



Adam Safeguard

A division of Nationwide Screening Services
(732) 506-6100

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) now requires all healthcare students and interns have their identity verified and a criminal history search conducted prior to being allowed to participate in any cooperative educational program. In order to facilitate these requirements, NutraCo has engaged Adam Safeguard to provide necessary service.

The fee for this service is \$31 includes a Social Security Trace, Statewide Criminal History Search for your resident state (Court Fee Additional), a national criminal history search, National Sex Offender Search and a Medical Sanction Search.

You will also be required to complete the following services as well and they will be automatically included in your Order:

13 Panel Urine Drug Screening \$59 + NJ Sales Tax

- You will receive an e-mail from LabCorp within 2 business days from the completion of their ordering process containing a LabCorp Registration that you will be required to present to the collection site. On the Registration there will be an expiration date (five business days from date of registration issuance) along with several collection site choices based upon the zip code provided during the ordering process. You can go to any of these collection sites or, if they are not convenient, please you can go to any LabCorp collection site that provides employment drug screenings.
- Suggestion: In order to obtain a specimen that is not dilute, have the individual void after waking in the morning and drink 2 8oz glasses of Orange Juice (no Coffee, Soda, etc.)

Compliance Tracking for Medical Clearance

- Once your background screening has been completed and cleared, you will receive a Compliance Packet via e-mail
- NutraCo will cover the cost of the Compliance Tracking requirement

INSTRUCTIONS:

- Go to www.adamsafeguardstudents.com
- Click on "Order Student Background"
 - You will be required to enter School Code: nsdip
 - Pennsylvania Interns enter School Code: nsdippa*
 - North Carolina Interns enter School Code: nsdipnc*
 - *Additional fee of \$18 + NJ Sales Tax for additional clearance required*
- Complete personal identifiers, payment information & electronically sign the Release.
- At the end of the process, you will receive an Order Number. Please retain this number for use if you have the need to contact Adam Safeguard.

Be sure to include newupdate_automail@adamsafeguard.com in your address book so the completed background report will not go into your spam mail.

Depending on your residential location, completion timeframes will vary. We ask that you do not contact Adam Safeguard with inquiries regarding completion of criminal history searches before five business days. Unfortunately, we cannot inquire the status of these reports, nor can we expedite them in any way.

If you need to contact Adam Safeguard, please call us at (732) 506-6100.



Frequently Asked Questions:

- Will my prior arrest, criminal history, conviction, etc. show up?
 - We do not know what arrests, convictions, etc. will show up until the searches have been run.
- How long does the search take?
 - It will vary based upon the Criminal History Search being provided based upon your resident location. Unfortunately, we cannot expedite this process and ask that you do not contact Adam Safeguard before five business days from date of order.
- What crimes/convictions/arrests will keep me out of the program?
 - The education and/or medical facilities will determine which applicants they will accept and deny based on the Background Report. Adam Safeguard does not have any authority to make these decisions.
- Who will have access to/see my report? My credit card number? My SS Number?
 - Adam Safeguard will have access to all three indicated above. The medical facility will have access to the reports, which will contain your SS Number.
- When/How will the school receive my report?
 - The education and/or medical facility will be directly linked to our system and they will be able to log in and view your report as soon as it is completed.
- What do I do if an arrest/conviction shows up on my report and it is not me?
 - Adam will provide you with information on how to dispute/deny/admit/correct any discrepancies in your criminal history. These are one page forms that can be found on our web site under “JCAHO Compliance”.
- What do I do if an address that isn’t mine shows up on my Social Security Trace?
 - You may download a form from the web site listed above that will direct you on how to correct any discrepancies found in your Social Security Trace.

Although we are approved by NutraCo Dietetic Internship, please remember that you are Adam Safeguard's client. You are entitled to:

- Our support and our best service
- As many copies of your profile as you require at no additional cost
- Additional information to be provided on how to correct discrepancies
 - If a discrepancy is located in your criminal history search, Adam will provide you with the necessary information regarding correct procedure on how to correct, admit, deny or dispute the claim(s).
 - If a discrepancy is found in your Social Security Trace, we will provide you with the necessary information on how to identify and correct possible fraudulent activity.

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