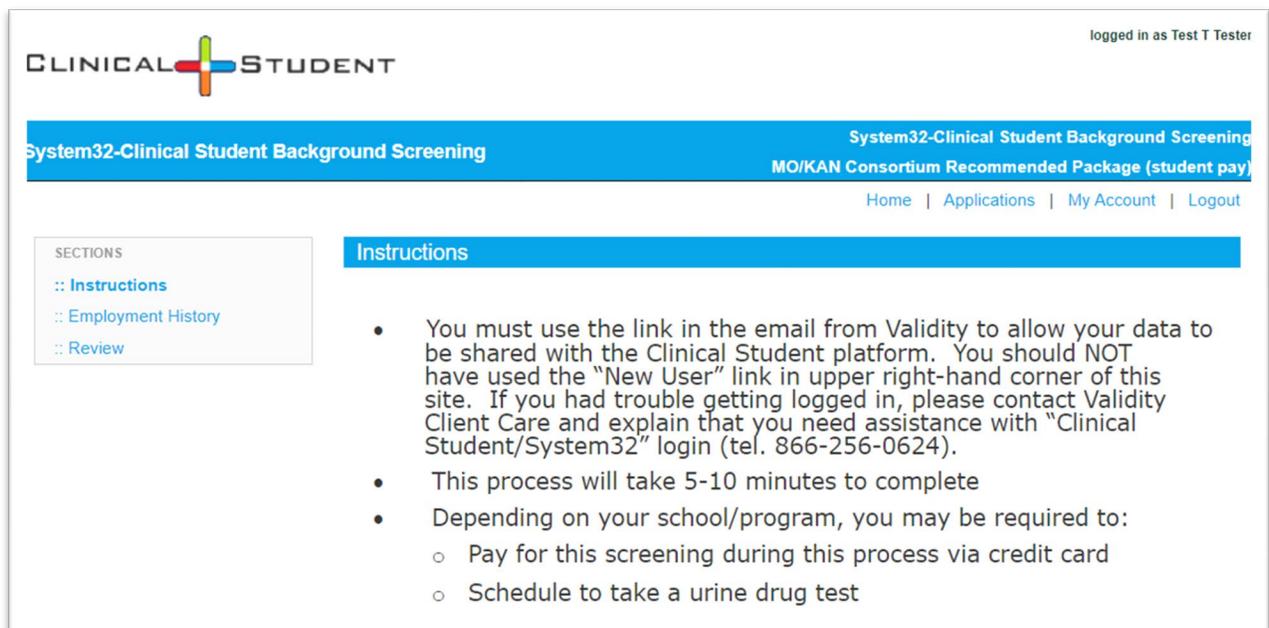
County

Phone Number

7.1.3 Username & Password: You will be given a system generated username and password. You may want to print this page for future reference as you would need these credentials to get back into the system. Clicking “Start” will begin the application process.



7.1.4 Completing Application: Based on your institution’s requirements, certain information will be collected from you. You will also be presented with any necessary Disclosures and asked to give your Authorization for screenings. Depending on your institution, you may be asked to pay for your screenings by credit card and/or you may be scheduling a location for your drug screening collection.



8. Rotations:

This page will list your active and past rotation assignments. You can use the search features on the top of the page to search for rotations by date, hospital, etc.

Next to each rotation, you will find action buttons to take notes, log your time, etc. Please note that both are optional for MOKAN and neither content is viewable to others.

Rotation Search ^

Quick Search

Date From	
Date To	
Status	Active ▼

Institution

Hospital	Select ▼
Unit	Select Hospital ▼
School	DEMOS - Demo School ▼

Search

Rotations 🕒 Last refresh: 7/12/2018 7:17:15 PM

Id	Start ↑	End	Status	Type	Hospital	School	Shift	Instructor	
108751	6/11/2018	6/15/2018	Active	PEDS RN COHORT	DEMOC PEDS	DEMOS	M	Jamie Hart Th/Marcela Gonzalez Oropreza Fr	📄 🗑️

Total - 1 rows Items Per Page: 10 ▼ Select Page: 1 ▼

9. Messaging:

ClinicalStudent.com offers both secure and regular messaging. Regular messages are delivered directly to your inbox. For secure messages, you will receive a notification to login to view messages. This page will list all of your messages and allow you to view and delete messages. Please note that as per agreement, inactive or system generated messages are removed periodically.

