


# Connecting your mCE and Qualified First accounts

1. Log into your myClinicalExchange account.
2. In your "Alerts" tab at the bottom, click on the "**Your \*School Name\* account not yet linked with Verified Credentials - Qualified First data to pull compliance data**" link (outlined in the black box below)

Logged in as Demo Student  
Home | My Rotations | Account Settings | FAQ | Logout

Account Status: Paid (expires 8/24/2030) (Click "account settings" menu to pay or renew or extend your subscription)

My school compliance requirement(s)	Integration Info	Status	Comments
 Nursing ADN Compliance Checklist (Central Oregon Community College)	Provider Name: Verified Credentials - Qualified First data Status: Account not Linked Data integration pending		Data imported from external vendor

Alerts | Active Rotation(s) | My Request(s) | Notifications

my Alerts: 1 requires your attention.

Your Central Oregon Community College account not yet linked with Verified Credentials - Qualified First data to pull compliance data

3. Enter your Username for your Qualified First account:
  - a. Do NOT enter your myClinicalExchange login ID
  - b. Enter YOUR Qualified First information and not those of a classmate

## Enter Verified Credentials - Qualified First data credentials to link your account

User ID:



4. Click **Link Account**.
5. A one-time passcode will be sent to the email address associated with your Qualified First Profile.

A one-time passcode has been sent to the account holder's email at s\*\*\*\*\*n@myclinicaexchange.com for verification.

Enter OTP below and click Submit

6. Check your inbox to retrieve your one-time passcode (example below).

One-time pass code to confirm your request to integrate your MyClinicalExchange account with Verified Credentials



Your one-time system generated pass code is:

**394672**

This pass code is valid until Monday, September 30, 2019 12:39:35 PM CST.

7. Enter this passcode into the box provided and click **Submit**

A one-time passcode has been sent to the account holder's email at s\*\*\*\*\*n@myclinicaexchange.com for verification.

Enter OTP below and click Submit

**Submit** **Cancel**

8. If you have entered the correct one-time passcode, you will receive a confirmation message.

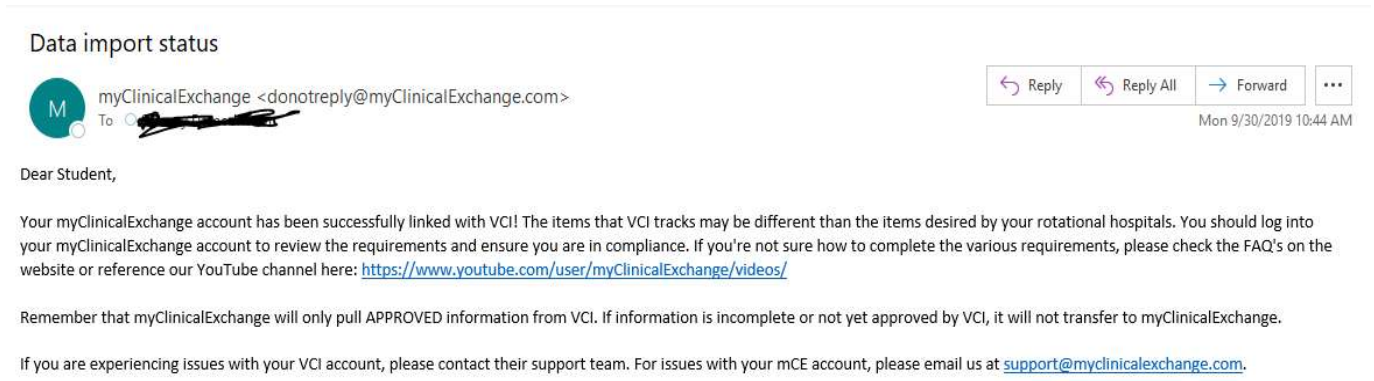
**Confirmation**

Your account is linked with Verified Credentials. You will get an email notification after the data transfer is completed

