Castle Branch Guidelines

Please carefuly read the information below to help facilitate your clinical on boarding via Castle Branch

* Upload clear, legible, **scanned** copies of your documents. **Photos of your documents will be rejected**. If you do not have access to a scanner, bring your forms to either Krissy Hill or Jeanne Dazzo in Hagan room 205 to upload for you.
* ALL pages MUST include student’s name. Do not upload half pages with names cut off.
* Only upload what is being asked. E.g. **physical line is 2 pages only, not the entire physical packet**. Please do not upload entire packet on each line. Be sure physical is signed/stamped and dated by Physician on page 2.
* If signing the HepB declination, it is to be signed and dated by the student, NOT Physician.
* Complete Tdap line and include relevant documents.
* MMR, Varicella and Hep B titers are only required **once** at your initial physical. FLOW SHEETS ARE NOT ACCEPTABLE, you must upload the actual lab reports. Lab reports must include your name, collection date, value, and a reference range.
* If your physical renewal requires retesting of MMR, Varicella and Hep B titers, you must submit the updated lab reports along with your new physical exam documentation (current students with lab reports already uploaded will need to contact Krissy Hill or Jeanne Dazzo for assistance) [khill@molloy.edu](mailto:khill@molloy.edu) [jdazzo@molloy.edu](mailto:jdazzo@molloy.edu) 516-323-3752 or 323-3666.
* Be sure to sign the Release of Health Records on the bottom of page 2 of the physical.