

CastleBranch Account Setup and Information

Setting up your CastleBranch account:

- Visit: <https://portal.castlebranch.com/DE98> and select "Place Order."
- Click on "Health Information Technology" with package code DB09 (Letters "D" and "B" followed by numbers "0" and "9")
- Check the box to indicate you have read the order instructions and then select "Click to Continue"
- Review your order one more time, then agree to the Terms and Conditions of Use
- Fill out your information as required by the online forms

Students are responsible for all fees associated with CastleBranch.

Uploading required documentation to CastleBranch:

The most efficient way to upload information is to scan the document using a scanner. However, if you have an Apple product, you can download the free myCB from the App store to upload your documents. Please note if you upload a picture using the myCB app, the photo must be clear and legible, or it will be rejected.

Required Health Information Documentation:

1) DMACC HIT Health Record Information for Internship form

-Please complete this form with clear and legible writing

-All immunization records must be signed by a medical professional or be on a provider's preprinted form

-Physical must be signed by a medical professional

Once you have uploaded the required forms, the status line item will show as "Pending Review." CastleBranch staff will review each item to ensure that you have included the appropriate information. If the information is correct and complete, the status line item will be changed to "Complete." If it is incorrect, the status will be rejected and the reason for the rejection will be listed.

To upload the corrected information for any item, you must upload **all** pages of that item. For example, if you did not complete one of your immunization records, that item would be rejected. To upload the corrected and completed information, you would need to upload the completed copy of the entire DMACC HIT Health Record Information form.