



CONNECTING SAFETY, HEALTH, AND WELLBEING – CHAPTER ONE

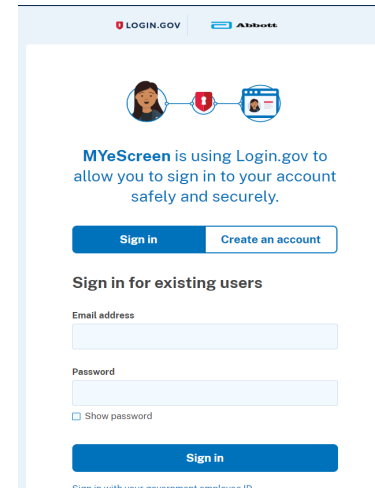
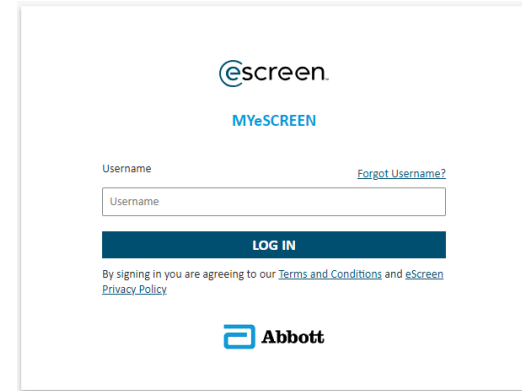
MyeScreen™ for Employers

11 | July | 23



Logging in to www.myescreen.com

- You will be asked to enter your username.
 - Your username is your government issued email.
- The system will then redirect you to Login.gov for authentication.
- Once in the login.gov environment you will authenticate via your preferred method of login.
 - Email and password
 - Cell phone number
 - PIV/CAC card
 - Authenticator application
- After authenticating in Login.gov the system will redirect back to your account on myescreen.com.



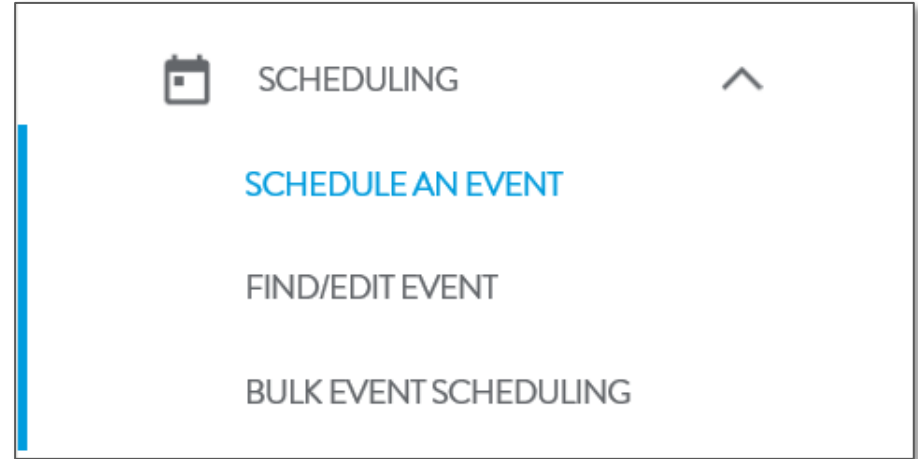
MYSCREEN FOR EMPLOYERS

Scheduling

Scheduling

SELECT – SCHEDULE AN EVENT

- Generates an eScreen ePassport® test scheduling document
 - The ePassport can be edited prior to it being scanned at the clinic
- You can also do bulk event scheduling



Scheduling

SCHEDULE AN EVENT

- Click **View All** to see a list of accounts
- Click on account name to schedule

Name:

Account: -

[SEARCH](#) [VIEW ALL](#)

| CLIENT NAME | ACCOUNT# | LOCATION |
|--|----------|-------------------|
| eScreen Scheduling Default | 100660-0 | OVERLAND PARK, KS |
| eScreen Training Default | 100660-1 | Overland Park, KS |