As you can see in image below, ClinicalStudent.com does not allow sending message directly to other users. Messages instead are tied to a function/task. You will see email icon when appropriate to contact school or hospital from other pages. You can, however, reply to message from this page.

Inbox

From	Subject	Category	Date	
School User	Test Message	General	7/12/2018 7:22:47 PM	✕
Instructor1 Instructor1	Message from instructor	General	6/10/2018 2:52:09 PM	✕
Hospital User	Secure Message from Demo Hospital	Document	6/9/2018 9:55:01 PM	✕
Hospital User	Secure Message from Demo Hospital	Document	6/9/2018 9:49:16 PM	✕
School User	Your ClinicalStudent Account Information	General	6/9/2018 8:14:16 PM	✕

Total - 5 rows 🕒 Last refresh: 7/12/2018 7:23:00 PM

10. Case Logging:

This section applies to graduate program students only.

If your school has chosen ClinicalStudent.com to log your cases while you are on a clinical site, a new Case Logs menu item will appear in home page's rotation section.

10.1 Case Log List

The case log list by default lists all of your incomplete log entries. Using the search options, you can view only logs from a specific site or status or both. In addition to search, you can also begin logging a new case details or view your case log report.

Individual log entries in your list displays a menu as shown below that you can use to edit, delete or clone the log. Edit or delete option may not be visible for approved or reviewed case log entries. In addition to the actions listed above, there may be a fourth View Notes option available in the list to view reviewer notes for a log.

Case Logs

Site
Status

Search New Report

Case	Tag	Date	Type	Site	Status
70-20201007-1	TEST2	10/7/2020	FNP	Austin Family Mental Health (Austin,TX)	InComplete 
70-20201007-0	TEST	10/7/2020	FNP	Austin Family Mental Health (Austin,TX)	<ul style="list-style-type: none"> Edit Delete Clone

10.2 Case Log Status Description

- Incomplete: Pending for student. Not yet submitted for review.
- Pending: Pending for reviewer. Submitted for review.
- Follow-up: Pending for student. Reviewer has made comments that student needs to review.
- Complete: Reviewer has marked log as reviewed and completed.

10.3 Creating a Case Log

Case logs vary from program to program and from school to school. Please consult school or faculty for more details for fields not mentioned below.

The Student Information section for a case log is identical for all logs. It is worth mentioning that:

- Required items have a red asterisk next to them.
- Case tag field can be used to tag some logs for possible future cloning or to remember details about the case. However, please be mindful of HIPAA restrictions and avoid using any details that can identify a patient such as MRN, DOB, etc.
- Case # (or Case Number) is auto generated by the site.
- Service date may not allow past entries based on your school configuration.

- Site name box will list matching clinical sites that your school has a contract. The list will change as you type in the box.

Once you have completed entering the required information for a log, you can choose to Submit for Review by checking the box and clicking save.

10.4 Case Log Report

Case log report is accessible from the case log list page. You can run this report by choosing filters on top of the page, and also include or exclude additional sections. As shown in the image below, you can search by course, site, date, etc. Using the include box, you can add or exclude additional sections from the report.

Case Log Report

Course: Select One | Date: | To: | Site: | Type: | Include: Social Problems

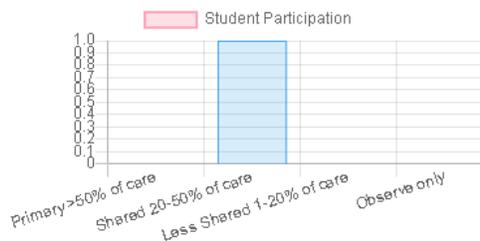
Total Cases:	1	Total Patients:	0	# Days with Log:	1
Group Encounter:	0	Rural Area:	0	Underserved Area:	0
Total Patient Time:	1	Total Consult Time:	0	Total Other Time:	1

ICD-10 DIAGNOSIS CODES

#1 - Staphylococcal infection, unspecified : 1

STUDENT PARTICIPATION

Primary >50% of care:0
 Shared 20-50% of care:1
 Less Shared 1-20% of care:0
 Observe only:0



11. Time Logging/Tracking:

If your school has chosen ClinicalStudent.com to log your timesheet while you are on a clinical site, a new Timesheet menu item will appear in home page's rotation section.

