

The School of Health Sciences

Entrance into any Health Science program is contingent on the completion of a Background Check and Drug Screening from Clinical Backgrounds.
 **Student Background Check/Drug Screen Instructions**

1. Student will have to log on to [www.clinicalbackgrounds.com](http://www.clinicalbackgrounds.com/) to submit your personal information and payment.  The cost will be $60.00
2. This cost will cover your criminal background check and drug screening.  (Master Card and Visa Accepted)
**PLEASE NOTE: PROCESSING OF YOUR BACKGROUND AND DRUG SCREEN WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED FOR THESE SERVICES.**
3. Bring your chain-of-custody drug screening form (given to you by your school) to one of the LabCorp locations.  Some local locations are listed below, a full list of LabCorp locations can be found on-line at [www.labcorp.com](http://www.labcorp.com/) or by calling 800-845-6167.

**LabCorp Locations**
1920 WARM SPRINGS RD
COLUMBUS, GA 31
COLUMBUS, GA 31
1123 E LAMAR ST
AMERICUS, GA 31709

**Phone:** 229-931-9843
223 W COLLEGE ST STE A
GRIFFIN, GA 30224

**Phone:** 770-467-8585
347 SAINT LUKES DR
MONTGOMERY, AL 36117

**Phone:** 334-272-1522
507 W 3RD AVE STE B
ALBANY, GA 31701

**Phone:** 229-446-6400
550 PEACHTREE ST NE STE 1650
ATLANTA, GA 30308

**Phone:** 404-523-5722
**Once you have submitted your personal information, payment on-line and have completed your drug screen, your educational institution will be notified of your status by the clinical site.**
**If you have any questions, please contact Human Resources at Columbus Regional Health at 706-660-6300.**

**Questions and Answers**

**What is the cost of the new background/drug screen program?**

The base cost for background check is $60.00.

**What is the $60.00 paying for?**

* Unlimited Criminal County Level Search
* 9 Panel Drug Screen
* SSN Trace
* OIG Search
* National Sex Offender Search
* OFAC Search
* EPLS Search

**What drugs will the drug screen test for?**

* Amphetamine
* Barbiturate
* Benzodiazepine
* Cannabinoid
* Cocaine
* Metabolite
* Opiate
* Phencyclidine (PCP)
* Methadone

**What is the timeframe students must have their drug screen completed from the time they are given the chain-of-custody form?**

48 hours

**How long will the background check and drug screen be valid for students and instructors?**

For students, as long as they remain within the program and/or school we will not require them to complete another background/drug screen.  If the student drops out of the program and/or school and is accepted back into the program, then at that time they will have to submit to another background/drug screen.  For instructors, the background and drug screen will remain valid for 3 years.  If an instructor leaves or is terminated from the school and the school requires them to resubmit new hire paperwork again, then we would require that employee to conduct another background/drug screen.

**If an instructor is already an employee of Columbus Regional or St. Francis, will they need to complete to background and drug screen?**

No, as long as the instructor is still an active employee in any role, they will not need to complete the background and drug screening.

**How far out from acceptance into a program can students complete the criminal background and drug screen?**

60 days.  On average the criminal background and drug screen results will be complete within 3-4 business days.

**What are the basic step-by-step procedures for the new background/drug screen policy?**

1. Students are given the drug screen chain-of-custody form (from the school) and instructions or how to complete their criminal background and payment.
(On-line at [www.studentbackgrounds.com](http://www.studentbackgrounds.com/)).
2. Students submit their personal information (for background purposes) and payment on-line and report to a LabCorp drug screening site.
3. Once the drug screen/background results are complete, the hospital will be notified of the results.  Once the results are approved or denied by the hospital, an e-mail will be sent to the point of contact at the school, notifying them of the status of their student/instructor.

**How will the schools be notified that a student is cleared?**

Via e-mail.

**Who from the clinical sites/hospital will be clearing or answering questions about the criminal backgrounds and drug screens?**

Human Resources, Columbus Regional Health: (706) 660-6300.