

Credentialing Instructions

[MyRecordTracker](#) is the Credentialing System used to house required documents that are designed to allow medical students to electronically submit important paperwork to the College of Medicine – Phoenix and clinical partner institutions. If you have any questions, please contact Tacha Lyons the Credentialing Coordinator at tylyons@email.arizona.edu or 602-827-2810.

For Technical Support:

IT Support 855-225-8606, press 1 for IT troubleshooting and username/password assistance. Customer Service myrecordtracker@verticalscreen.com / 855-225-8606, press 2 for questions about requirements, uploading documents, other questions.

Creating MyRecordTracker Account

Tacha Lyons the Credentialing Coordinator will place a request with MyRecordTracker to have an account created for you. You will receive an invitation email from MyRecordTracker with instructions on creating an account. There will be a specific URL link that you must follow in order to create an account with MyRecordTracker and the UA College of Medicine Phoenix.

If you have any difficulties when creating an account, it may be due to having the updated version of Outlook or Microsoft Office 365. They utilize a program called 'Safe Links' in order to protect you from phishing concerns. You may want to try using Safari or FireFox as Safe Links tends not to interfere. If you continue to have issues, please contact the IT and Customer Service listed above.

Credentialing Documents Upload Guide

The Credentialing Documents Upload tool is designed to allow you to electronically submit important paperwork to the College of Medicine - Phoenix and our clinical partner institutions.

Documents submitted by you to this system contain important information required by the College, and required by our clinical partners. Some of this information is required only once, and stored in the system for reference, and other documents may be need to be periodically re-submitted or updated.

Link -- To access the Credentialing Document Upload tool, click on or enter this link in your browser: [MyRecordTracker](#)

Note: *The upload tool does not work on mobile browsers. You must use a laptop or desktop browser to upload documents.*

Logging in – Enter the User Name, Password and Pin you selected when you registered your account.

Login

This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

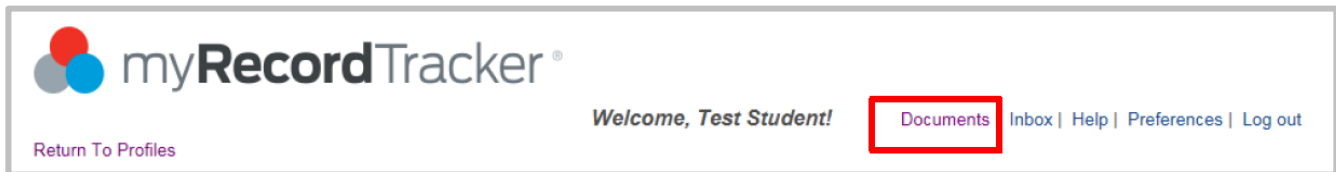
User name:

Password:

PIN:

[Forgot Login?](#)
[Forgot Password?](#)
[Forgot Pin?](#)

If you click the “Documents” link in the upper right-hand corner of the page, you are brought to a page that displays all documents previously uploaded to the site, including the date that the document was uploaded. Through this view, you can go back and review these documents at any time. Each document has a link to the actual form so you can view the original documentation.



myRecordTracker®

Welcome, Test Student! [Documents](#) | [Inbox](#) | [Help](#) | [Preferences](#) | [Log out](#)

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If you select a profile that has been assigned to you on the dashboard, you will be brought to a page that provides a full list of your requirements, due dates and your progress on each requirement.

Profiles

You have been assigned the following profile(s). Click on the name of a profile to complete its requirements.

