



GUIDELINES FOR STUDENTS

Before you begin your clinical rotation experience, you will be required to complete a satisfactory background check and drug test. For a fast and easy background and drug screening solution, turn to InfoMart's Advantage Students, the preferred screener for students in the healthcare field.

| Student package: \$78.50 for all students | |
|---|--|
| Package includes: | Criminal History |
| | Multi-State Sex Offender Search |
| | National Social Security Search (NSSS) |
| | Patriot Act Search |
| | OIG List of Excluded Individuals/Entities |
| | GSA List of Parties Excluded from Federal Programs |
| | US Treasury Office of Foreign Asset Control (OFAC) Search |
| | 11 Panel Drug Screening (includes Amphetamines, Cannabinoids, Cocaine Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, Methaqualone and Oxycodone) |
| | Employment History (<i>only required for students over 21 years of age</i>) |

To Place an Order:

- Log into www.advantagelstudents.com
- Click on Students, and then select the school you're attending. If your school or hospital is not listed on the initial drop down menu, please select "Other Schools/Hospitals".
- Select the Student Package (unless instructed otherwise by your school or clinical site).
- Select method of payment (if paying by money order, the request with NOT be processed until the money order is received by InfoMart).
- Enter all required information (watch for error messages in red).
- Make a note of the email and password entered, as this will be your log in to access the website in the future.
- Select the school and hospital that will receive your results. **Note:** *Selecting a hospital is optional at the time of the order, but eventually must be selected in order for that hospital to view your results. You may select one hospital during your initial order, and later share with additional hospitals throughout your clinical education experience.*

Drug Screening: Once the order has been processed and payment has been received an email will be sent to you with a link that will direct you to a site to schedule your drug test. Once you are directed to the site, choose a collection facility (clinic) convenient to you. This will be where you must go for your drug test. If asked for an address, complete the appropriate fields, the search results will identify clinics in close proximity to the address you provide. From the clinics list, select the one you want to use. Then confirm your selection. Finally, print the "ePassport". Take this with you to the clinic along with a photo ID. It is imperative that you report to the clinic as soon as possible. This link will also be made available on the confirmation page and your Advantage Students account profile.

Order Status: After the request is underway, you can log into the site to view your profile progress. Simply click the status link to view the profile. You will be notified by email when your background check is complete.

Sharing Results: To select a hospital to share results with, simply click on the hospital, then click Share. You (or your school will follow this process each time you are placed for clinical rotation at a different hospital facility). **If a hospital is not listed as a user on the website, you can print your report from the website by clicking on the "completed" link and provide it to them in person.**

For further assistance, please contact:



Natalie Ellington, National Account Manager
InfoMart / Advantage Students
 770.984.2727 ext. 1376
natalie.ellington@infomart-usa.com
www.infomart-usa.com