MYSCREEN FOR EMPLOYERS

Scheduling

(DOT/HHS) TESTING

- Choose test reason by marking the corresponding radio button
- For DOT/HHS testing, a regulation must be marked, **Regulation descriptions:**
 - FMCSA—Federal Motor Carrier Safety Admin/CDL License Holders
 - FAA—Federal Aviation Admin
 - FTA—Federal Transit Admin/Mass Transit
 - PHMSA—Pipeline and Hazardous Material Safety Admin
 - FRA—Federal Railroad Admin
 - USCG—US Coast Guard
 - HHS – Health & Human Services
- Then enter donor demographics
- Click **Next**

REASON FOR TEST - DRUG TESTING

- Pre-employment
- Random
- Post Accident
- Periodic Medical
- Promotion
- Return to Duty
- Diversion

TYPE OF TEST - DRUG TESTING

- DOT/FEDERAL TESTS
 - DOT urine collection for drug test
 - DOT Breath alcohol test
- Please select a Regulation
- FAA
 - FRA
 - HHS
 - USCG
 - FMCSA
 - FTA
 - PHMSA

DONOR

* Indicates Required Field

| | |
|--|--|
| First Name* | Day Phone |
| <input type="text"/> | (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/> |
| Middle Name | Evening Phone |
| <input type="text"/> | (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/> |
| Last Name* | Email Address |
| <input type="text"/> | <input type="text"/> |
| Social Security Number | Donor ID |
| <input type="text"/> - <input type="text"/> - <input type="text"/> | <input type="text"/> None <input type="button" value="v"/> |

Scheduling

SEARCHING FOR A CLINIC

- Search by city, state, distance, or postal code
- Click **Search** to view clinics that provide services
 - Click on ‘Show Details’ to view clinic address, phone, hours of operation and attributes.
 - Click the clinic name on chosen clinic

SELECT CLINIC

BACK

Address City State/Province

Postal Code Distance Miles

SEARCH SHOW DEFAULT CLINICS

MedExpress-Midlothian Hide Details

💰 Drug: In Network Tier 1

✓ Drug: Electronic Chain, eReader

📍 2 mile from center | 🚶 Walk-In allowed

| | | |
|--|---|---|
| Address 11603 Midlothian Turnpike, Midlothian, VA, 23113 | Hours Mon: Closed Tues: 8:00 AM - 8:00 PM Wed: 8:00 AM - 8:00 PM Thur: 8:00 AM - 8:00 PM Fri: 8:00 AM - 8:00 PM Sat: Closed Sun: Closed | Clinic Attributes <ul style="list-style-type: none">• Has eScreen 123• Observed Collections• Physicals Performed by MD/DO• Physicals Performed by NP/PA• Workers' Comp |
|--|---|---|

Phone
804-378-3739

Scheduling

SEARCHING FOR A CLINIC

- If no clinic is displayed in your initial search please select the Request Follow-up option in the upper right corner. This will then place the request with our scheduling team to locate a clinic, ship a paper ccf and contact the donor
- This option was previously referred to as a Pembroke Scheduled event.

SELECT CLINIC

[BACK](#) [REQUEST FOLLOW-UP](#)

Address City State/Province

Postal Code Distance Miles

[SEARCH](#) [SHOW DEFAULT CLINICS](#)

DOI - IBC Collection Room [Show Details](#)









📍 Drug: Client Installed

✔ Drug: Electronic Chain, eReader

📍 0 mile from center | 🚶 Walk-In allowed

Scheduling- Clinic Classifications

KEY CODES

| | |
|---|--|
|  | Equipped with eReader electronic screening system. Donor is only required to bring the ePassport for non-DOT drug test. |
|  | Same as Installed but at a slightly higher cost. |
|  | Contracted to do lab based collections only. Donor is required to bring ePassport and a COC form for both non-DOT and DOT drug tests. |
|  | Software-only clinics, Quest and LabCorp Patient Service Center (PSC). Drug testing on an eCCF, lab-based only (no instant testing). |
|  | Not contracted and out of network pricing. Donor is required to bring ePassport and a COC form for both non-DOT and DOT drug tests. |
|  | Same as Installed, but out-of-network pricing. |
|  | All of the above classifications refer to drug testing only. The Health-eScreen classifications is either in-network or out of network. The clinic search screen includes a column for Health eScreen Tier and will list is as either "IN" or "OUT". |
|  | Clinic can do electronic DOT/NDOT physicals or paper ones. Same rules apply as for Health-eScreen. |

