Hospital Background Screening and Review

As a Marin Community College District Medical Assisting student, you will be participating in courses, which include mandatory clinical placements at local hospitals. Sutter affiliated hospitals (Novato Community Hospital, Marin General Hospital, and Alta Bates-Summit Medical Center) require that all Medical Assisting students submit to a background screening and review before commencing clinical rotations. Additionally, hospitals (Kaiser, UCSF) require notification of any violation of state or federal laws.

The screening process requires that Medical Assisting students provide their name, date of birth, current address and social security number to Corporate Screening Services, Inc., 16530 Commerce Court, Cleveland, Ohio 44130-6305, Phone Number (800) 229-8606, an agency that determines, based upon the information provided, whether a student has a record of any felony conviction(s) or has been barred, excluded or otherwise been declared ineligible for federal program participation. (See the attached form, The Nature and Scope of the Investigative Consumer Report.) Any student may elect to have a different firm conduct the background screening and review; however, the firm is subject to the approval of Sutter and the College.

Corporate Screening sends the results of its screening to the College. If the results indicate any felony convictions or any bar, exclusion, or ineligibility for federal programs, the College must submit the results to the hospitals, which will then conduct its own review to determine whether the student meets hospital security standards. If clinical facilities determine that a student does not meet hospital security standards, the student will be ineligible for mandatory clinical rotations and either be denied admission to the College’s MEDICAL ASSISTING program or subject to dismissal from the program, as the case may be.

Authorization to Release Personal Information for Background Screening and Review

I, ___________________________ (student’s name), agree to complete this form accurately and hereby authorize the College to:

• Receive and review the screening results, and
• Forward the screening results to Sutter if they include any record of a felony conviction, a bar, exclusion or ineligibility for federal programs, or both.

I understand that College is not responsible for either the accuracy of screening results or Sutter’s determination, if any, as to whether I will be permitted to participate in clinical rotations at a Sutter facility.

Printed Name: ___________________________

Phone Number: ___________________________
   (Area Code)

Current Address: ____________________________________________________________

_________________________________________ Date__________________________

Signature

THIS PAGE MUST BE TurnED INTO THE HEALTH SCIENCE OFFICE
This page is for student to keep:

NATURE AND SCOPE OF INVESTIGATIVE CONSUMER REPORT

Check the background criteria ordered for the candidate!

☐ College of Marin Background
- Social Security Number Trace
- Felony Criminal Conviction Search (All Names/All Counties)
- DHHS / OIG Cumulative Sanction / Excluded Parties List Search
- GSA Excluded Party / Debarment List Search

CALIFORNIA NOTICE OF RIGHTS FOR INVESTIGATIVE CONSUMER REPORTS

1786.22. (a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.

(b) Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:

1. In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.
2. By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.
3. A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.

(c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.

(d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.

(e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.

(f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.