

**NELL HODGSON WOODRUFF SCHOOL OF NURSING
2019-2020 PRE ADMISSION COMPLIANCE**

Nell Hodgson Woodruff School of Nursing and contracted clinical partners require several health related documents prior to beginning coursework and engaging in clinical learning activities. All required documents should be submitted to ESS, an online repository and tracking system **at least 3 weeks prior to orientation**. Background and drug screens should also be completed **at least 3 weeks prior to orientation**. Students who fail to complete requirements prior to orientation are at risk of being dropped from coursework.

Step 1: Read ESS Instructions and FAQs

Step 2: Upload required documents to ESS and complete Advantage Students Background and Drug Screen

Step 3: Start nursing school!

ESS INSTRUCTIONS

1. Check your **emory.edu email address** for an account invitation.
2. Click 'Get Started' to create an account.
 - a. Use desktop or laptop. No phone or tablets.
 - b. Use Internet Explorer or Firefox
 - c. Complete all required fields and use legal name
3. Upload required documents listed on next page
 - a. Upload any documents you have as soon as you open your account. You can login to your account anytime to upload separate documents. **Do not wait to upload everything at one time. If an item is marked as invalid, you will have less time to correct any errors.**
 - b. If you have a negative titer, go ahead and upload the negative titer and 1st booster.
4. After you upload documents a new status of 'Review' will appear. **It will take up to 72 hours for ESS to review your submission.** After ESS reviews your documents, the status will change to:
 - a. Complete: You're finished. Make sure you stay up to date with your requirements.
 - b. Invalid: There is an error with your document. You need to fix the error and upload a valid document.
 - c. Expired: Your document is expired. You need to submit an updated document. You will receive expired reminders 30 days before your item expires.
 - d. Pending: You need to upload your document

FAQs

1. I do not have a scanner, how should I upload?
 - a. Download a free scanning app on your cell phone. For best results, upload all documents in pdf format.
2. I need to upload my documents. How do I do that?
 - a. Open your account at www.es2.com, click 'Student login' and enter user name and password
 - b. Use the e-mail associated with your account
 - c. Upload only the document(s) related to a specific requirement. (i.e. only upload flu documentation to flu vaccine). Do not upload all documents to 1 requirement.
 - d. Each credentialing requirement will have an 'upload document' button to select
 - e. Requests for additional information or clarification will be communicated by email in addition to the notes section next to the related document.
 - f. If you have questions regarding documents or the response communicated after verification of document has been completed please contact tracking@es2.com or 205.445.2017
3. I completed by background check online, but I have not received an e-mail to complete by drug screen.
 - a. You will receive an e-mail from Advantage Students to complete your drug screen 24-72 hours after your order is approved by Emory University.
4. Is TB testing required?
 - a. Yes! Submit either 2 PPDs (skin tests), 1 Quantiferon Gold, 1 T-Spot or 1 Chest X-ray. Results must be valid within 6 months.
5. What is a titer?
 - a. A titer is a laboratory blood test that shows your immunity to a certain disease.
6. My Hepatitis B titer is negative! What do I do?
 - a. Receive 1 booster of Hepatitis B vaccine
 - b. Re-titer in 1 month after booster
 - c. If titer remains negative, you will need to complete series and re-titer
7. My titers were negative. Can I go to clinical while completing Hepatitis B boosters?
 - a. Yes, as long as you are in progress you will be cleared for clinical.
8. When does my TDap expire?
 - a. 10 years. If you've had an adult dose of TDap, you need a Td booster.
9. Can the School of Nursing access my Student Health portal?
 - a. No, Emory Student Health employees can only access this information
10. I feel like I'm submitting duplication information to ESS and Student Health!
 - a. Yes, unfortunately some items are duplicated.
11. I've heard about ACEMAPP. What is that?
 - a. ACEMAPP is used for clinical agency specific credentialing. You do not need access to this information until coursework begins.
12. Can I go to Student Health to receive immunizations and titers?
 - a. Yes! Access Student Health Patient Portal to make your appointment
https://www.shspnc.emory.edu/login_directory.aspx
13. When does my student health insurance become active?
 - a. See timeline: http://studenthealth.emory.edu/hs/insurance_fees/EUSHIP/faqs.html#q3
 - b. Submit current insurance card until you receive new card
14. Where will I go to clinical? (undergraduate students)
 - a. You will travel in and around the metro Atlanta area to community and hospital based clinical sites. Students are responsible for their transportation to clinical sites as outlined in the student handbook.
15. I have questions!
 - a. School of Nursing Clinical and/or Compliance: son-compliance@emory.edu
 - b. ESS Questions: tracking@es2.com or 205.445.2017
 - c. Student Health: https://www.shspnc.emory.edu/login_directory.aspx or 404.727.7551
 - d. Student Insurance Questions:
<https://www.aetnastudenthealth.com/en/school/812808/index.html> or 877.261.8403

SUBMIT TO ESS 3 WEEKS PRIOR TO ORIENTATION

Emory University Immunization Form	Submit this form: http://www.nursing.emory.edu/ includes/documents/Immunization%20Form1.pdf *Hepatitis B titer must be quantitative *TB Testing is required (2 PPDs, Quantiferon Gold, T-Spot or Chest X-ray within 6 months) *All fields must be completed and signed by healthcare provider
Emory University Physical Form	Submit this form: http://www.nursing.emory.edu/ includes/documents/Physical%20Form.pdf
American Heart Association BLS for Healthcare Providers Certification	Submit current copy of card or electronic certificate. Students must be certified by the American Heart Association as a BLS Provider. Find classes near you here: http://cpr.heart.org/AHA/ECC/CPRAndECC/FindACourse/UCM_473162_Find-A-Course.jsp
Drug Testing and Criminal Background Release Form	Submit this form: http://www.nursing.emory.edu/ includes/documents/Drug%20Testing%20Criminal%20Background%20Release%20Form1.pdf *This is not your actual drug screen/background check. See below for drug screen and background check information.
Consent to Release Health Information	Submit this form: http://www.nursing.emory.edu/ includes/documents/Consent%20to%20Release%20Health%20Information1.pdf
Personal Health Insurance Card	Submit front and back of personal health insurance card. Your name must be listed on the card. If you do not have a card with your name on it, contact your carrier for a certificate. If you have Aetna Student Insurance, find your card here: https://www.aetnastudenthealth.com/en/school/812808/members/print-id-card.html
Driver's License or Government Issued ID	Submit driver's license, state issued ID card, passport, permanent resident card, or U.S. military ID.
RN License	Graduate students only. Submit a copy of your Georgia or Compact RN license.

BACKGROUND AND DRUG SCREEN VIA ADVANTAGE STUDENTS

Separate from ESS and Paid for by SON

1. Go to advantagestudents.com
2. Select 'Students'
3. Select 'Click here to start your background check'
4. Select 'Create new account'
5. Select 'Emory University Nursing Department – Student'
6. Select package:
 - a. If you are an AMSN, ABSN, BSN, D-ABSN, or E-ABSN student select 'Comprehensive Background Check with 12 Panel Drug Test'
 - b. If you are an MSN, DNP or Phd Student select 'Graduate Student Package'
7. Follow directions and await approval from Emory University
8. After approval, Advantage Students will send you an e-mail with drug testing instructions

Do not drink too much water before the drug test. You will have to repeat if sample is dilute