Scheduling

- **Configuration:** Defaults on every account (start time is current time)
- **Hours type:** Determines the time the donor has to take test, ex: 2 business days
 - “Donor is allowed to take test up to 7 days after the test time has expired” means the donor has an additional 7 actual days to take the test. (This info is not printed on the ePassport® test scheduling document)
 - “Do not display expiration time on the ePassport document”, means “Proceed immediately to the clinic”
- **Notifications:** Set up notifications to send to employer regarding scheduled test
 - More than one email address can be entered at a time
- **Scheduler contact information:** Pre-populates the name of the scheduler
 - Additional notes are optional
- Click **Confirm Scheduled Event.** (This page can be pre-populated)

SETTINGS INFORMATION

By pressing "Confirm Scheduled Event", you are scheduling this event. BACK CONFIRM SCHEDULED EVENT

CONFIGURATION

- Immediate (Start time is current time.)
- Future (Start time must be specified.)

HOURS TYPE:

Immediate

Donor has Business Days (CT) to complete test.

- Donor is allowed to take test up to 7 days after the test time has expired.
- Do not display expiration time on the ePassport.

NOTIFICATIONS:

- Send Email when donor has completed the event.
- Send Email if the donor fails to take test by the event time.
- Send Email notification 4 hours before scheduled event expires.

Email Address:

Notes: To email multiple recipients, separate email addresses with a semi colon.

SCHEDULER CONTACT INFO

Please enter the contact information in case the donor has questions.

Contact First Name

Contact Last Name

Contact Phone

() - Ext.

- Observed collection requested (where permitted by law)

ADDITIONAL NOTES FOR ePASSPORT

During the COVID 19 pandemic, we recommend wearing masks when visiting a clinic for services. If you have questions regarding measures being taken at the facility, please call the clinic.

Scheduling

PRINTING THE EPASSPORT® TEST SCHEDULING DOCUMENT

- The ePassport® test scheduling document can be emailed to multiple people or printed and handed to the donor.
- After you have chosen which option, click **Done**.

ePASSPORT NOTIFICATION OPTIONS


Email:


Note: To email multiple recipients, separate email addresses with a semicolon.

Would you like to send this ePassport via text message?
Note: If you select the option to text the ePassport to the participant, the participant will receive a text message instructing them to click a link to open their ePassport.

SEND

ePassport®
Test Scheduling Document

Scan this barcode into eScreen123®

AI41637094LZ

 Instructions for John Doe

This order must be completed by:
1/20/2021 4:13 PM (CT)

Note: Completion time displayed does not mean that the service provider is open until the time shown.

Please proceed to the following location:
Test Clinic
1234 Street
City, State Zip

Phone: 123-456-7890 Fax: 123-456-7890

Note: Please call service provider for operational hours and to schedule an appointment or visit the service provider's website for hours of operation.

Additional Notes: During the COVID 19 pandemic, we recommend wearing masks when visiting a clinic for services. If you have questions regarding measures being taken at the facility, please call the clinic.

- You are required to take a photo ID, this ePassport, and all documents with which it printed.
- If you are under 18, a parent or legal guardian may be required in order for services to be performed. Verify with the service provider before arriving.
- DON'T FORGET to complete your health history online form before you arrive for your physical by visiting <https://www.escreengo.com/HealthHistory>

Instructions for Service Provider

Providers with eScreen123 must scan ePassport into eScreen123. Use eScreen Scheduled Event Account.


