MILWAUKEE AREA *Technical College*

Emergency Medical Services Department

All MATC AEMT and Paramedic Technician program students are required to complete a criminal background check, undergo drug testing and obtain other health requirements. These requirements are mandated by the State of Wisconsin and our clinical and field site partners. **The cost of the criminal background check, drug testing, health examination and immunizations are your responsibility. You may be able to obtain health care services at your local Health Department or you may call IMPACT@ 1-866-211-3380 for a list of clinics in your area.**

MATC utilizes the company CastleBranch (www.castlebranch.com), an online service to assist the student to complete and store all necessary requirements for this program. Students are required to establish an account with CastleBranch.

Step 1. Go to CastleBranch to place your order and set up your account. Enter the Package Code where it says: Place Order. The Package Code is **Mp08**. (this is case sensitive)

Step 2. Follow directions from CastleBranch on "**STUDENT INSTRUCTIONS FOR MILWAUKEE AREA TECHNICAL COLLEGE EMT PARAMEDIC OR AEMT STUDENTS**" document.

Step 3. **Criminal Background Check (Code Mp08bg)**
MATC is required by the Wisconsin Caregiver Law to check your criminal background. If you have a criminal background, Wisconsin state law requires that you may be barred from working in field or clinical sites, depending on the date and type of your offense(s). This includes being barred from placements in field or clinical sites as part of your MATC educational program. **If a placement site cannot be arranged for you as a result of your criminal record, you will not be able to complete your program, earn a degree or graduate from MATC.** All students in the paramedic and AEMT programs are required to complete and submit criminal background check forms. You will not be able to access the health screening requirements until the background check is complete and you have been cleared. Once cleared, CastleBranch will allow access to the health screening requirements.
Students need to complete the forms that are required for a Criminal Background Check
1. Background Information Disclosure (BID)
2. Release and Conditions of Criminal Background Check
3. Self-Reporting Form

Once these forms are properly completed and signed, upload them to CastleBranch. CastleBranch will then run your background check.

Step 4. **Obtain health screening requirements.**

The EMT Paramedic and AEMT courses includes clinical time in hospitals and with EMS providers which require a health screening. The cost of the health screening and vaccinations is the student's responsibility. You may be able to obtain health care services at your local Health Department or clinics such as Walgreens.

Students are strongly encouraged to <u>begin early as this takes at least 3 weeks to complete!</u> The requirements are contained in this document and must be completed with authorized signatures. <u>ONLY</u> a qualified Health Care Provider (QHCP) may complete health forms. To be considered as a QHCP, an individual must be licensed in and by the State of Wisconsin to provide services as a Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), nurse practitioner (APNP) or physician's assistance (PA). Once complete all documents will be uploaded to CastleBranch, directions are online.

You may be able to access your past immunization records using the Wisconsin Immunization Registry (WIR). The Wisconsin Immunization Registry (WIR) is a computerized Internet database application that was developed to record and track immunization dates of Wisconsin children and adults.

The Public Immunization Record Access feature allows individuals, parents, or legal guardians to look up their own or their child's immunization record in the Wisconsin Immunization Registry (WIR).

Select the link below. A screen will appear and prompt you to enter a first name, last name, birth date and unique identifier such as a Social Security number, Medicaid ID, or provider chart number. If your immunization provider is using the registry and used one of the listed unique identifiers, you will be able to access the record at this link
WI Immunization Records

If your health records are available you can print copies and upload them to CastleBranch. If your name **does not** appear in this registry you will have to obtain your health records from your provider.

There is also a 10-panel drug screen that is required for this program. Students MUST schedule this directly with CastleBranch because of the chain of evidence that is required. Be aware: the total process of a 10-panel drug screen requires a minimum of 4-5 days to complete.

Health screening requirements may be done in any order that is convenient for you. This means that a student does need to complete forms in the order that they appear.

ALL health requirements, including drug screen, MUST be completed and uploaded to CastleBranch on or before Lesson #7 in the AEMT course curriculum schedule (approximately 1 month into the class. Failure to adhere to this deadline

will have a negative impact on your ability to continue in the AEMT or paramedic program! Clinical sites require that students meet all health screening requirements before clinical placement.

IMPORTANT: HIPAA prohibits MATC from receiving these completed forms directly. All forms must be uploaded to CastleBranch.

PLEASE NOTE: You should save a copy of your completed health forms and retain them. You may need to provide it to a clinical agency or future employer.

Other package codes from CastleBranch that you will need are:
Mp08dtim (for Drug Testing & Medical Document Manager)

The forms below will be used to complete the program requirements.
Students should read these forms so they are aware of the contents and requirements for documentation. These forms are posted on the CastleBranch website for your use.
Student Checklist

- ❏ Background Information Disclosure (BID) Wisconsin Form
- ❏ Release and Conditions of Criminal Background Check
- ❏ Self-Reporting Form
- ❏ Physical Examination Form. NOTE: An OB/GYN examination does not meet this requirement.
- ❏ Functional Abilities and Technical Standards Form (upload the Functional Abilities Statement of Understanding signature page only)
- ❏ Measles, Mumps and Rubella (MMR) Vaccination Form
- ❏ Varicella (Chicken Pox) Vaccination Form
- ❏ Tuberculin Test Form
- ❏ Hepatitis B Vaccination Form
- ❏ Influenza (Flu) Vaccination Form
- ❏ Influenza Exemption Form (use only if you are claiming an exemption from Influenza vaccine).
- ❏ Drug Test Verification Form

Information about uploading documents to CastleBranch

CastleBranch will only accept documents that are formatted as PDF or JPG files. No other file format (i.e. doc, docx) will be accepted. All of the files that MATC has uploaded to CastleBranch for your use are PDF files. You will need to download these forms from CastleBranch and use them to document your health screening requirements. Students may print the files that are attached to this document. Once they are properly complete they can then be saved as a PDF file for uploading.

Student Support for CastleBranch

Call CastleBranch Service Desk at 888-914-7279

Service Desk Hours of Operation

Monday – Friday: 8 am – 8 pm **EST**

Sunday: 10am – 6:30pm **EST**

IF YOU HAVE ANY QUESTIONS ABOUT THE PARAMEDIC PROGRAM CONTACT
Del Szewczuga
Instructional Chairperson
MATC Paramedic Program
szewczud@matc.edu (preferred)
Office phone: 414-297-7803 (DO NOT use during summer, I won't be in the office)

IF YOU HAVE ANY QUESTIONS ABOUT THE AEMT PROGRAM CONTACT
Patricia Trotnow
Instructional Coordinator AEMT
trotnowp@matc.edu
Phone: 262-366-3215