

**Vincennes University**  
**College of Health Sciences and Human Performance**  
**Health Information Management**

**Criminal History and Drug Screen Policy**

The Department of Health Information Management requires that all students submit a criminal history report and a drug screen. Applicants should be aware that any previous or current conviction of a crime or current substance abuse may result in ineligibility to continue in the program.

**Criminal History and Drug Screen Procedure**

Students in the Health Information Management Program at Vincennes University are required to submit a criminal history report from Castlebranch.com. The directions for submitting this report will be given to all students in the program.

Applicants are responsible for the cost of the criminal background check from the required Health Information Management Department vendor. Applicants should be aware that authorization of the criminal history background check automatically releases the results to the Department of Health Information Management. The results may be shared with affiliating agencies that provide clinical experiences. In accordance with clinical agency policies, if a student is denied clinical placement by the clinical agency due to criminal history information, the student may be dismissed from the program.

Accounts of criminal history may also be grounds for prohibiting admission or continuation, but will be considered on a case by case basis. Applicants may be asked to submit a letter of explanation, letters of reference, court documents, and/or other information to the Department of Health Information Management.

Students with a positive drug screen will not be permitted to perform their Professional Practice Experience, therefore the student will have to wait until the following year to continue in the Health Information Management program.

Students will be asked to have the criminal history report and drug screen completed as specified by the Health Information Management Program Chairperson. Denial of completing either the drug screen or criminal history report may result in dismissal from the HIM program.