Bill services to: eScreen, Inc., PO Box 25902, Overland Park, KS 66225

Account: 100660-1
eScreen Training Default
Account Type: National Account

Participant ID:

Regulation: NON-DOT
Reason for Test: Pre-employment
Services(1): 1. Urine Collection - 35105N - QD
- 5 panel NDOT STANDARD (35105N)

Reason for Service: New Certification
Services(1): 1. Non-DOT Physical

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Find/Edit A Scheduled Event

FIND/EDIT EVENT

- Click on **Scheduling**
- Click on **Find/Edit Event**
- Enter the last name, SSN or the confirmation # (AI# on ePassport) **Click Search**
- When donor name appears, click on the name

SCHEDULED EVENTS

| | |
|---|--|
| First Name: <input type="text" value="John"/> | Last Name: <input type="text" value="Doe"/> |
| SSN: <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> | Donor ID: <input type="text"/> |
| Confirmation #: <input type="text"/> | Barcode #: <input type="text"/> |
| Start Date: <input type="text" value="12"/> / <input type="text" value="17"/> / <input type="text" value="2020"/> - <input type="text" value="2"/> / <input type="text" value="17"/> / <input type="text" value="2021"/> | End Date: <input type="text"/> / <input type="text"/> / <input type="text"/> - <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Account: <input type="text" value=""/> - <input type="text" value=""/> | Filter Status by: <input type="text" value="All"/> <input type="button" value="v"/> |

| NAME | CONFIRMATION # | TEST | STATUS | CLINIC NAME | START DATE TIME | END DATE TIME |
|---------------------------|----------------|--------------------|-----------|-------------|--------------------------|--------------------------|
| Doe, John | AI41637094LZ | Non-DOT Physical | Scheduled | Aculus | 1/17/2021 4:13:35 PM CST | 1/20/2021 4:13:00 PM CST |
| | | NON-DOT Collection | Scheduled | | 1/17/2021 4:13:35 PM CST | |

Find/Edit A Scheduled Event

SCHEDULED EVENT INFORMATION

- **Edit event:** complete all steps and click **Confirm Scheduled Event** for changes to occur.
- **Reprint:** the ePassport test scheduling document
- **Copy event:** rapid scheduling for the same services for multiple employees.
- **Cancel event**

EVENT DETAILS

| | |
|--|---|
| Client: eScreen Training Default | Clinic: Aetna |
| Donor Name: JohnDoe | Clinic Type: Initiated Health-sScreen - IN |
| Social Security Number: 123-45-6789 | Clinic Address: 6094 College Blvd Overland Park, KS 66211 |
| Donor ID: | Clinic Phone #: 913-340-9900 |
| Date Of Birth: 11/11/1999 MM/DD/YYYY | Start Date: 1/17/2021 MM/DD/YYYY 04:13 PM (CT) |
| Day Phone: 816-555-1234 | Expiration Date: 1/20/2021 MM/DD/YYYY 04:13 PM (CT) |
| Eventing Phone: | |
| Cost Center / Job Code: | |

SCHEDULED SERVICE/STATUS:

Non-DOT
Reason for Drug Test:
Pre-employment
NON DOT urine collection
Scheduled
Panel ID:
35105N
Panel Description:
QD - 5 panel NDOT STANDARD (35105N)

SCHEDULED TEST/STATUS:

Reason for Medical Service:
New Certification
Non-DOT Physical
Scheduled

CONFIGURATION:

Do not display expiration time on the ePassport.
 Donor is allowed to take test up to 7 days after the test time has expired.

Notifications:
 Send email When Donor has completed the event.
 Send Email if the donor fails to take the test by the event time.
 Send Email notification 4 hours before scheduled event expires.

E-MAIL ADDRESS:

Observed collection requested (where permitted by law)

ADDITIONAL NOTES FOR EPASSPORT:

During the COVID-19 pandemic, we recommend wearing masks when visiting a clinic for services. If you have questions regarding measures being taken at the facility, please call the clinic.

COPY EVENT **BACK TO SEARCH** **EDIT SCHEDULED EVENT** **REPRINT EPASSPORT** **CANCEL EVENT** **DONE**

MYESCREEN FOR EMPLOYERS

Bulk Event Scheduling

Bulk Event Scheduling

This feature allows scheduling of multiple individuals for employment screening events with similar parameters.

- Ideal for large on-boarding projects
- The sample template is only template accepted for bulk scheduling
- It is not necessary to complete all of the columns on the template
 - Only complete fields required by your organization.

