

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 a 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.