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## NORTHERN KENTUCKY UNIVERSITY – ATHLETIC TRAINING STUDENT INSTRUCTIONS

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Background checks, drug testing, and immunizations are required to ensure the safety of patients treated by students in the clinical education program. The reports are typically completed within 3-5 business days; however, you must submit your order in sufficient time for the report to be reviewed by the program coordinator or associated clinical site prior to starting the rotation. The background check is conducted by PreCheck, Inc., a firm specializing in the healthcare industry.

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### GETTING STARTED

Follow this link to [MyStudentCheck](#)

If you are unable to access the link, you may type in the web address located at the bottom of this page.

- Confirm the school name matches: **Northern Kentucky University – Athletic Training**
  - Select your program from the drop down menu, and then select the required services.
  - Log in with your username and password. If you do not have an existing profile, please create a new account.
  - Enter the required information, provide authorization, and continue to enter payment information.
  - If you need further assistance, please contact PreCheck at [StudentCheck@PreCheck.com](mailto:StudentCheck@PreCheck.com).
  - You will be provided with a receipt and confirmation page when your order is placed.
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### DRUG TESTING

If there is not a collection site instantly available near your location, you will be contacted and a chain of custody form will be mailed to you. Pre-registration does not set an appointment time, we recommend calling your chosen collection site ahead of time to set up an appointment.

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### IMMUNIZATIONS

Your confirmation will contain a link to the immunization requirements and documents which should be presented to your physician for completion. Your name should be legible on all documentation. Once the documents are completed please submit the forms to SentryMD at <https://mysentrymd.com/sentrymd.html#/upload>. You will receive confirmation that the upload was successful. Email any questions about your immunizations tracking to: [NKU@SentryMD.com](mailto:NKU@SentryMD.com).

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### PRICING

Background Check	<b>\$39.50</b>
Drug Test	<b>\$46.00</b>
Immunization Tracking	<b>\$35.00</b>

*Applicable taxes will be collected for residents of Texas and New Mexico.*

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### FREQUENTLY ASKED QUESTIONS

- 1. What does PreCheck do with my information?**  
Your information will only be used for the services ordered. Your credit will not be investigated and your name will not be given out to any businesses.
  - 2. I selected the wrong school, program or incorrect information.**  
Please email [StudentCheck@PreCheck.com](mailto:StudentCheck@PreCheck.com) with the details.
  - 3. Do I get a copy of the background report?**  
Yes, go to [www.mystudentcheck.com](http://www.mystudentcheck.com), log in, and select Check Status.
  - 4. How do I obtain a copy of the drug test report?**  
Please email [StudentCheck@PreCheck.com](mailto:StudentCheck@PreCheck.com) to receive a copy of the report.
  - 5. I have been informed that my immunization forms are deficient, what do I do?**  
Contact a SentryMD representative by emailing questions to [NKU@SentryMD.com](mailto:NKU@SentryMD.com).
  - 6. I was denied entry into a program because of information on the report, who can I contact?**  
Call PreCheck's Adverse Action hotline at 800-203-1654.
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