

HOW TO COMPLETE YOUR BACKGROUND CHECK

Memorial has contracted with PSI – Professional Screening and Information, to provide background checks for our students at a reduced rate of \$39. If you have not had a background check within six months of your Memorial rotation, you need to either:

- Complete a background check using PSI

OR

- If you have a background check from Advantage Student, Certified Background or PreCheck that was completed no more than 6 months prior to student's start date, please forward a copy to student@memorialhealth.com. **Please note: Memorial needs the report itself, not just evidence that a background check has been conducted.**

To initiate a background investigation through Professional Screening & Information ("PSI"),

...it's as simple as 1...2...3, and you are done! Follow the steps below. If you have any questions, please contact PSI directly. **A copy of your background check will be sent directly to Memorial by PSI.**

STEP 1:

Create an account and enter personal information or login.

- Access our website at www.psibackgroundcheck.com.
- Select the *Individual* "Enter" button. New users should create an account and then enter required personal information.
- Returning users should login using the information used when their account was established.
- If a user forgets their password, select the "Forgot Password" button and after answering your security questions, the user's password will be emailed to the address on record.

STEP 2:

Selecting background type and completing required information.

- After creating an account or to initiate another background investigation, on the next screen select the background type tab (if not already displayed).
- Then, select the "Applicant" type of background. Memorial students should not choose the "Individual" type.
- Enter the package code for the background composition the school has selected, which is **PP1**.
- Enter the school's organization code, which is **CUST_178**.
- Select the location or campus attending.
- Select the program for which the background investigation is requested. After completing the background type, complete all required information. Some key points to remember are:

- All fields are required to be completed.
- After an entry is complete, re-read responses to ensure spelling and format are correct.
- Save each set of responses for an entry prior to selecting done.
- There are suggested requirements for the amount of information to be supplied (i.e. years of residency history), be as complete as possible when answering these questions.

STEP 3:

Acknowledgment and payment.

- After completing all required information, read the acknowledgment page, check the appropriate boxes and enter the date for your electronic signature.
- The cost for the backgrounds is \$39. PSI accepts Mastercard and Visa credit cards or money orders for payment. Please follow the instructions on the “Check Out” page and you will receive a confirmation that your payment has been accepted.

You're done!!

After PSI receives your payment, the background investigation will be completed within three to five days. During this period, feel free to login and check the status of your background investigation. Once complete, each user has fourteen days to download and/or print a copy. Additionally, maintaining continuous enrollment at this school provides each user the ability to change an unlimited number of times the client/clinical site which can view a background investigation. This can be done from the “Your Background Check Information” screen, when returning users login.

Questions or comments?
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