INSTRUCTIONS TO STUDENTS

All MATC Health Science students are required to complete criminal background check, drug testing and health requirements* AFTER being selected** through the petition process for their program. After being selected to continue the petition process, you will need to complete additional steps before being fully admitted to your program.

Once you have been selected to move forward in the petition process, you must complete a mandatory orientation where instructions for completing these requirements will be provided. The forms below will be used to complete the program requirements.

* The cost of the criminal background check, drug testing, health examination and immunizations are your responsibility. You may be able to obtain health care services at your local Health Department or you may call IMPACT@ 1-866-211-3380 for a list of clinics in your area.
**Please note that being selected through the petition process does not guarantee full admission to your program.

You MUST make a copy of your completed health forms and retain it.

DO NOT UPLOAD UNLESS ALL RESULTS AND SIGNATURES ARE COMPLETE!

If you have any questions about uploading forms, call the MATC Petition Office at 414-297-6088 or contact CastleBranch, Inc. at 888-914-7279 or studentservices@castlebranch.com.

HEALTH REQUIREMENTS (Forms attached for your use)

- (1) Physical Examination Form
- (2) Measles, Mumps and Rubella (MMR) Vaccination Form
- (3) Varicella (Chicken Pox) Vaccination Form
- (4) Tuberculosis Test Form
- (5) Tetanus Vaccination Form
- (6) Hepatitis B Vaccination Form
- (7) Handbook Acknowledgement Form
- (8) Liability Release Form
- (9) CPR Certification Form – MUST be American heart Association Healthcare Provider Course
- (10) Essential Functions Signature Form (upload this page only)
- (11) Influenza (Flu) Vaccination Form
- (12) Drug Test Verification Form (upload this page only)
- (13) Health Insurance Portability and Accountability Act (HIPAA) Acknowledgment Form

OTHER

- Criminal Background Check (Refer to castlebranch.com)
  Note: You must disclose all charges that are part of your record on the self-disclosure form (BID), regardless of the outcome. All MATC clinical affiliates reserve the right to deny student placement at their facilities. If placement is denied, you will not be able to complete or graduate from your program.

- Drug Testing (Refer to castlebranch.com)
  Note: Drug testing must be completed within designated timeframe. You must upload the drug test verification form in your health requirements profile.
(Print Name and Address)

NAME: ___________________________________________________________________ BIRTHDATE: _____ / _____ / _____

ADDRESS: __________________________________ CITY/STATE ____________ ZIP CODE ____________

Program Name: __________________________________ Telephone #: ______________________

Cell Phone #: ___________________________ E-Mail Address: ________________________________

Student ID #: __________________________

IMPORTANT:
I give my permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.

______________________________________________________________
Student Signature

____________________________________
Date
VERIFICATION OF STUDENTS GOOD HEALTH

(Only Physician, Physician Assistant, or Nurse Practitioner to complete the following:

I have examined ___________________________________________ and certify that she/he is in good physical and mental health.

Student's Name

On letterhead stationery, please list any physical limitations or other disabilities which would limit this individual’s capacity to perform the essential functions of this profession. (See attached)

______________________________________________________

Physicians, Physician Assistant or Nurse Practitioner SIGNATURE & Medical Title

Date

Print Professional's Name: ____________________________________________ Office Telephone # __________________________

Address: __________________________ City: __________________ State: __________ Zip: __________

A full exam is on file at: _____________________________________________________________

**I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.

Student Name: __________________________ Signature: __________________________ ID #: __________
Measles, Mumps and Rubella (MMR) Vaccination Form (2)

Proof of at least two MMR vaccinations at least 30 days apart OR a lab test showing evidence of rubella and measles immunity. A copy of the lab titer results must be attached if a lab test is performed.

1) MMR
   Date: ______________  Authorized Signature & Medical Title: __________________________

2) MMR
   Date: ______________  Authorized Signature & Medical Title: __________________________

OR

Rubella Titer ________ Date: __________  Authorized Signature & Medical Title: __________________________

AND

Rubeola Titer ________ Date: __________ Authorized Signature & Medical Title: __________________________

A copy of the lab titer results must be uploaded with this form if a lab test is performed.

**I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.

Student Name: _________________________ Signature: ____________________________ ID #: _______________
**CHICKEN POX**
Must have documentation of Health Care Provider Diagnosed Chicken Pox. If no documentation is available, must have positive blood titer test or documentation of 2 vaccinations at least 30 days apart. A copy of the titer lab results must be attached if a blood test is performed.

