

VIEWPOINT SCREENING

BACKGROUND CHECK INSTRUCTIONS FOR AIMS EDUCATION

About Viewpoint Screening

On Jan. 1, 2004, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) instituted new regulations. Organizations, such as hospitals, home health agencies, clinics and other types of health agencies, must abide by these regulations in order to gain or maintain their accreditation.

One of the regulations requires these organizations to conduct a criminal background check on all employees, students and volunteers involved in patient care.

Viewpoint Screening allows students to order their own background check online for this purpose. Information collected through ViewpointScreening.com is secure, tamper-proof and kept confidential. The background check and/or drug test performed are based on guidelines provided by your school. Your results will be posted on the ViewpointScreening.com website where the student, as well as the school, will be able to view them.

Step 1 Place Your Order

Go to: www.viewpointscreening.com/AIMS

Click on "Start Your Order"

Select the "Authorized Student Option" and follow the online prompts

Required Personal Information

In addition to entering your full name and date of birth, you will be asked for your social security number, current address, phone number and email address.

Drug Screening

If applicable, after you place your order, you will receive an email with the subject line: "Viewpoint Drug-screen registration." This email is sent within 24-48 hours. This email will explain where you need to go to complete your drug test and contain the electronic form required for the drug test.

Step 2 View Your Results

Once your order is submitted, you will receive a confirmation email containing a password to view the results of your background check. When your background check is completed, you can view/print a copy at www.ViewpointScreening.com/viewresults by entering your email address and password. Results should be completed within 3-5 days.

If you have any additional questions, please contact Viewpoint Screening at studentsupport@viewpointscreening.com