



NC DEPARTMENT OF **HEALTH AND HUMAN SERVICES**

Using Reference Information

Provider User Guide
Version 01
June 2018

Contents

| | |
|---|---|
| Introduction..... | 3 |
| Searching for Fingerprint Locations | 3 |
| Searching for Registry Contacts | 4 |

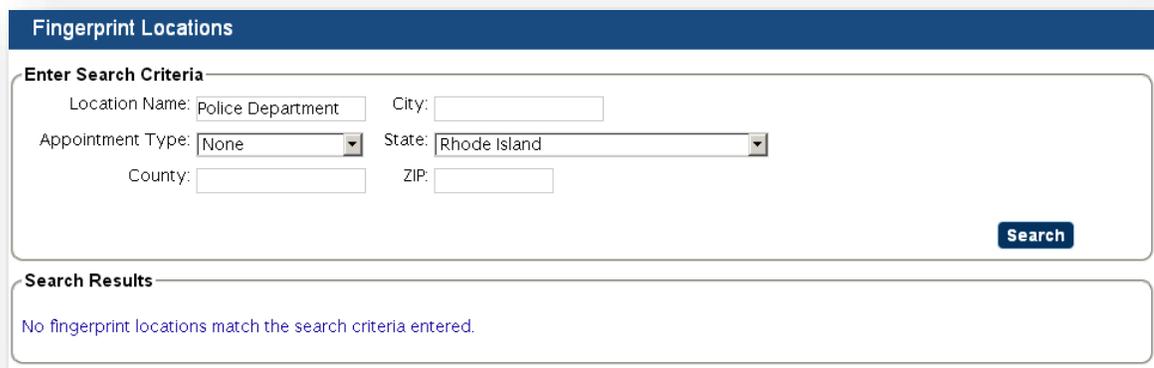
Introduction

From the **Reference** screen, you may search the NC DHHS ABCMS for fingerprint locations or registry contact information.

Searching for Fingerprint Locations

If you need to look up fingerprint location information:

1. Go to **Reference > Fingerprint Locations** on the navigation bar. The **Fingerprint Locations** screen appears.



Fingerprint Locations

Enter Search Criteria

Location Name: City:

Appointment Type: State:

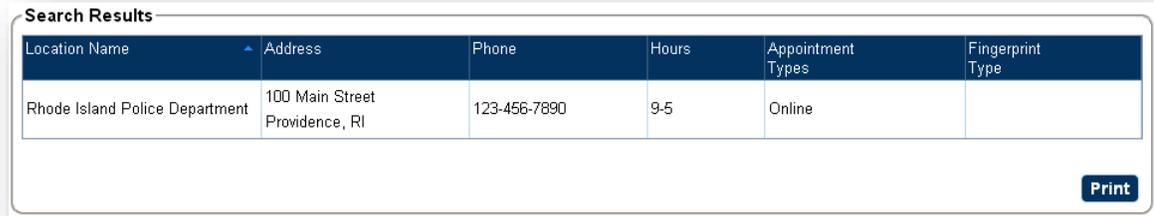
County: ZIP:

Search

Search Results

No fingerprint locations match the search criteria entered.

2. To filter the list of fingerprint locations by a particular location (for example, county), or to find a specific fingerprint location, enter your search criteria and then click **Search**. **Search Results** display. Click **Print** to print your search results.



Search Results

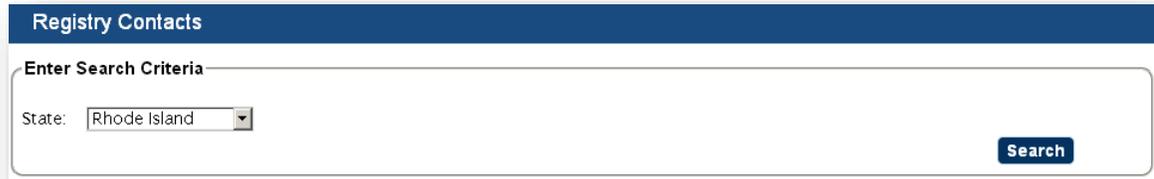
| Location Name | Address | Phone | Hours | Appointment Types | Fingerprint Type |
|--------------------------------|-----------------------------------|--------------|-------|-------------------|------------------|
| Rhode Island Police Department | 100 Main Street Providence, RI | 123-456-7890 | 9-5 | Online | |

Print

Searching for Registry Contacts

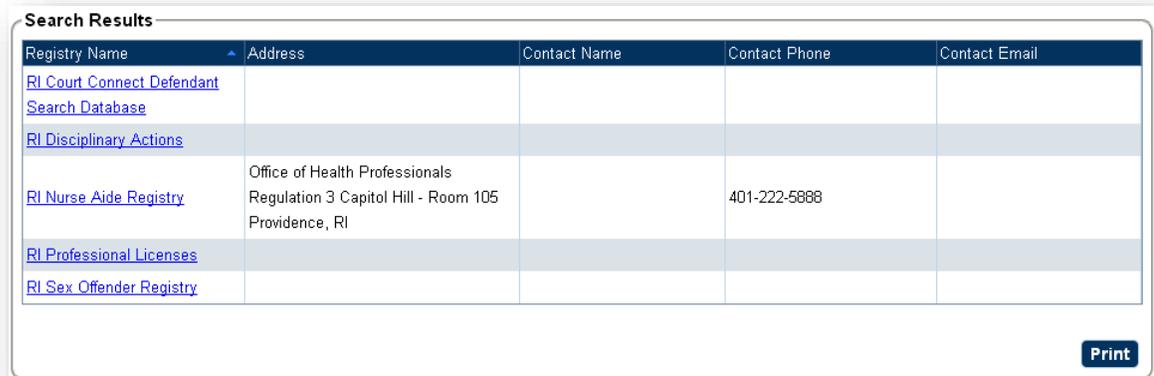
To search for registry contact information in the BCS:

1. Go to **Reference > Registry Contacts** on the navigation bar. The **Registry Contacts** screen appears.



The screenshot shows a web interface titled "Registry Contacts". Below the title is a section labeled "Enter Search Criteria". Inside this section, there is a "State:" label followed by a dropdown menu currently set to "Rhode Island". To the right of the dropdown is a blue "Search" button.

2. From the search criteria drop down, select the state associated with the registry you are interested in. (Note that you can also chose "Federal" from the drop-down list if you are interested in contact information for a Federal registry.) All registries that the system contains for the selected state will appear. If contact information is available in the database for the registry, it will appear in the search results. Click **Print** to print the search results.



The screenshot shows a table titled "Search Results" with five columns: Registry Name, Address, Contact Name, Contact Phone, and Contact Email. The table contains five rows of data, each with a blue link in the Registry Name column. A blue "Print" button is located at the bottom right of the table.

| Registry Name | Address | Contact Name | Contact Phone | Contact Email |
|--|--|--------------|---------------|---------------|
| RI Court Connect Defendant Search Database | | | | |
| RI Disciplinary Actions | | | | |
| RI Nurse Aide Registry | Office of Health Professionals Regulation 3 Capitol Hill - Room 105 Providence, RI | | 401-222-5888 | |
| RI Professional Licenses | | | | |
| RI Sex Offender Registry | | | | |