**RESULTS**
Has this patient had?

<table>
<thead>
<tr>
<th>Chicken Pox</th>
<th>Yes</th>
<th>No</th>
<th>Date of Illness</th>
<th>Authorized Signature &amp; Medical Title</th>
</tr>
</thead>
</table>

**OR**

<table>
<thead>
<tr>
<th>Varicella Titer</th>
<th>Date</th>
<th>Results</th>
<th>Authorized Signature &amp; Medical Title</th>
</tr>
</thead>
</table>

**OR**

<table>
<thead>
<tr>
<th>Varicella Vaccine #1</th>
<th>Date</th>
<th>Authorized Signature &amp; Medical Title</th>
</tr>
</thead>
</table>

30 Days later 

<table>
<thead>
<tr>
<th>#2</th>
<th>Date</th>
<th>Authorized Signature &amp; Medical Title</th>
</tr>
</thead>
</table>

**I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.**

Student Name: _________________________Signature: _________________________ ID #: _________________________
**Tuberculosis Test Form**

One of the following is required:
- 2 step test (administered within 30 days of each other) OR
- Past 2 step test (administered within 30 days of each other) with subsequent annual testing OR
- Quantiferon Gold Blood test (lab report required) OR
- If positive results, a clear chest x-ray (lab report required) within the past 2 years.

**TWO STEP MANTOUX TUBERCULIN SKIN TEST:** Documentation of a Two Step test must be submitted. Skin tests are good for 1 year.

- **Step 1:** A Mantoux Tuberculin Skin Test of 0.1 (STU) PPD is administered under the skin on the forearm. A health care professional must read the results within 48-72 hours. If negative perform step 2. If positive, must follow-up with a chest x-ray.
- **Step 2:** Repeat the test within 7 to 30 days after the application of the first test using the same strength of PPD. A health professional must read the results within 48-72 hours. If positive, must follow-up with a chest x-ray.

**OR**

**QUANTIFERON – TB GOLD TEST:** The TB Gold blood draw may be performed in place of skin tests. TB Gold blood draws are good for one year and a copy of the lab report must be uploaded with this form.

**REPORTING RESULTS** (2 Step or TB Gold)

<table>
<thead>
<tr>
<th>Step 1 Results</th>
<th></th>
<th></th>
<th>Date Administered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Read</td>
<td>Results</td>
<td>Authorized Signature &amp; Medical Title</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2 Results</th>
<th></th>
<th></th>
<th>Date Administered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Read</td>
<td>Results</td>
<td>Authorized Signature &amp; Medical Title</td>
<td></td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>TB Gold Titer (Attach Lab results)</th>
<th></th>
<th></th>
<th>Collection Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Read</td>
<td>Results</td>
<td>Authorized Signature &amp; Medical Title</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chest X-Ray (if required)</th>
<th></th>
<th></th>
<th>Date Administered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Read</td>
<td>Results</td>
<td>Authorized Signature &amp; Medical Title</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Update</th>
<th></th>
<th></th>
<th>Date Administered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Read</td>
<td>Results</td>
<td>Authorized Signature &amp; Medical Title</td>
<td></td>
</tr>
</tbody>
</table>

**I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.**

| Student Name: _________________________ Signature ___________________ | ID #: __________________ |

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans with Disabilities Act (doc revised 7-2018)
PROOF OF TETANUS VACCINATION: (Within the last 10 years)

Date of Immunization  ___________________  Authorized Signature & Medical Title  ___________________

**I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others**

Student Name: ___________________________ Signature: ___________________________ ID #: ___________________________
Please read thoroughly and check the appropriate box.

☐ I wish to receive the Hepatitis B vaccine. I am currently in the process/or have completed the series. I understand that full immunity requires three doses of vaccine over a nine-month period.

OR

☐ As a student, I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been advised to be vaccinated with Hepatitis B vaccine. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can pursue the vaccination series. I hereby release Milwaukee Area Technical College, its Board Members, and personnel, and any clinical facility at which I train from any liability for any consequences to me or any claims arising out of or related to my decision to be or not to be vaccinated. I hereby agree to indemnify all of the above persons and organizations for any and all claims, including the attorneys' fees and costs, which may be brought against any one of them by anyone claiming to have been injured as a result of any injury which may occur as a result of my decision.

Signature of Student     Student ID#     Date

_______________________________________________________
Print Name

IF HBV given:

1st Dose Date: _________________ Authorized Medical Signature

2nd Dose Date: _________________ Authorized Medical Signature

3rd Dose Date: _________________ Authorized Medical Signature

**I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.

Student Name: _________________________Signature:_________________________ ID #: __________________
I acknowledge that I am responsible for the contents of the current School of Health Sciences Student Handbook located on the MATC website at: http://www.matc.edu/student/Admissions/upload/Health_Sciences_handbook.pdf

I further agree to abide by the terms and conditions found in the contents of the current School of Health Sciences Student Handbook.