UPLOAD A DOCUMENT - ESCREEN TRAINING DEFAULT

[BACK](#) [VIEW DOCUMENTS](#)

UPLOAD SPREADSHEET

This feature will allow the user to schedule multiple individuals for employment screening events with same or similar parameters. This is ideal for larger on-boarding projects.

If you have already created a spreadsheet from the sample template below, click on "Browse" to locate your spreadsheet. Document must be .csv format.

[Browse...](#)

First Row Contains Headings

Document Title (optional)

The Document Title field provides an opportunity to name this spreadsheet for your reference purposes.

[UPLOAD](#)

DOWNLOAD SPREADSHEET TEMPLATE

If you have not created a spreadsheet, please click on "Download" to download the sample template.

[DOWNLOAD](#)

This sample template is the only template accepted for bulk scheduling. It is not necessary to complete all of the columns on the spreadsheet, but if your company requires certain fields, you will be required to enter these when scheduling the event. If your company does not use a field, for example "donor id" you may leave this field blank on your spreadsheet.

Bulk Event Scheduling

SAMPLE TEMPLATE

- Click **Browse**
- Mark the box titled **First Row Contains Headings**
- Click **Upload**
- Click **View Documents**
- Click **Schedule**

UPLOADED DOCUMENTS - ESCREEN TRAINING DEFAULT

BACK

SEARCH SPREADSHEETS

To schedule events for the donors from a spreadsheet, select "Schedule" for the event you would like to begin.

Search for or view a document uploaded within the timeframe below.

Start Date

End Date

View Only Documents with outstanding donors to be scheduled

SEARCH

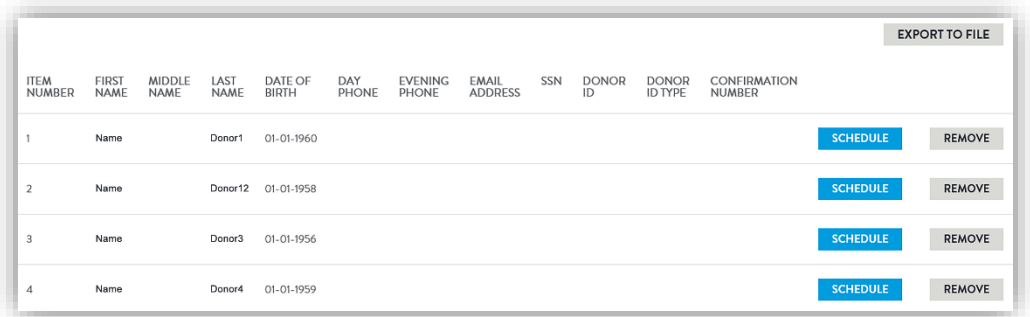
| DATE AND TIME | TITLE |
|------------------------|--|
| 01/17/2021 16:34:58 | SCHEDULE |

| A | B | C | D | E | F | G | H | I | J |
|---------|---------|---------|-------------|--------------|---------------|------------------|-------------------|----------|---------------|
| F. Name | M. Name | L. Name | Date of Bir | Day Phone | Evening Phone | Email Address | SSN (xxx-xx-xxxx) | Donor ID | Donor ID Type |
| Name | | Donor 1 | 1/1/1960 | 913-555-1212 | | Donor1@email.com | 111-11-1111 | | |
| Name | | Donor 2 | 1/1/1958 | 913-555-1212 | | Donor2@email.com | 222-222-2222 | | |
| Name | | Donor 3 | 1/1/1956 | 913-555-1212 | | Donor3@email.com | 333-33-333 | | |
| Name | | Donor 4 | 1/1/1959 | 913-555-1212 | | Donor4@email.com | 444-44-4444 | | |
| Name | | Donor 5 | 1/1/1961 | 9135551212 | | Donor5@email.com | 555-55-55555 | | |
| Name | | Donor 6 | 1/1/1962 | 913-555-1212 | | Donor6@email.com | | | 1234 emp id |
| Name | | Donor 7 | | | | | | | |

Bulk Event Scheduling

UPLOADED DOCUMENT

- Only complete the fields required by your organization
- Complete the event for the first donor. The remaining donors will have the same information copied to their events.
- Confirmation number will be displayed once scheduling is complete
- Click **Schedule** and donor information will pre-populate
- Choose reason for test and type of test
- Choose the clinic and determine number of days to complete the test
- Click **Confirm Scheduled Event**.