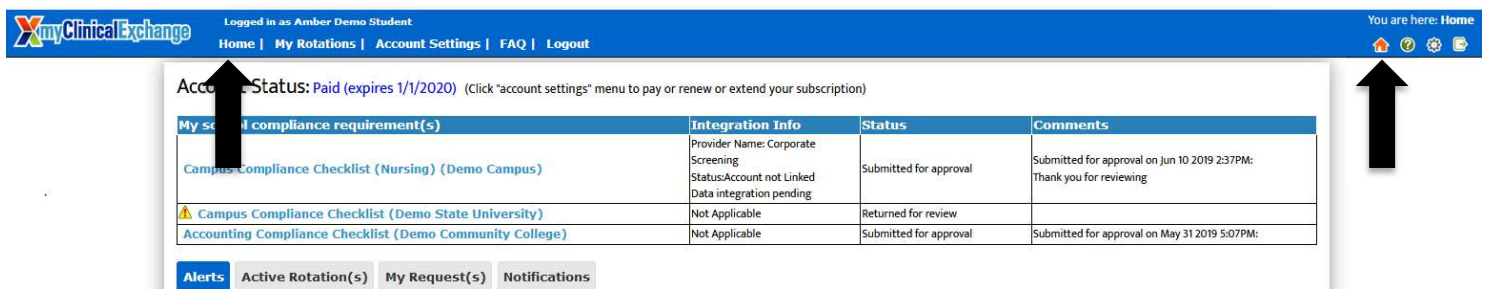
**OK**

9. Click **OK** to close the pop-up.
10. myClinicalExchange and Qualified First share information every 30 minutes. It may take up to thirty minutes for the information you have on file with Qualified First to populate in myClinicalExchange.
  - a. Qualified First will **ONLY** share information they have reviewed and approved. They will **NOT** send myClinicalExchange compliance data which they have not yet approved **OR** information they have rejected.

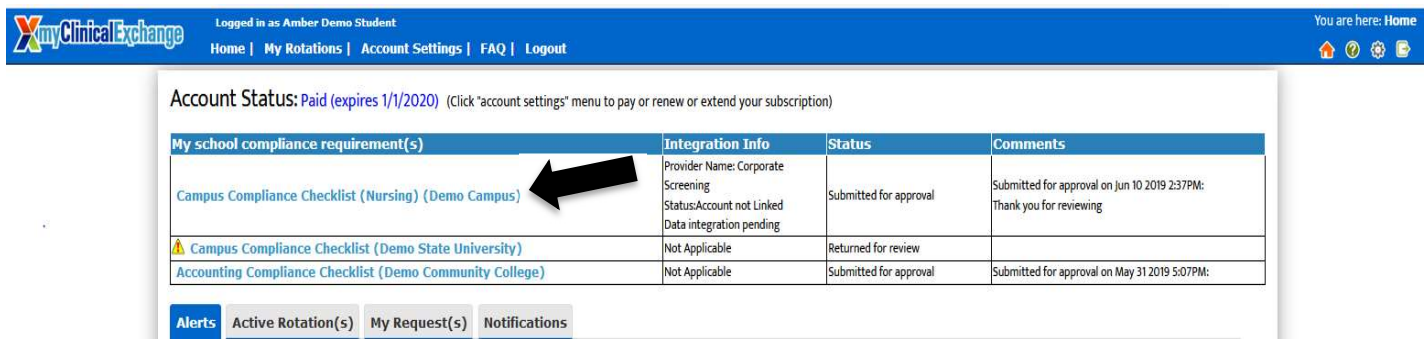
11. Once mCE receives the approved documentation from Qualified First, you'll receive a confirmation email from myClinicalExchange (example below).



11. To review the documentation that Qualified First has sent to myClinicalExchange, click the **Home** link in the upper left OR right corner (black arrows).



12. On your Home Page, look at the upper left side for your school's checklist. Click the linked checklist name.



13. Any information that myClinicalExchange has pulled from Qualified First will appear in the checklist.

- This information is automatically saved against your mCE profile. You do not need to edit these items or click the "Submit for Approval" button.

*This space left intentionally blank. Continue to the next page.*

Highlighted requirement(s) indicate action required.

