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 tlyons@email.arizona.edu or 602-827-2810. There is a $20 registration fee due at time of set up. Every year, an annual fee of $10.

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.

**Complete and Upload the following documents**

**Forms Located in MyRecordTracker**
- Banner Confidentiality Agreement Form
- Honor Health Packet
- MIHS Packet 2018-19
- St. Joseph’s Rotator Student Agreement Form
- St. Joseph’s – HIPAA Form
- St. Joseph’s – Medical Student Information Form
- UA COM-Phx Authorization for Release of Information Form
- UA COM-Phx Exposure and Universal Precautions Form
- UA COM-Phx Multi-Media Release Form
- VAMC – AIS / Badge Form
- VAMC – Dining Form
- VAMC – PIV Request Form

**Documents to be Uploaded**
- Immunizations (HepB, MMR, TB, Tetanus/Tdap, Varicella, Influenza)
- AAMC Background Check
- ACLS Certificate (medical students receive prior to 3rd year)
- BLS Certificate
- CITI Bloodborne Pathogens/Universal Precautions Training Certificate
- CITI HIPAA Training Certificate
- Driver’s License / State ID (color copy)
- Fingerprint Clearance Card
- N95 Mask Fit Certificate
- Personal Health Insurance
- Urine Drug Screening
- Youth Safety Training Certificate
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.

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.

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

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

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.
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.

By clicking on the requirement, you can enter the necessary test or expiration date.
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.

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
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
tlyons@email.arizona.edu
602-827-2810
Student Affairs
HSEB, 5th Floor, C532

Thank you and Welcome to the University of Arizona College of Medicine – Phoenix.