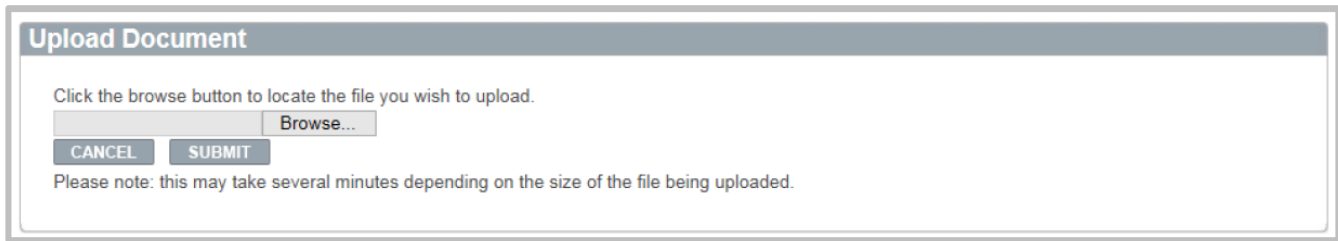
Test School 1		
Profile	Required By Date	Progress
Test School - Class of 2013	9/15/2012	5 of 20 Requirements Completed

Best way to upload documents is to click on the upload button.

A required document may be provided in two ways. A scanned copy can be uploaded directly to your myRecordTracker® account by clicking the "UPLOAD" button below. If you are unable to upload, the document can also be faxed or mailed to myRecordTracker. Please click the "FAX/MAIL" button below to generate a cover sheet to include when faxing/mailing your document(s).

School Requirement	Student Input	Status
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You will be directed to the “Upload Document” section of the website. This will allow you to select and submit the necessary document.



