Thomas Jefferson University
Medical Laboratory Science and Biotechnology Complio User Guide

Go to thomasjeffersoncompliance.com and create your account.

Complio will send you an activation email, please click on this email to activate your account. If you do not click on this link, you will not be able to continue.

Select Jefferson University Health Professions; Medical Laboratory Science and Biotechnology; Bachelor or Masters and then Load Packages. You will see several different packages listed, please refer to your school if you’re unsure of which package you need to order. American DataBank does not know which package you need.

*PLEASE NOTE: American DataBank does not know what package you need and will refer you back to your school if you are unsure. Please verify with them before ordering. Please review our refund policy if you have any questions.

Clicking this box means you know you’ll need to check your email for the PA Child Abuse Registry Instructions.
Return to your Home page, where you will see the list of requirements listed.

Click “Enter Requirements” to the right side and indicate which required items you are submitting. You will see what is required to become compliant for each category as soon as you click “Enter Requirements”.

Choose the documents from your computer to upload. If you’ve already uploaded a document once, you can select it from the Document drop down in each category. Simply choose the file you wish to associate to the item.

You may need to submit multiple items for a single compliance category. You may also assign the same document to multiple items.

Enter the details required for each item – date, results, etc.

Documents are reviewed within 1-3 business days. Be sure to submit documents at least 3 business days prior to any deadline you have.

Don’t forget to click “Submit”!

You might need to submit more than one item for each category. You can associate the same document to more than one item in each category. In this example I would want to associate my document to each titer – Measles, Mumps, and Rubella. I then need to add my result and my date for each titer as well.

I need to associate this document to all titers!
To add the same document, just click the document drop down next time you choose a requirement.
Once you have submitted your documentation for review, the red X on the left side of your home screen will become a yellow exclamation point. A yellow exclamation point indicates your document is pending review.

American DataBank will review your documents to ensure they meet your school’s standards. Your school will then also review the document and mark it appropriately.

Once American DataBank reviews your documents, the category will either have a green check mark or a red X next to the category.

A green check mark means the category is compliant.

A red X means the category is not compliant.

If your document doesn’t meet the requirements, you will receive a notification from Complio with an explanation.

Your account will show all green check marks once you are fully compliant.
©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your compliance status.

Email: Complio@americandatabank.com

Phone: 800-200-0853
Live Service: 7am-6pm MT M-F; 8am-4pm MT Sa

Address: 110 16th Street
Suite 800
Denver, CO 80202