

# Connecting your mCE and ADB accounts

1. Log into your myClinicalExchange account.
2. In your “myAlerts” center on the left, click on the “Account not yet linked with ADB to pull compliance data” link.

The screenshot shows the myClinicalExchange dashboard. At the top left is the logo. At the top right, it says "Logged in as Amanda Oliszewicz (Regis University)" with a "Logout" link. Below the logo is a navigation bar with "Home | My Rotations | Account Settings | FAQ |". The main content area has a table for "My school compliance" with columns "My school compliance", "Status", and "Comments". The first row shows a warning icon, "NNP Compliance Checklist (Regis University)", and "Pending items exist". Below this is a "myAlerts" section with a red header "You have 1 alert(s) that require attention." and a yellow link "Account not yet linked with ADB to pull compliance data". To the right is a grey box with the text: "No scheduled/ongoing rotation(s) found. Please contact your coordinator for further information. (Or) Click here to see your past rotations, if any;". At the bottom is an "Email Messages" table with columns "Date Received", "Message", and "Attachments". One message is listed with date "2/6/2017" and subject "Subject: ApprovedMessage:Specific items that you submitted has been reviewed an ....".

3. Enter the user ID and password that you use to log into American Databank.
  - a. Do NOT enter your myClinicalExchange login ID or password on this page!
4. Click **Link Account**.

The screenshot shows the "Enter ADB credentials to link your account" form. It has the myClinicalExchange logo at the top left and "Logged in as Amanda Oliszewicz (Regis University)" with a "Logout" link at the top right. Below the logo is a navigation bar with "Home | My Rotations | Account Settings | FAQ |". The form title is "Enter ADB credentials to link your account". It contains two input fields: "User ID:" and "Password:". Below the fields are two buttons: "Link Account" and "Cancel".

- Once you successfully link up your account, click **View Vendor Status**.

The screenshot shows the myClinicalExchange interface. At the top right, it says "Logged in as Amanda Oliszewicz (Regis University)" with a "Logout" link. A navigation bar contains "Home", "My Rotations", "Account Settings", and "FAQ". A central white notification box titled "Account link status" contains the text "Complio account linked successfully." and three buttons: "Goto Home", "View Vendor Status", and "Close".

- The "Vendor Account Authorization" page will list the vendor(s) you are linked with, the status of that link, and the date mCE last pulled information over from the vendor.
- To review the information that has been pulled into myClinicalExchange, click the **Home** link in the upper left corner (red arrow).

The screenshot shows the "Vendor Account Authorization" page. At the top right, it says "Logged in as Samuel Brewer (University of Colorado Denver)" with a "Logout" link. A navigation bar contains "Home", "My Rotations", "Account Settings", and "FAQ". A red arrow points to the "Home" link. Below the navigation bar is a table with the following data:

Vendor	Status	Data last pulled on
ADB	Linked successfully	04/18/2017

- On your Home Page, look at the upper left corner for your school compliance checklist. Click the linked checklist name.

The screenshot shows the myClinicalExchange Home page. At the top right, it says "Logged in as Samuel Brewer (University of Colorado Denver)" with a "Logout" link. A navigation bar contains "Home", "My Rotations", "Account Settings", and "FAQ". Below the navigation bar is a table with the following data:

My school compliance	Status	Comments
<a href="#">Campus Clinical Compliance (Nursing) (University of Colorado Denver )</a>	Submitted for approval	Submitted for Approval on Apr 19 2017 1:58PM:  amber

Below the table are two alert boxes:

**You have 3 alert(s) that require attention.**

myAlerts
<a href="#">Rotation # 62870 - Pending Paperwork</a>
<a href="#">Rotation # 62870 - One or more orientation modules not yet completed</a>
<a href="#">Rotation # 62870 - One or more online tests not yet completed</a>

**1 Scheduled/Ongoing Rotation(s)**

Rotation#	Facility	Rotation Dates
62870	Thunderbird Medical Center (BTMC)	06/05/17 - 09/29/17

9. Any information that myClinicalExchange has pulled from American Databank will appear in the checklist. This information is automatically saved. You do not need to submit your checklist for approval.

<b>Hepatitis B</b> Proof of Hepatitis B immunization or declination of vaccine, if patient contact is anticipated	2017-04-06 <a href="#">Hepatitis B - (External link from ADB).lnk</a>	Imported from ADB	Hepatitis B Titer	
<b>Tdap</b> Vaccination must have been done within the last 10 years	2027-04-20 <a href="#">Tdap - (External link from ADB).lnk</a>	Imported from ADB	Tdap, Td	
<b>Varicella</b> Varicella immunity, by positive history of chickenpox or proof of Varicella immunization	2017-03-31 <a href="#">Varicella - (External link from ADB).lnk</a>	Imported from ADB	Varicella Titer	
<b>Training and certifications</b>				
<b>BLS/CPR</b> Certification from AHA is required	2019-04-07 <a href="#">CPR - (External link from ADB).lnk</a>	Imported from ADB	AHA BLS CPR Certification	
<b>HIPAA</b> Student must have received education on HIPAA	12/31/2049	(Renewal Date) <input type="text"/>		Missing supporting document <b>Add Document</b>
<b>OSHA</b> The Program Participant has received education on TJC/OSHA standards	7/5/2016	(Renewal Date) <input type="text"/>		Missing supporting document <b>Add Document</b>

**Save** **Submit for Approval** **Close**

- The "Present Value" column will display the data and a link to the document of proof (if any).
- The "New Value" column will no longer accept any edits from you. Instead, a memo saying, "Imported from ADB" will appear.
- The "Comments" column will display any notations received from American Databank.

## What do I do if...?

### What do I do if I see items on my checklist in mCE that are highlighted yellow or flagged?

That means mCE has NOT received any data from American Databank for this item.

- Please check your ADB profile and confirm that you have completed all items for ADB. myClinicalExchange will NOT pull incomplete or unverified items from American Databank.
- It may be that the flagged/highlighted requirement is something specific to myClinicalExchange. Please check in with your University Coordinator. They will either request you to update the information in mCE directly and submit to the for approval OR they may enter the information into mCE on your behalf

### What do I do if I updated my information in ADB and I don't see it in myClinicalExchange?

mCE does a nightly pull from American Databank. If you have just updated your ADB Profile, please wait 24 hours for that information to populate into your myClinicalExchange account. If it has been more than 24 hours, email [support@myclinicaexchange.com](mailto:support@myclinicaexchange.com).