The screenshot displays a table with the following columns: ITEM NUMBER, FIRST NAME, MIDDLE NAME, LAST NAME, DATE OF BIRTH, DAY PHONE, EVENING PHONE, EMAIL ADDRESS, SSN, DONOR ID, DONOR ID TYPE, and CONFIRMATION NUMBER. An 'EXPORT TO FILE' button is located in the top right corner. The table contains four rows of data, each with a 'SCHEDULE' button and a 'REMOVE' button.

| ITEM NUMBER | FIRST NAME | MIDDLE NAME | LAST NAME | DATE OF BIRTH | DAY PHONE | EVENING PHONE | EMAIL ADDRESS | SSN | DONOR ID | DONOR ID TYPE | CONFIRMATION NUMBER | |
|-------------|------------|-------------|-----------|---------------|-----------|---------------|---------------|-----|----------|---------------|---------------------|---|
| 1 | Name | | Donor1 | 01-01-1960 | | | | | | | | SCHEDULE REMOVE |
| 2 | Name | | Donor12 | 01-01-1958 | | | | | | | | SCHEDULE REMOVE |
| 3 | Name | | Donor3 | 01-01-1956 | | | | | | | | SCHEDULE REMOVE |
| 4 | Name | | Donor4 | 01-01-1959 | | | | | | | | SCHEDULE REMOVE |

Bulk Event Scheduling

PRINT THE EPASSPORT TEST SCHEDULING DOCUMENT

- Print or email the ePassport scheduling document
- Click Next Event located at top of page
- Schedule next person on the list

PRINT ePASSPORT

ePASSPORT NOTIFICATION OPTIONS

Email:

Note: To email multiple recipients, separate email addresses with a semicolon.

Would you like to send this ePassport via text message?
Note: If you select the option to text the ePassport to the participant, the participant will receive a text message instructing them to click a link to open their ePassport.

[SEND](#)

INSTRUCTIONS

Option 1: Print out this sheet and send with the participant to the clinic.

Option 2: Email the ePassport to the participant.

[NEXT EVENT](#)
[DONE](#)

[EXPORT TO FILE](#)

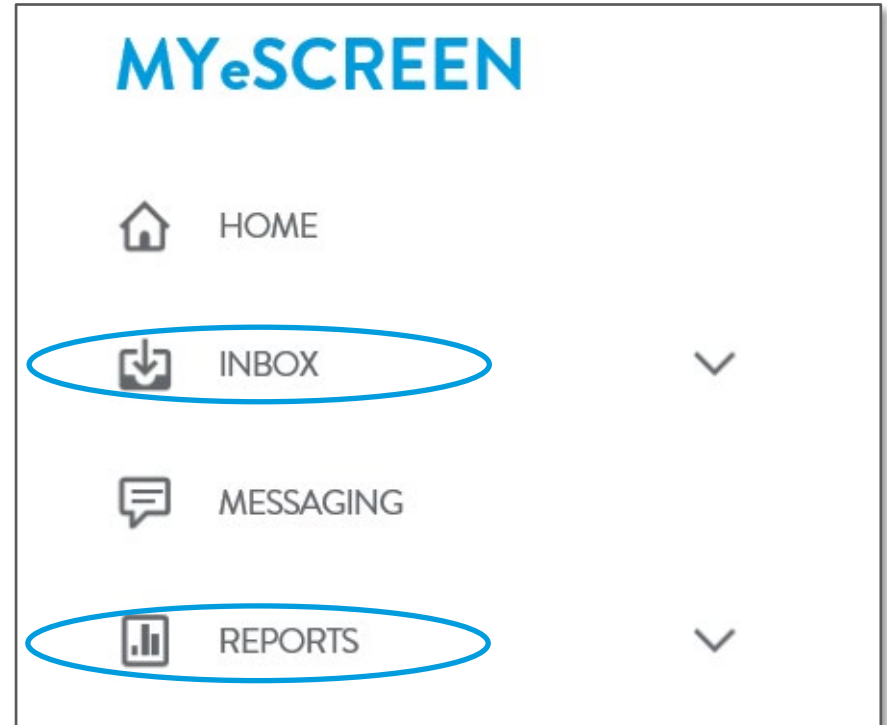
| ITEM NUMBER | FIRST NAME | MIDDLE NAME | LAST NAME | DATE OF BIRTH | DAY PHONE | EVENING PHONE | EMAIL ADDRESS | SSN | DONOR ID | DONOR ID TYPE | CONFIRMATION NUMBER | | |
|-------------|------------|-------------|-----------|---------------|-----------|---------------|---------------|-----|----------|---------------|---------------------|---|---|
| 1 | Name | | Donor1 | 01-01-1960 | | | | | | | Al41637997Q | SCHEDULE | REMOVE |
| 2 | Name | | Donor12 | 01-01-1958 | | | | | | | | SCHEDULE | REMOVE |
| 3 | Name | | Donor3 | 01-01-1956 | | | | | | | | SCHEDULE | REMOVE |
| 4 | Name | | Donor4 | 01-01-1959 | | | | | | | | SCHEDULE | REMOVE |

