Florida State College at Jacksonville
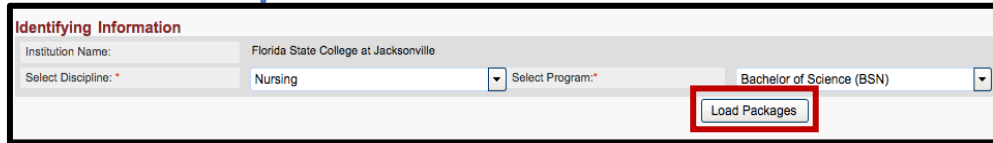
Complio User Guide

Go to fscjcompliance.com and create your account. This is also where you'll go to login in the future.

Complio will send you an activation email, please click on this email to activate your account.

Click here to create your account
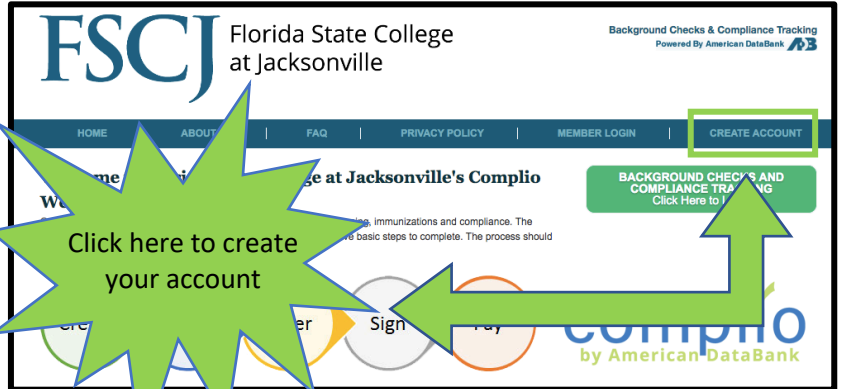
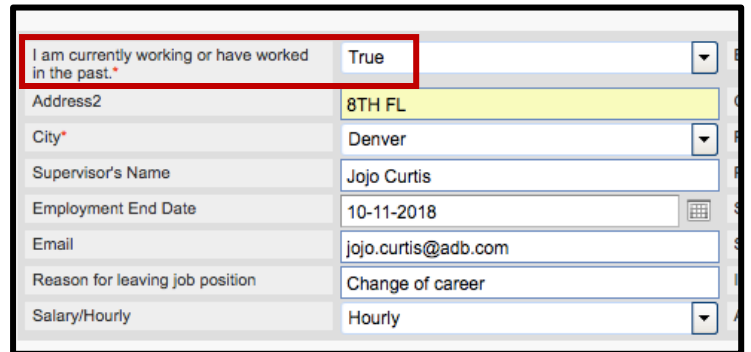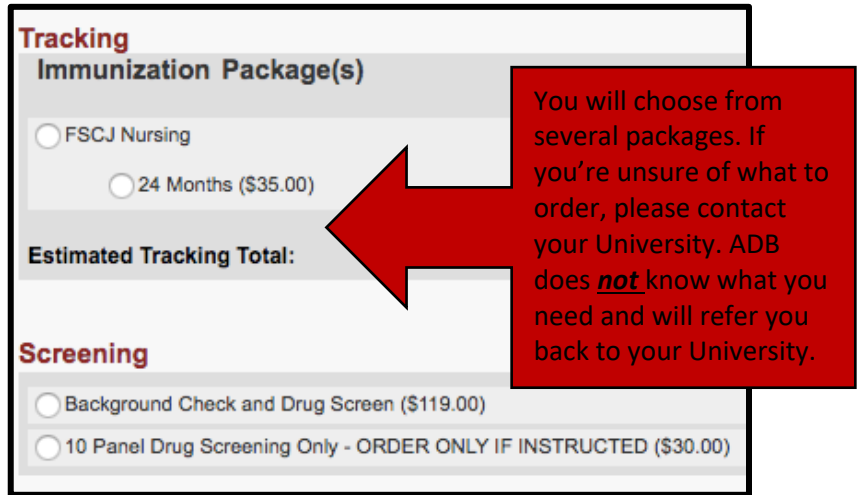Select your Discipline and Program of Study and then Load Packages.

You will see an Immunization Tracking Package available to order that is specific to your program. Please select this package. If you are seeing the wrong program of study, make sure you selected the correct options from the drop down.

Identifying Information

| Institution Name: | Florida State College at Jacksonville |
| Select Discipline: * | Nursing | Select Program:* | Bachelor of Science (BSN) |

Load Packages

Review the order information as well as personal information to make sure everything is entered correctly. We will begin processing your Background Screening immediately after you order. If any information is incorrect, it can affect the results of your screenings and you will have to place another order.

Your order may include an employment verification. Please enter all applicable details by choose "True" in the first drop down.

Please confirm your order details before entering your payment information. There is no refund once your order goes into progress. Please utilize the many opportunities provided during the ordering process to ensure you have placed an order for the correct package.

After entering your payment information, a confirmation of payment from American DataBank will be sent to the email address you provided.

Tracking
Immunization Package(s)

FSCJ Nursing

24 Months ($35.00)

Estimated Tracking Total:

Screening

Background Check and Drug Screen ($119.00)

10 Panel Drug Screening Only - ORDER ONLY IF INSTRUCTED ($30.00)

You will choose from several packages. If you're unsure of what to order, please contact your University. ADB does **_not_** know what you need and will refer you back to your University.

