

## BACKGROUND STUDY INSTRUCTIONS

The background study and release of information forms must be completed each year in order to assign you to clinical facilities as part of your training in this program. Minnesota law requires that any person who provides services involving direct contact with patients and residents at hospitals, nursing homes and other health care facilities licensed by the Minnesota Department of Health, have a background study conducted by the State. The medical school has been authorized to initiate the background studies for our students as an alternative to each licensed facility requesting the studies. When requested, your background study information may be sent to clinical sites where you are placed during the coming year.

**NOTE:** If a student is disqualified from having direct patient contact, then that student may not be accepted for clinical placement at any licensed facility. If this disqualification is not set aside by the Commissioner of Health through a reconsideration process, that student will not be eligible for a degree from the medical school.

**GENERAL INSTRUCTIONS:** (This process will take only 5 minutes)

1. Please go to the following web site (copy and paste link into browser). If the link below comes back as an error please clean your cash and try again or copy and paste the link into a different browser.

<https://bqs.dhs.state.mn.us/>

2. The facility ID is 900125
3. The user ID is MS2011
4. The password is ms2011

**DO NOT CHANGE THIS PASSWORD!**

5. Click on Create a Background Study Request
6. Read the Privacy Notice and click on next tab at the bottom of the page
7. Fill in the information and click on next tab until there are no more tabs
8. If you do not have a MN drivers license leave it blank
9. For city, type the first letter two letters of your hometown (St for St. Paul) and wait for a drop box of towns to appear. This works only for Minnesota cities. If you are having problems at this point and are using a Mac, you may need to use a PC.
10. Click on Create Study to finish.
11. E-mail Heather Peterson at [peter909@umn.edu](mailto:peter909@umn.edu) if you have any problems

Results of the background study will be sent to you at the address you have indicated and to the medical school.

**You are required to keep your copy for your records.**