MYESCREEN FOR EMPLOYERS

Results

Results

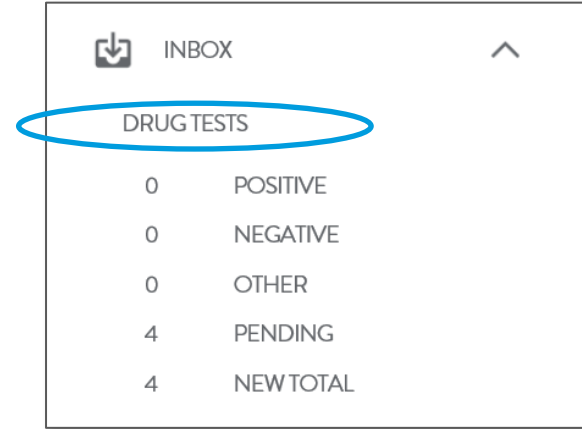
The most current results can be located by clicking on **Inbox**. If a result is not in the Inbox, look under **Reports/Find Results**.



Results

DRUG INBOX RESULTS

- Select ‘Drug Tests’ to view all recent collections that are both pending and reported. Specimen result certificates are viewable for any results with a final disposition such as Negative, Positive, etc. and will appear in blue coloring.



Ex: [Field, Diana](#)

- If the test result says Sent to Lab, Received at Lab or In Process with MRO and it’s been longer than normal, please reach out to the Customer Service team at 800-733-1676 so they can perform further research.

| DONOR NAME | COC | TEST REASON | CLIENT | TEST | COLLECTION DATE/TIME | TEST RESULT | NOTES |
|---------------|------------|----------------|----------------------------|--------|----------------------|---------------------|-------|
| Donor 1, Test | A567890 | Post Accident | eScreen Scheduling Default | PSYCHE | 1/15/2021 1:00:00 PM | IN PROCESS WITH MRO | |
| Donor 2, Test | 1234564789 | Pre-employment | eScreen Scheduling Default | ALERE | 1/26/2021 9:36:43 AM | SENT TO LAB | |
| Donor 3, Test | 7890123456 | Pre-employment | eScreen Scheduling Default | ALERE | 2/5/2021 2:15:01 PM | SENT TO LAB | |

