Welcome to the University of San Francisco School of Nursing and Health Professions! This worksheet is designed to help you complete the documentation for specific health requirements that our clinical sites require. Please ensure the following information is completed prior to your first day of fieldwork:

**Student Account Set-up**
- □ Set up student account (Medical Document Manager) with Certified Background

**Background Check Order**
- □ Submit for your Background Check via Certified Background

**Program Health Requirements**
- □ Health Insurance Card (front and back)
- □ Tuberculosis Test (2-step or 2 annual results) on USF TB Annual Update Form or on agency letterhead/form
- □ Seasonal Influenza vaccine on USF Verification Form or on agency letterhead/form
- □ Student Handbook Acknowledgement Form
- □ SONHP Social Media Policy Acknowledgement Form
- □ PsyD Academic Integrity Policy Acknowledgement Form

Once you have completed the above stated requirement, you must upload a copy of the documentation into your Certified Background student account prior to your program submission deadline.

If you have program specific questions, please contact:

**Paméla Tate-Roger, MA**
*Program Assistant, Department of Integrated Healthcare*
(415) 422-8083
patateroger@usfca.edu

If you have technical questions for Certified Background, please contact:

**Certified Background Service Desk**
(888) 914-7279
cpservicedesk@certifiedprofile.com

Thank you,

School of Nursing & Health Professions Administration