

Welcome Health Sciences Students,

We have partnered with CastleBranch to provide you with a tool to complete your background checks and record your health records (Medical Document Manager).

All of our health care programs are listed with CastleBranch. Each program may have different requirements regarding a background check and/or medical records. In each program you can select one of three packets. They are as follows:

Background Check – Medical Document Manager / cost \$73

Background Check / cost \$48

Medical Document Manager / cost \$25

Attached are instructions & examples on, How to Place Order with CastleBranch.



Mott Community College - Division of Health Sciences

How to Place Order

Welcome to myCB

To place your order go to:

<https://portal.castlebranch.com/mw32>

Package Name (if applicable):

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com



Mott Community College - Division of Health Sciences (Sponsor) and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.





Please Select

- Dental Assisting
- Dental Hygiene
- Health Unit Coordinator
- Nurse Aide
- Nursing
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Respiratory Therapy



Example



Castle Branch

(Select your Program)



Selected -

- Please Select
 - Dental Assisting
 - Dental Hygiene
 - Health Unit Coordinator
 - Nurse Aide
 - Nursing
 - MW37: Background Check - Medical Document Manager
 - MW37bg: Background Check
 - MW37im: Medical Document Manager
 - Occupational Therapy Assistant
 - Physical Therapy Assistant
 - Respiratory Therapy



Example



Order Instructions for

MOTT COMMUNITY COLLEGE - NURSING

Package Code MW37: Background Check - Medical Document Manager

ABOUT

About CastleBranch



Mott Community College - Nursing and CastleBranch - one of the top ten background screening and compliance management companies in the nation - have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

ORDER SUMMARY



Payment Information :

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.



Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.



Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.



I have read this information.

Click to Continue >>

Please Review

Mott Community College - Nursing includes the following package contents:

Package: MW37

Statewide Criminal MI
Nationwide Healthcare Fraud And Abuse Scan
Nationwide Record Indicator with SOI
Social Security Alert
Residency History
Medical Document Manager CRR

Package Cost: \$73.00

Additional Information

The package price above includes a statewide search within the State of MI. If additional addresses are found associated with your name outside the State of MI, they will be performed at no additional charge.

This package includes document storage. At the end of the order process, you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#).

Continue