## Nursing ADN Compliance Checklist (Central Oregon Community

Item	Present Value
<b>General</b>	
<b>Negative Background Check</b> Specify the date the background check was completed	09/12/2019 <a href="#">Background Report.pdf</a>
<b>Negative Drug Screen</b> Specify the date completed and the panel in the comments section	09/12/2019 <a href="#">Drug Screen.pdf</a>
<b>Photograph</b> Please upload Passport Photo for your Student ID Badge. Enter "Yes" in the value column after you upload your photograph. Upload file must be in .jpeg format, with a blue/grey background. Follow the same requirements as a passport photo. No glamour shot. No hats or sunglasses in photograph.	Y
<b>Immunizations</b>	
<b>TB PPD/X-ray</b> Tuberculin skin test within the past 12 months or documentation as a previous positive reactor or negative x-ray. Please enter the expiration date in the value column.	08/28/2020 Skin Test:8/28/2019;Skin Test:11/27/2018; <a href="#">Tuberculosis.pdf</a>
<b>MMR</b> Proof of Mumps, Rubella and Rubeola immunity by positive antibody titers or 2 doses of MMR. Please enter the date in the value column.	09/05/2019 MMR Measles:6/13/2017;MMR Mumps:4/15/2019;MMR Rubella:3/30/2018; <a href="#">MMR (Measles-Mumps-Rubella).pdf</a>

14. Please take note of the following:

- The "Present Value" column will display the data and a link to the document of proof (if any) that we have received from Qualified First. This information is viewable by your School and any Hospital where you are scheduled for a rotation.
- myClinicalExchange will highlight in yellow any incomplete items. Please see the FAQ's below on how to update requirements that highlighted yellow.

## What do I do if...?

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

mCE completes a sync with Verified Credentials every 30 minutes. If you have just updated your Qualified First Profile, please wait for 30-minutes for that information to populate into your myClinicalExchange account. If it has been more than 30 minutes, email [support@myclinicaexchange.com](mailto:support@myclinicaexchange.com).

Please also note that the sync will ONLY pull information which Qualified First has cleared/approved. If Qualified First has not reviewed your new items OR if they have denied/rejected your new compliance items, then the information will not populate into myClinicalExchange.

### What if I don't receive my one-time passcode (OTP)?

Please contact Verified Credentials at [clientservices@verifiedcredentials.com](mailto:clientservices@verifiedcredentials.com) or call 800.938.6090. Your one-time passcode is configured with Qualified First directly.

### **What if I entered my one-time passcode (OTP), but it didn't work?**

Please check the numbers again and re-try. If you still cannot get the passcode to work, contact Qualified First directly at [clientservices@verifiedcredentials.com](mailto:clientservices@verifiedcredentials.com) or call 800.938.6090.

### **What if I linked my Qualified First account to the wrong mCE account OR I linked someone else's Qualified First account to my mCE account?**

Please contact Qualified First immediately and ask them to unlink your account. Once the account is unlinked, please re-attempt the link up with the correct mce and Qualified First account using the steps above.

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

That means mCE regards the item as incomplete. There can be a few reasons for this so please check the below options carefully:

- 1.) The requirement in mCE is missing information. You'll know because that "Present" value column is blank OR a date is missing OR a document of proof is missing.
- 2.) The item in mCE has information in the cell, BUT the requirement has expired already.

IF the information is tracked in Qualified First, please check your Qualified First profile and confirm that you have completed all items. Once QUALIFIED FIRST has reviewed and approved the items, the information will populate into myClinicalExchange. Remember mCE will NOT pull incomplete or unverified requirements from Verified Credentials.

IF the information is NOT tracked in Qualified First, it may be that the flagged/highlighted requirement is something specific to myClinicalExchange. Please check in with your University Coordinator. They will either request that you update the information in mCE directly and submit the checklist for approval, OR they may enter the information into mCE on your behalf. If the school requests you to update your mCE checklist directly, check out our YouTube video here: <https://www.youtube.com/watch?v=hKkRbxdFbzI> for further instructions.

### **What if I need to contact Qualified First or mCE directly?**

myClinicalExchange can be reached:  
Monday through Friday, 7 AM until 5 PM (MST)  
303-300-1024

We can also be reached via email at:  
[support@myclinicaexchange.com](mailto:support@myclinicaexchange.com)

Verified Credentials can be reached:  
Monday through Friday, 8 AM to 5 PM (CST)  
800-938-6090

We can also be reached via email at:  
[clientservices@verifiedcredentials.com](mailto:clientservices@verifiedcredentials.com)