OccuDx Medical Applicant Processing

System (MAPS) Instructions

- Navigate to the Medical Services Applicant Processing Portal via this link: https://occudx.com/maps/ HYPERLINK "https://occudx.com/maps/"

- Type in the name of the school system (CPCC) in the white text box titled "Organization" select CPCC-EMT and click the Get Started button.

- The default service (Background Investigation) will automatically be selected based on your program.

- Enter your information. All fields with an * denote a response is required. A check mark will also automatically appear for billing address, denoting it is the same as your personal address. If this is not the case, uncheck the box.

- 4(b). If the check is removed from the same as above section under Billing Information, you will need to include the appropriate Billing Address fields.

- Click the black Continue button.

- In the "Choose your clinic" section click on the white box titled "Background Investigation Bureau". Your selection will now have an orange border around it.

- Click the black Continue button.

- A notice will appear that you are being re-directed to an external payment portal. Select the orange Continue button.

- Enter appropriate Credit Card information into the payment fields.

- Click the black Submit Securely button.

Once Step 11 has been completed, your background investigation will have been submitted and will be reported directly back to CPCC. There are no other steps required of you at this time. A receipt of payment will be emailed upon completion. Any questions please call BIB at 704.439.3900 and ask for a Client Services Representative.