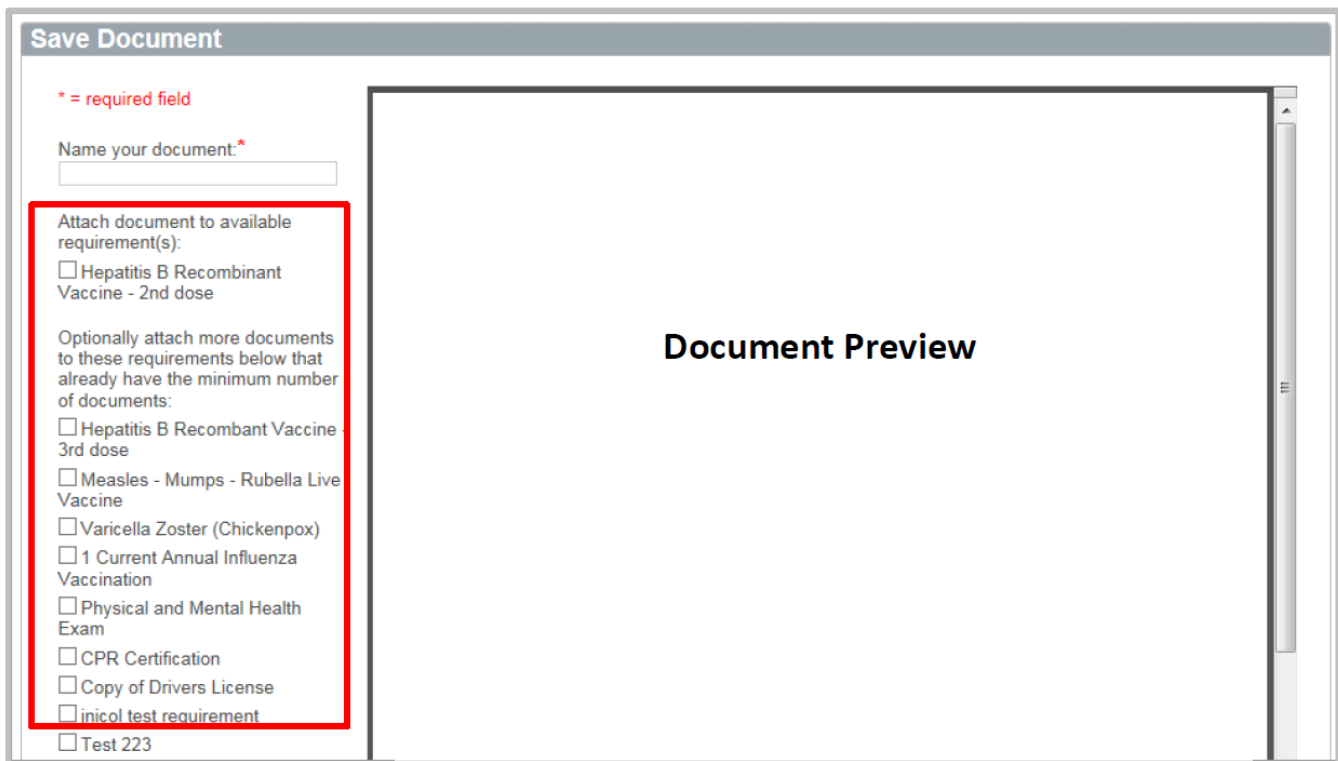
Upload Document

Click the browse button to locate the file you wish to upload.

Browse...

Please note: this may take several minutes depending on the size of the file being uploaded.

Once submitted, you will be given the opportunity to review and name the document on the myRecordTracker website. This section will indicate if you have any unfulfilled requirement(s). You can choose to attach documents to specific requirements by checking the box to the left of the unfulfilled requirement. If a single document fulfills multiple requirements, more than one requirement can be chosen.



Save Document

* = required field

Name your document:*

Attach document to available requirement(s):

- Hepatitis B Recombinant Vaccine - 2nd dose
- Optionally attach more documents to these requirements below that already have the minimum number of documents:
 - Hepatitis B Recombinant Vaccine 3rd dose
 - Measles - Mumps - Rubella Live Vaccine
 - Varicella Zoster (Chickenpox)
 - 1 Current Annual Influenza Vaccination
 - Physical and Mental Health Exam
 - CPR Certification
 - Copy of Drivers License
 - inicol test requirement
 - Test 223

Document Preview

Once a requirement is fulfilled, it is automatically removed from the checklist, leaving only the requirements that are not yet completed. For example, if you upload a document fulfilling the requirements for hepatitis vaccination, that requirement will no longer appear in the list.

NOTE: Certain requirements require that a test date or an expiration date to be entered. It is your responsibility to enter these dates for validation. Certiphi Screening will not enter this information into the system.

<p>PPD Skin Test Students are required to have an annual PPD. Please provide proof that must be signed by your physician.</p>	<p>You must provide 1 document to fulfill this requirement:</p> <p>Document #1: test01 Document #2: dfasd Document #3: form</p> <p>Expiration Date: 1/1/2013</p> <p>Date of Test: 1/1/2012</p>	<p>● Not Completed</p>
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By clicking on the requirement, you can enter the necessary test or expiration date.


Expiration Date ✕

Expiration Date: [mm/dd/yyyy]

NOTE: You will receive an email notification alerting you to any upcoming document expiration dates. For new documentation, you can utilize the same upload or fax/mail methods available on the site. You must include a new expiration date for any new documentation.

Again, once a requirement is fulfilled, it is automatically removed from the checklist, leaving only the requirements that are not yet completed. For example, if you upload a document fulfilling the requirements for hepatitis vaccination, that requirement will no longer appear in the list.

To see what you have uploaded into MyRecordTracker, at the home page click the “Documents” link in the upper right-hand corner of the page, you are brought to a page that displays all documents previously uploaded to the site, including the date that the document was uploaded. Through this view, you can go back and review these documents at any time. Each document has a link to the actual form so you can view the original documentation.



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MyRecordTracker Contact Information

If you have any questions throughout the MyRecordTracker process, please contact Certiphi Screening Monday through Friday, 3 a.m. to 10 p.m. ET.

Payment Questions: 888-291-1369, ext. 0

Customer Service: 855-225-8606, press “2”

Technical Support: 855-225-8606, press “1”

International Support: 00+1+215-876-6145

Email: myrecordtracker@verticalscreen.com

You may also contact the UA College of Medicine – Phoenix Credentialing Coordinator

Tacha Lyons

tylyons@email.arizona.edu

602-827-2810

Student Affairs

HSEB, 5th Floor, C550