Student Signature: ____________________________________________

Student Name: (Please print) ______________________________________

Student MATC ID Number: _______________________________________

Signature Date: ________________________________________________

**I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.

Student Name: _________________________Signature________________ ID #: __________________

Milwaukee Area Technical College

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans with Disabilities Act
LIABILITY RELEASE FORM

(8)

ACCEPTANCE OF RISKS AND RESPONSIBILITIES AGREEMENT
AND RELEASE OF LIABILITY

This Acceptance of Risks and Responsibilities Agreement and Release of Liability ("Agreement and Release") is executed by:
(please print student first and last name ("Participant") and is issued to
Participant is participating in a COLLEGE affiliated Program/Course/Practicum/Training/Activity ("Activity"). This Activity is more fully described in each of the MATC School of Health Sciences program pages, which have been provided to Participant.

Participant understands that there are certain dangers, hazards, and risks inherent in the Activity. These include, but are not limited to, contact with sharp, contaminated medical instruments, contagious diseases, infectious blood and/or body fluids, electrical instruments, electronic devices or other risks associated with patient care/non-patient care and the particular site. In certain circumstances, these dangers can include damage/destruction to property, severe bodily injury, and even death.

Participant agrees to exercise reasonable care at all times with respect to Participant’s own safety and with respect to the safety of others. Participant agrees to abide by all rules, policies and procedures of the COLLEGE that are set forth in the Code of Conduct found in the COLLEGE’s Student Handbook, as well as any additional rules, policies and procedures of the location of the Activity. Participant has no health-related issues that would preclude or restrict participation in the Activity.

Accordingly, Participant, on behalf of him/herself, the Participant’s spouse (if applicable), the Participant's heirs, assigns, related individuals and related entities, does hereby WAIVE, RELEASE, AND DISCHARGE the COLLEGE, including its Board of Trustees/Directors, administrators, officers, employees, teachers, agents and insurers, from any and all claims, causes of action, suits, damages, or liabilities sounding in negligence, which the Participant has, shall have, or may have in the future against the COLLEGE arising out of, based on, related to, or connected with, the Participant’s enrollment and participation in the Activity. This release of liability does not, however, apply to any intentional or reckless acts or conduct by the COLLEGE.

This Agreement and Release shall be governed by the laws of the State of Wisconsin, which shall be the forum for any lawsuits filed under, or incident to, this Agreement and Release.

By signing this document, Participant acknowledges that s/he is fully informed of the contents of this Agreement and Release, and represents that s/he understands it. Participant is not relying on any oral or written representations, statements or inducements, apart from those made in this Agreement and Release.

Participant is at least eighteen (18) years of age, and is competent to sign this document. If Participant is a minor under the age of eighteen (18), the parent and/or guardian acknowledges they are competent to sign this document on behalf of the Participant.

By signing this Agreement and Release, you give up substantial legal rights. Read and understand this entire document before you sign it.

_________________________________________________________  _____________________________
Participant                                                                                     Date

_________________________________________________________  _____________________________
Parent/Legal Guardian (Signature required if Participant is under age 18.)                      Date

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans with Disabilities Act
(doc revised 7-2018)
CPR Verification:

**ONLY American Heart Association 2 year Healthcare Provider Level will be accepted.**

Sign your CPR card and upload a copy of the FRONT and BACK of the card to castlebranch.com.
ADA AND ESSENTIAL FUNCTIONS
The Americans with Disabilities Act (ADA) of 1990 (42 USC & 12101. et seq.) and the ADA Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (29 USC & 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, Milwaukee Area Technical College makes every effort to insure a quality education for students. To aid in student success, it is important to inform students of the essential functions demanded by a particular occupation. The purpose of this document is to ensure students acknowledge that they have been provided information on the essential functions required for their chosen program. To meet the Essential Functions, information on accommodations is available upon request of the applicant. Please visit the MATC Student Accommodation Services Department.

INSTRUCTIONS
- Click on YOUR program link below.
- Read the essential functions required for success in your program.
- If you have read and understood the essential functions for your program, sign and date this form below.

