Medical Office Administration Screening Process

Complio Tracking & Screening

Complio is an online tracking and screening system selected by Salt Lake Community College to hold background check details and documentation proving your compliance. Follow these step-by-step instructions to create an account and move towards compliance.

Create your Account

- Create an account by going to www.slcccompliance.com

Place your Order

- Please note: An Account is not the same as placing an order or subscribing for tracking your immunizations. Click Get Started to begin placing your order. Select your School and Program from the drop-downs and click Load Packages.
- Select the Medical Office Administration Package and Criminal Background Check.

Immunization Details & Documents

- Click Upload Documents and use the Browse button to locate documents within your computer.
- Click Enter Requirement to add details for a specific requirement. There may be multiple options, but you may not need to complete them all.
- Select a Requirement, complete the required fields and select from the drop-down list of documents you’ve uploaded. Click Submit to save what you’ve entered. You can Update the item at any time before it is approved.

Drug Screening Registration

- Order this only when instructed to do so, and after your immunization requirements are met.
- Select the drug screen location that is most convenient for you.
- Upon submitting and paying for your order you will be electronically registered for the drug screening.
- Print the electronic registration form* and take it with you to the collection site.
  *Note: You must have this form to complete your drug screen at the collection site.
- Please bring a photo ID to the screening location.
- Once the order is placed you will have 5 business days to complete the drug screen collection.

Important: DO NOT drink more than 8 oz. of fluid in the 2 hours prior to giving a urine sample. An abundance of fluid may result in a “dilute” reading, which constitutes a “flagged” situation. It will keep you from attending clinical and requires immediate re-payment and re-testing. At the facility, if you are not able to produce a urine sample when requested, call American DataBank at 1-800-200-0853 on how to proceed.

Questions?

American DataBank is available to assist you Monday-Friday 7am-6pm MST or you can contact us by email complio@americandatabank.com or by calling 1-800-200-0853.