

# CastleBranch Instructions

**Follow the steps below to create and purchase a CastleBranch account:**

1. Access the CastleBranch website: <https://portal.castlebranch.com/LS87>.
2. Select *Place Order*.



3. Select your program. (Note: If you are not currently a licensed RN, select BSN; do not select RN-BSN.)
4. Select the *Background Check and Compliance Tracker* package for the term you will start at Allen College.
5. After reading the order instructions, check the applicable box and click *Continue*.
6. After reading the package cost information, check the applicable box and click *Continue*.
7. Enter all personal information, following each step through the payment page. Monthly installments are an option.
8. A drug screen package must also be purchased. Two options are available, select **one**.
  - *Drug Test at the Allen Occupational Health – Cedar Falls* **OR**
  - *Generic Quest drug test* using the code provided
9. Submit all required documents to CastleBranch. Additional assistance may be found using the [tutorial videos](#) located on the CastleBranch website.

If you have questions, please contact [lexy.negen@allencollege.edu](mailto:lexy.negen@allencollege.edu) or (319) 226-2517.

# CastleBranch

## Commonly Asked Questions

**Q: Where do I get the drug screen form? *CastleBranch* states it is available from an administrator.**

- The required form will be provided by UnityPoint Health Allen Hospital – Occupational Health or the Quest Lab when receiving the drug screen. Please show the email confirming purchase upon arrival.

**Q: *CastleBranch* did not accept my TB and I don't know why?**

- A 2-step TB is mandatory. A 2-step requires a TB administration and reading 48-72 hours following the injection. After 1-3 weeks another TB is administered and read within 48-72 hours. Each year following, one TB administration and reading must be completed to remain compliant. If a year is missed, the initial 2-step must be repeated.
- A T-spot blood draw also qualifies.
- If you have had a 2-step or a T-spot in the past, load the initial tests as well as each annual TB.

**Q: Occupational Health administered my drug screen, but it isn't recorded in *CastleBranch*?**

- Receiving a drug screen does not mean a package was necessarily purchased in *CastleBranch*. Return to *CastleBranch* ensuring the package is in your account. If not, purchase the applicable package. If questions arise contact *CastleBranch* directly to resolve the problem. Contact information is listed at the end of the document.

**Q: *CastleBranch* is asking for a RN license, but I am in the BSN program and not yet licensed?**

- If the requirement appears, most often students selected the RN-BSN program. Unfortunately, this is incorrect. If you have not earned an RN license, the BSN selection is needed. Refer to the *CastleBranch* Package Codes document. If the incorrect program was chosen, you will need to call *CastleBranch* to change the selection.

**Q: Do I need a Covid Vaccination?**

- Numerous hospitals and healthcare systems are requiring their team members, including any students participating in clinical/fieldwork at those facilities, to be vaccinated against COVID. While Allen College does not have a vaccination requirement to enroll, compliance with our clinical/fieldwork sites' requirements must be ensured. Requests for either medical or religious exemptions are an option. Please contact [lexy.negen@allencollege.edu](mailto:lexy.negen@allencollege.edu) for a form.

Questions regarding the *CastleBranch* system: <https://discover.castlebranch.com/contact-us/> or (888) 723-4263.

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## Program Codes

Each academic program has a unique code in CastleBranch. Using the chart below, verify the correct codes are selected. All students will purchase two packages: *Background Check and Compliance Tracker* and one of the two drug screen options.

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Undergraduate Program	ASR	DMS	MI	MLS	BSN	RN-BSN
<i>Compliance Tracker</i>	LS92	LS93	LS98	LS96	LS89	LV57
<i>Allen Occupational Health Drug Screen</i>	LS92dt	LS93dt	LS98dt	LS96dt	LS89dt	LV57dt
<i>Quest Drug Screen</i>	LT18dt	LT18dt	LT18dt	LT18dt	LT18dt	LT18dt

Graduate Program	MS in OT	MSN	BSN-DNP	DNP	DPT
<i>Compliance Tracker</i>	LS99	LS90	LS91	LS91	LV58
<i>Allen Occupational Health Drug Screen</i>	LS99dt	LS90dt	LS91dt	LS91dt	LV58dt
<i>Quest Drug Screen</i>	LT18dt	LT18dt	LT18dt	LT18dt	LT18dt

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