

HOW TO COMPLETE YOUR BACKGROUND CHECK AND DRUG SCREEN

Memorial has contracted with PSI – Professional Screening and Information, to provide you with a background check and a drug screen at a reduced rate of \$76.

Background Check: If you have not had a background check within six months of your Memorial rotation, you need to either:

a) Complete a background check using PSI

OR

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

Drug Screen: If you have not had a 10 panel drug screen within 45 days of starting your rotation at Memorial you are required to complete a drug screen through PSI.

To initiate a background investigation and/or a drug screen 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 and drug screen 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/Organizations LOGIN” button at the top right hand corner of the screen.
- Click 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 you forget your 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**. (If you are **only** completing a drug screen enter the package code **PP2**.)
- 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
 - 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 background check and drug screen is \$76. 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.

STEP 4:

Drug testing

- After completing your background request you will receive an email with instructions for completing your drug test. This email will instruct you where you should go for your drug test and what to do to obtain your drug test.
- Your drug screen results will then be reported along with your background investigation results.

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?
Call PSI at (706) 235-7574
Professional Screening & Information, Inc.
P.O. Box 644
Rome, Georgia 30162
www.psibackgroundcheck.com