



Adam Safeguard & Inquiry Systems, Inc.

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) now requires all healthcare students and interns have their identity verified and a criminal history search conducted prior to being allowed to participate in any cooperative educational program. In order to facilitate these requirements, NutraSourceDI has engaged Adam Safeguard to provide necessary service.

The fee for this service is \$31 includes a Social Security Trace, Statewide Criminal History Search for your resident state (Court Fee + NJ Sales Tax Additional), a national criminal history search, National Sex Offender Search and a Medical Sanction Search.

You will also be required to complete the following services as well and they will be automatically included in your Order:

- 13 Panel Urine Drug Screening \$59 + NJ Sales Tax
- Compliance Tracking System \$30 + NJ Sales Tax
 - NutriSourceDI will cover the cost for your Compliance Tracking requirement and the fee for same will not be included in your total due

INSTRUCTIONS:

- Go to www.adamsafeguardstudents.com
- Click on “Order Student Background”
 - You will be required to enter School Code: nsdip
 - Complete personal identifiers, payment information & electronically sign the Release.
 - At the end of the process, you will receive an Order Number. Please retain this number for use if you have the need to contact Adam Safeguard.

Be sure to include newupdate_automail@adamsafeguard.com in your address book so the completed background report will not go into your spam mail.

PLEASE NOTE:

- The charges on your credit card will reflect the name **Adam Safeguard**.
- For those not utilizing a credit card you should complete the form, print it and send it with your money order to: Adam Safeguard, 1187 Washington Street – Suite #2, Toms River, NJ 08754.

Depending on your residential location, completion timeframes will vary. We ask that you do not contact Adam Safeguard with inquiries regarding completion of criminal history searches before five business days. Unfortunately, we cannot inquire the status of these reports, nor can we expedite them in any way. If you need to contact Adam Safeguard, please call us at (732) 506-6100.

Although we are approved by NutraSourceDI, you are Adam Safeguard’s client. You are entitled to:

- Our support
- Or best service
- As many copies of your profile as you require at no additional cost
- Additional information to be provided on how to correct discrepancies
 - If a discrepancy is located in your criminal history search, Adam will provide you with the necessary information regarding correct procedure on how to correct, admit, deny or dispute the claim(s).
 - If a discrepancy is found in your Social Security Trace, we will provide you with the necessary information on how to identify and correct possible fraudulent activity.



Frequently Asked Questions:

- Will my prior arrest, criminal history, conviction, etc. show up?
 - We do not know what arrests, convictions, etc. will show up until the searches have been run.
- How long does the search take?
 - It will vary based upon the Criminal History Search being provided based upon your resident location. Unfortunately, we cannot expedite this process and ask that you do not contact Adam Safeguard before five business days from date of order.
- What crimes/convictions/arrests will keep me out of the program?
 - The education and/or medical facilities will determine which applicants they will accept and deny based on the Background Report. Adam Safeguard does not have any authority to make these decisions.
- Who will have access to/see my report? My credit card number? My SS Number?
 - Adam Safeguard will have access to all three indicated above. The medical facility will have access to the reports, which will contain your SS Number.
- When/How will the school receive my report?
 - The education and/or medical facility will be directly linked to our system and they will be able to log in and view your report as soon as it is completed.
- What do I do if an arrest/conviction shows up on my report and it is not me?
 - Adam will provide you with information on how to dispute/deny/admit/correct any discrepancies in your criminal history. These are one page forms that can be found on our web site under “JCAHO Compliance”.
- What do I do if an address that isn't mine shows up on my Social Security Trace?
 - You may download a form from the web site listed above that will direct you on how to correct any discrepancies found in your Social Security Trace.