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## Radiology Staff Meeting – 3/26/2026

Time: 12:00p

Location: Zoom

Meeting called by	Rendy Petrin, Program Director	Attendees: Rendy Petrin Program Director, Coleen Kubetschek Clinical Coordinator  Please read: Agenda
Type of meeting	Radiology Team Meeting	
Facilitator	Complio Training Staff	
Note taker	Rendy Petrin, Program Director	

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### Agenda Items

	Presenter	Time allotted
1. Complio Software Training	Complio	60 min

#### Discussion

1. **Complio Training:** In lieu of the regular staff meeting agenda, this time was used to participate in a Zoom training session for the new Complio software. Complio is the software we are transitioning to from CastleBranch for student background checks, fingerprinting, and drug screening. The vendor hosted the session and reviewed the following:

- a. Splash page at <http://fswcompliance.com/> for the FSW login
- b. New student users creating an account should use Google Chrome or Firefox for the best experience
- c. Once account is made, an email link will be sent to activate the account
- d. On the “Create Order” page the student will click on “Load Packages” which they can choose their specific required package
- e. The “Order Review” page will show them their total cost

Once the account is made and package purchased, the student will be directed to the dashboard

- a. Use the “Get Started” tab for a user tutorial
- b. “Order History” tab shows all the packages they have ordered
- c. “Message Center” tab is for communication
- d. “Report” tab shows a snapshot of current compliance and makes a report
- e. “Upload Documents” tab on the upper right menu along with “Place Order” links are available
- f. “Immunization Compliance” and “Background Screening” tabs are located in the middle upper section
- g. Clicking on “E-drug Form” provides the authorization form that the student will take with them to get the necessary lab or fingerprinting in case they lose the original one sent to them in an email

Next the Admin Dashboard was reviewed

- a. You can bookmark areas or reports that you use most often by clicking on the star icon next to them
- b. There is a “My Recent Messages” with a video tutorial on the right
- c. The upper right tabs include:
  - a. Communication
  - b. Orders
  - c. Approvals
  - d. Services
  - e. People and Places
  - f. Reports
  - g. Placement matching

Meeting adjourned at 1:05pm