### DENTAL PROGRAMS
- Dental Assistant
- Dental Assistant Bilingual
- Dental Hygiene
- Dental Technician

### ALLIED HEALTH PROGRAMS
- Anesthesia Technology
- Cardiovascular Technology
- Clinical Lab Technician
- Dietetic Technician
- Funeral Service
- Health Information Technology
- Health Unit Coordinator
- Healthcare Services Management
- Medical Assistant
- Medical Coding Specialist
- Medical Interpreter Technician
- Occupational Therapy Assistant
- Optician-Vision Care
- Pharmacy Technician
- Phlebotomy
- Physical Therapy Assistant
- Radiography
- Renal Dialysis
- Respiratory Therapist
- Surgical Technologist

### NURSING PROGRAMS
- Nursing Assistant
- Nursing Assistant Bilingual
- Practical Nursing
- LPN-RN Educational Progression
- Registered Nursing

**COMPLETE, INITIAL AND SIGN**

Student Name: ____________________________ Student ID#: ____________________________

My program is: ____________________________

(Initial) I have read and understand the Essential Functions criteria specific to a student in my program indicated above.

(Initial) I am able to meet the Essential Functions as presented with or without accommodation.

(Initial) I was provided with information concerning accommodations or special service if needed.

Note: The program you indicated above must be the program to which you have applied. Completion of this form verifies that you have read and understand the essential functions required. If you have applied to more than one program, this form must be completed for each of those programs.

Signature: ____________________________ Date: ____________________________

**I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.**

Student Name: ____________________________ Signature: ____________________________ ID #: ____________________________

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans with Disabilities Act

(doc revised 7-2018)
As a patient safety initiative, the School of Health Sciences at MATC requires annual influenza vaccinations for all students in all health programs. Submit documentation of a flu shot administered for the current Influenza season. Students who are building their CastleBranch, Inc. profile after February 1 of the current academic year will submit documentation for the following Influenza season by November 1\textsuperscript{st} of the next academic year.

**STUDENT INFORMATION:**

Name: ________________________________ Date of Birth: ________________________________

Student ID#: __________________________ Program: ________________________________

**I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.**

Student Name: ________________________ Signature: ___________________________ ID #: ____________________

**For Clinic/Office Use only**


**Vaccine Information:**

Vaccine Administered (Trade name): __________________________ Vaccination Date: _________________

Vaccine Lot#: __________________________

**Facility Information:**

Name of Location: ________________________________

Street Address: ________________________________ City: ________________________________

State: ______________________ Zip/Postal Code: ________________________________

Phone Number: ________________________________

Name and Title of Vaccinator: (Please Print) ________________________________

Signature of Vaccinator: ___________________________ Date: __________________________
Drug Test Verification:

I acknowledge that my drug test RESULTS were posted on my CastleBranch, Inc. profile on (date): ________________

Student Signature: ____________________________________________

Student Name: (Please print) _____________________________________

Student MATC ID number: ________________________________________

Signature Date: ________________________________________________
Health Insurance Portability Accountability Act (HIPAA Training)
(12)

I acknowledge that I am responsible for the contents of the current School of Health Sciences HIPAA Training located on the MATC website.

1. HIPAA-Privacy Rule for Covered Entities
2. HIPAA- Security Rule for Covered Entities

I further agree to abide by the terms and conditions found in the contents of the HIPAA training courses.

Student Signature: __________________________________________

Student Name: (Please print) ___________________________________

Student MATC ID Number: _____________________________________

Signature Date: _____________________________________________

***Information to access the training will be provided by the program coordinator.***

**I give permission to release information on the health requirements to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.**

Student Name: ___________________ Signature______________________ ID #: _______________
INSTRUCTIONS TO STUDENTS

PLEASE NOTE: You MUST make a copy of your completed health forms and retain it.
DO NOT UPLOAD UNLESS ALL RESULTS AND SIGNATURES ARE COMPLETE

SUMMARY OF MATERIALS TO BE COMPLETED

Health Requirements
- (1) Physical Examination Form
- (2) Measles, Mumps and Rubella (MMR) Vaccination Form
- (3) Varicella (Chicken Pox) Vaccination Form
- (4) Tuberculosis Test Form
- (5) Tetanus Vaccination Form
- (6) Hepatitis B Vaccination Form
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- (12) Drug Test Verification Form (upload this page only)
- (13) Health Insurance Portability and Accountability Act (HIPAA) Acknowledgment Form

Other
- Criminal Background Check (refer to castlebranch.com)
- Drug Testing (refer to castlebranch.com)

If you have any questions about uploading forms:

Call or email CastleBranch, Inc. at 888-914-7279 or studentservices@castlebranch.com

or call the MATC School of Health Sciences at 414-297-6263.