

TEXAS A&M UNIVERSITY Irma Lerma Rangel College of Pharmacy

Pre-Admission Requirements- Complio Due by July 1, 2022

Requirement Name	Requirement Description
Package Code:	TX A&M Pharmacy Package (Background Check and Drug Test included)
Required Documentation Health Insurance	The requirements below are required, we will provide more information in regards to the designated portal at a later time. Please begin collecting these documents and/or begin renewing any immunizations listed below.
	Provide a copy of your current health insurance card OR proof of coverage. If the name on the insurance card does not match the name on file, submit proof of coverage from your provider showing that you are covered under the insurance policy.
Meningitis	Please answer yes" or "no" if you have had a Meningitis vaccination. If "no" the requirement will be complete. If "yes" please upload documentation of your vaccination.
Varicella	One of the following is required: -2 vaccines -Positive antibody titer (Lab Report Required)
	If titer is negative or equivocal, a new alert will be created for you to repeat series. If the series is in process, submit where you are in the series and new alerts will be created for you to complete the series.
Measles, Mumps & Rubella (MMR)	One of the following is required: -2 vaccines -Positive antibody titer (Lab Report Required)
	If titer is negative or equivocal, a new alert will be created for you to repeat series. If the series is in process, submit where you are in the series and new alerts will be created for you to complete the series.
Tetanus, Diphtheria & Pertussis (Tdap)	One of the following is required: -Documentation of a Tdap vaccine administered within the past 10 years OR -Documentation of a one time Tdap vaccine AND a Td booster administered within the past 10 years.
	The date of renewal will be set 10 years from the administered date at which time a Td booster is required.
Hepatitis B	One of the following is required: A series of three immunizations and a Hepatitis B Surface Antibody (anti-HBs) QUANTITATIVE titer are required. If not previously completed, students should begin the series now, following the timeline be- low:
	Injection #1 – must be completed prior to enrollment in the 1st academic term Injection #2 – one month after 1st injection Injection #3 – five months after 2nd injection Hepatitis B Surface Antibody QUANTITATIVE titer – 1-2 months after 3rd injection
	r ollowing a negative/equivocal result, repeat series and titer according to above timeline.
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	A series of two immunizations (Heplisav-B® Vaccine or equivalent) and a Hepatitis B Surface Antibody (antiHBs) QUANTITATIVE titer are required. If not previously completed, students should begin the series now, following the timeline below: Injection #1 – must be completed prior to enrollment in the 1st academic term Injection #2 – at least 4 weeks after 1st injection
	Hepatitis B Surface Antibody QUANTITATIVE titer – 1-2 months after 2nd injection Following a negative/equivocal result, repeat series and titer according to above timeline.
	OR
	Currently inactive carrier of hepatitis B (chronic HBV infected) must present a positive Anti-HBc (core antibody) result with no active symptoms or serologic confirmation of immunity.
Proof of TB	One of the following is required: -Negative two-step skin test administered within the past 12 months OR -Negative QuantiFERON Gold blood test administered within the past 12 months OR -Negative T-spot blood test administered within the past 12 months OR
	If positive results, provide a clear Chest X-Ray administered within the past 12 months. Renewal date will be set for 1 year for negative tests.
	Upon renewal, one of the following is required: -1 Step TB Skin Test OR -Negative QuantiFERON Gold blood test OR -Negative T-spot blood test.
	Renewal will be set for 2 years for chest x-rays for a new x-ray.

*Student's name must be on documentation. Information must be submitted on a health record, physician's form, or a retail pharmacy receipt. Only documentation of vaccinations/titers administered within the United States will be accepted. The Texas A&M form is not acceptable documentation for this requirement.

How to set up your Complio account

- 1. Go to <u>http://www.txamcompliance.com</u> to create your account by clicking on the "Create Account" 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 ("**College of Pharmacy**") and Class of 2026, then click on "Load Packages"
 - a. You will **ONLY** order the Texas A&M Pharmacy Package i. Included is Background check and drug screening
- 5. Step 2 will ask you to confirm all details you entered when you created your account.
- 6. Opt-in to receive Text notifications regarding your Complio account.
- 7. Signing Forms
 - a. There will be several forms to sign. Review the document and scroll down to the bottom of the page where you will check that you've read and agreed 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.
- 8. 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.





How to set up your Complio account

- 9. Return to your home page, where you will see a video that shows you how to upload documents. Watch this video
- 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"
- 11. Choose your pathway to compliance in the dropdown
 - Once you choose your option, Complio will ask you for additional information. Please enter all applicable details
 - b. Don't forget to click Submit!
- 12. 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 Titers 2" to each titer individually (Measles, Mumps, and Rubella).
 - b. Label your documents with the contents. It will save you a great deal of time.
- 13. American DataBank (ADB) will review your documents within1-3 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.
- 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.



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