

MERCER COUNTY COMMUNITY COLLEGE
DIVISION OF MATH, SCIENCE AND HEALTH PROFESSIONS
NURSING EDUCATION PROGRAM

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF HEALTH RECORDS AND OTHER
REQUIRED DOCUMENTS

Students will be required to submit all required health and other required documents (for admissions and annual updates) through the online Complio Tracking and Screening System.

Students will be required to pay a fee of \$20.00 per year for records management, \$39.00 per year for a 10-panel urine drug screen and annual criminal background checks (fees vary).

Setting Up Your Account

- Log on to www.mercercollegecx.com.
- Upon initial visit to the site, students will be required to set up an account.
- Use an active email account. Reminders for expiration of documents will be sent to the email you register with. The Nursing Program will not send reminders.
- Enter your date of admission upon registration.

Getting Started

Under the “Getting Started” link, the students will find the following required forms and documents:

- Receipt of Student Handbook – To be signed and submitted by January 30th for spring classes and August 30th for fall classes.
- Physical Examination Form – To be completed upon admission to the program and submitted by the deadline established in your acceptance letter.
- Hepatitis B declination form – To be submitted if you are declining the Hepatitis B vaccination/titer. (See Physical Examination Form instructions)
- TB Questionnaire – If you have a positive PPD students must submit chest x-ray reports. Chest x-rays are good for 2 years but, the nursing program requires an annual update. This form must be completed and submitted as your annual update between chest x-rays.

Completing Requirements

- Required forms to be completed and signed. Forms can be then uploaded to the site in either PDF or JPG formats.
- Urine Drug Screens – Students will choose this option, choose a facility from the list provided and make their appointments. Results will be sent directly back to American Databank. Drug screens are done on admission and updated annually. Annual updates are due by August 15th each year.
- Payment - Credit card or mailing a money order. Note: students will be considered non-compliant until payment has been received.
- Background checks – Completed on admission and updated annually. Annual updates are due by August 15th each year.
- Flu Vaccination – Proof of vaccination is due upon admission and updated annually. Annual updates are due by October 15th each year.

- Liability Insurance – Submitted upon admission and updated annually. Annual updates are due by the expiration date on the certificate of insurance.
- Health Insurance – Submitted upon admission and updated annually. Annual updates are due by August 15th each year.
- PPD – Done upon admission and updated annually. Must be submitted by January 15th for spring classes and August 15th for fall classes and be effective for the entire academic semester.
- CPR Certification – Due upon admission and updated every 2 years. When updated, must be submitted by January 15th for spring classes and August 15th for fall classes and be effective for the entire academic semester.