11.1 Timesheet List

The timesheet list by default lists all of your pending log entries from current month. Using the search options, you can view only logs from a specific site or status or both. Click on the Add Time button to add a new entry.

Individual log entries in your list displays a menu as shown below that you can use to edit, delete or view details of the entry. Edit or delete option may not be visible for approved or reviewed case log entries. In addition to the actions listed above, there may be a fourth View Notes option available in the list to view reviewer notes for a timesheet entry.

Timesheet List

Date from * 09/01/2020 Date to * 10/31/2020 Status * Pending Search Add Time

Status	Type	Site	Date	Hours
Pending	Clinical	Victory Medical Center (Austin, TX)	9/29/2020 10:00 AM-5:00 PM	07:00:00
Pending	Clinical	Victory Medical Center (Austin, TX)	10/1/2020 10:00 AM-5:00 PM	Edit Delete Details
Pending	Clinical	Victory Medical Center (Austin, TX)	10/2/2020 10:00 AM-6:00 PM	
Pending	Clinical	Victory Medical Center (Austin, TX)	10/8/2020 10:00 AM-4:00 PM	
Pending	Clinical	Victory Medical Center (Austin, TX)	10/8/2020 10:00 AM-4:00 PM	

11.2 Timesheet Status Description

- Incomplete: Pending for student. Not yet submitted for review.
- Pending: Pending for reviewer. Submitted for review.
- Follow-up: Pending for student. Reviewer has made comments that student needs to review.
- Complete: Reviewer has marked entry as reviewed and completed.

11.3 Add a Timesheet Entry

Clicking on the Add Time button as shown above will open a new window where you can enter details for the entry. Required items are shown with a red asterisk. The site, faculty and preceptor boxes offer type-ahead where typing a few characters will find matching entries.

Timesheet Detail

Type * Clinical **Site *** Warm Springs Rehabilitation System (Includes Luling & Victoria) (San Antonio, TX)

Faculty * Burke, Amanda **Preceptor** **Date *** 10/14/2020 **Start *** 08:00 A **End *** 05:00 P

Details
 Worked with Dr. Debra Brooks to observe patients.

Close Save

12. Review of Submissions:

12.1 Compliance Items Review

Compliance items such as immunization, health insurance, etc. are either reviewed by your school or ClinicalStudent.com review staff. The best way to differentiate is by whether you paid for document review services. If you have then your submissions are reviewed by ClinicalStudent staff, otherwise, by your school staff.

For any rejected items, please review the notes associated with it to find out more.

12.2 Case Log and Timesheet Review

Case logs and timesheets are typically reviewed by either your faculty or preceptor. You can contact your school for more details.

13. Continuing with ClinicalStudent.com:

After you have graduated, you will have an opportunity to continue your ClinicalStudent.com account as you begin your professional life. The information such as notes, clinical logs can help you with your job search. The current cost to continue with ClinicalStudent.com after you graduate is \$5/year. However, if you decide not to continue, your information is kept on our system as required by your schools and hospitals. This information can only be viewed by schools or hospitals you have attended. Once the required time has passed as set forth by school/hospital, and all information associated with inactive accounts are securely destroyed to protect your privacy and security.

Your ClinicalStudent.com account is deactivated on your graduation date. If you need temporary access to retrieve your documents, logs, etc. please contact support team to enable your account for a day at no cost to you.

14. Security/Privacy:

You are trusting us with sensitive and personal information. Therefore, we not only follow strict federal guidelines to ensure safety and security of your information but we also go above and beyond to protect your data. For example, we monitor for data breach attempts, review security logs on a daily basis and use HIPAA compliant storage. Please notify us immediately if you experience otherwise, or are aware of any violations including ClinicalStudent.com staff or our partners.

Furthermore, we value your privacy. ClinicalStudent.com will never share your information except for schools and hospital you attend, and drug/background screening partners when you order. Our partners have also agreed to protect your privacy. Please contact us if we or our partners are not living up to these standards.

15. How to reach us:

If you require further assistance, please either use the Contact Us button  on top of the page or email us directly at support@system32.com.