I am currently working or have worked in the past.*	True
Address2	8TH FL
City*	Denver
Supervisor's Name	Jojo Curtis
Employment End Date	10-11-2018
Email	jojo.curtis@adb.com
Reason for leaving job position	Change of career
Salary/Hourly	Hourly

1

You will upload your documents so your school can view your compliance status

Each time you login, Complio will remind you which categories are still not compliant.

It will also show you if you have any categories that will expire soon.

From the home page of your Complio account, click "Upload Documents" on the upper right hand side of the screen. Browse through your files for the documents you want to upload into your Complio document library.

You can also upload these as you completed each requirement individually. You can associate the same document to more than one requirement. If the requirement needs a series of titers or shots, you will need to associate your document to each item.

Pro Tip: Take the time to label your documents so you can easily tell what each PDF shows. This will make associating the documents much easier!

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Questions? Email Complio@americandatabank.com
Or call 1-800-200-0853

Return to your Home page, where you will see the list of requirements listed.

Click "Enter Requirements" to the right side and indicate which required items you are submitting. You will see what is required to become compliant for each category as soon as you click "Enter Requirements".

Choose the documents from your document library that should be associated with each item. You may also upload these individually into the category as well.

You may need to submit multiple items for a single compliance category. You may also assign the same document to multiple items.

Enter the details required for each item – date, results, etc.

Documents are reviewed within 1-3 business days. Be sure to submit documents at least 3 business days prior to any deadline you have.

Don't forget to click "Submit"!

Compliance Category/Item (Expand / Collapse)   Requirement Explanation

Required Compliance Category

❌ MMR   + Enter Requirements

❌ Varicella   + Enter Requirements

❌ Hepatitis B   + Enter Requirements

❌ Tuberculosis   + Enter Requirements

❌ MMR

Add New Requirement

(i) MMR:

You must submit proof of a Measles Titer, Mumps Titer, and

If any of your titers are not positive (negative or equivocal)

If you must submit MMR Boosters, they must be dated at le

Select a requirement: --SELECT--

--SELECT--
MMR Booster 2
Measles Titer
Mumps Titer
Rubella Titer
MMR Booster 1

❌ Hepatitis B

You might need to submit more than one item for each category. You can associate the same document to more than one item in each category. In this example I would want to associate my document to each titer – Measles, Mumps, and Rubella. I then need to add my result and my date for each titer as well.

(i) MMR:

You must submit proof of a Measles Titer, Mumps Titer, and a Rubella Titer, dated within the last 10 years.

If any of your titers are not positive (negative or equivocal) you must submit 2 MMR Boosters dated after your not immune titer(s).

If you must submit MMR Boosters, they must be dated at least 30 days apart. You will be compliant for 30 days a__ __u submit MMR Booster

Select a requirement: Measles Titer   Apply For Exception

fill the form below for Measles Titer

Date: 02-05-2018   📅   Document:

Results: Positive

Upload Additional Documents: 🟢 MMR Titer.jpg × Remove
Browse

Note:

I need to associate this document to all titers!

💾 Submit   ✖ Cancel

Document review

Once you have submitted your documentation for review, the red X on the left side of your home screen will become a yellow exclamation point. A yellow exclamation point indicates your document is pending review.

American DataBank will review your documents to ensure they meet your school's standards.

If you have any questions about what your documents needs to have in order to be approved, please click on "Requirement Explanation", at the top of your screen.

Once American DataBank reviews your documents, the category will either have a green check mark or a red X next to the category.

A green check mark means the category is compliant.

A red X means the category is not compliant.

If your document doesn't meet the requirements, you will receive a notification from Complio with an explanation.

Your account will show all green check marks once you are fully compliant

✓ Hepatitis B	Compliant
✓ Tuberculosis	
✗ Influenza	Not Compliant
! CPR	
! Health Insurance	Pending

Compliance Category/Item (Expand / Collapse)   Requirement Explanation

☐ **Required Compliance Category**

☐ ✗ MMR

Immunization/Compliance FSCJ Nursing   Background Screening

Overall Compliance Status Not Compliant ✗ (0/13 Compliant)

✓ Tdap	
✓ Hepatitis B	
✓ Tuberculosis	Fully Compliant – woo hoo!
✓ Influenza	
✓ CPR	
✓ Health Insurance	

Questions?

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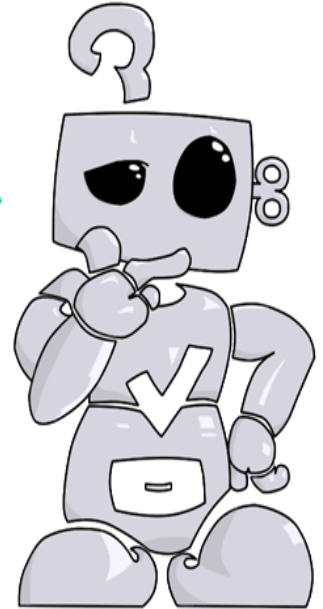
©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your students' statuses.

Email: Complio@americandatabank.com

Phone: **800-200-0853**
<u>Live Service</u>:   7am-6pm MT Monday-Friday; 8am-4pm MT Saturdays

Address: 110 16th Street
                    Suite 800
                    Denver, CO 80202