Results

DRUG TEST RESULT STATUSES

| Result Statuses/Dispositions | |
|------------------------------|--|
| Cancelled | <p>Test <i>not</i> performed. View the result certificate for the reason why; a recollection may be required. Any instructions from the MRO may also be listed on the bottom of the result certificate. Common cancellation reasons are:</p> <ul style="list-style-type: none"> • Lost in Transit—Specimen did not arrive at the lab • Specimen ID Number Mismatch or Missing—The CCF# did not match the # on the security seal. • Urine Security Seal Unacceptable for Forensic Testing—Incorrect security seal on specimen. • No Collector printed name and/or signature—The collector failed to print and sign their name. • Insufficient Quantity—The specimen leaked in transit or not enough was collected initially. |
| Cancelled No CCF | (Applies to Federal only) The result reported to MRO but a copy of the CCF was not received. |
| In Process with MRO | Action required by the MRO which may require communication with donor, pharmacy, clinic or laboratory prior to releasing a result. |
| Negative | The result has a confirmed negative disposition. |
| Pending CCF | A copy of the chain of custody form is required before releasing result. |
| Policy Violation | The donor has previous positive or Refusal to Test Record and has tested again prior to the required wait period. (i.e., A company's policy dictates that an applicant who tests positive may not re-apply for 6 months. If they test again prior to 6 months the result is flagged as a "Policy Violation". Policy Violations may be overturned by authorized contacts. |
| Positive | The result has a confirmed positive disposition by the MRO—the specimen tested positive and the donor could not provide relevant prescription information. |
| Positive UTCD | Substance detected but MRO was unable to contact the donor. (UTCD=Unable To Contact Donor) |
| Received at Lab | Specimen was received & checked in at the lab. Normal turnaround time is 6-72 hrs once received at lab. |
| Refusal To Test (RTT) | The donor began the testing process but left the clinic prior to completing it. |
| Sent to Lab | The specimen is being shipped to the laboratory for testing. Keep in mind if the time of collection was late in the afternoon or on the weekend the specimen may not actually ship out until the next business day! |

Results

RESULTS CERTIFICATE

Client information, the clinic where the specimen was collected and the MRO information.

Donor's info and ID Number is also known as the Chain of Custody # or Specimen ID #.

Names of drugs tested, result and cutoff information.

Final Result

MRO remarks

@screen. Specimen Result Certificate

ID Number: 12312313131313131 Report printed on 2/15/2021 11:05:46 AM Page 1 of 1

| | | |
|---|--|---|
| Attention: Client Services eScreen Scheduling Default PO BOX 25902 OVERLAND PARK, KS 66225 | | Verification Date: 11/2/2020 11:35 AM |
| Collection Site: 12 - Test Clinic Reader v2 | | Medical Review Officer: Dr. Name 8140 Ward Parkway Ste 275 Kansas City, MO 64114 888-382-2281 |

| | |
|----------------------------------|---------------------------------|
| Donor Name: CostCenter, Training | Donor SSN: XXX-XX-9999 |
| Date Of Test: 11/2/2020 | Donor ID: |
| ID Number: 12312313131313131 | Reason for Test: Pre-employment |
| | Regulation: Non-DOT |
| | Specimen Type: Urine |

| Drugs Tested: | | | | | | | |
|---------------|----------|-------------------------------|----------------------------------|-----------------|----------|-------------------------------|----------------------------------|
| Drug Name | Result | Laboratory Screening Cutoff * | Laboratory Confirmation Cutoff * | Drug Name | Result | Laboratory Screening Cutoff * | Laboratory Confirmation Cutoff * |
| Marijuana | Negative | 50 ng/mL | 15 ng/mL | PCP | Negative | 25 ng/mL | 25 ng/mL |
| Cocaine | Negative | 300 ng/mL | 150 ng/mL | Barbiturates | Negative | 300 ng/mL | 300 ng/mL |
| Amphetamines | Negative | 1000 ng/mL | 500 ng/mL | Benzodiazepines | Negative | 300 ng/mL | 300 ng/mL |
| Opiates | Negative | 300 ng/mL | 300 ng/mL | Methadone | Negative | 300 ng/mL | 300 ng/mL |
| Oxycodone | Negative | 100 ng/mL | 100 ng/mL | MDMA/MDA | Negative | 500 ng/mL | 250 ng/mL |

Final Result Disposition: **Negative**

TO BE COMPLETED BY THE MEDICAL REVIEW OFFICER

I have reviewed the laboratory results for the specimen certified by this form in accordance with applicable Federal requirements. My determination/verification is:

Negative
 Dilute
 Positive
 Test Cancelled
 Adulterated
 Refused to test because
 Substituted

REMARKS:

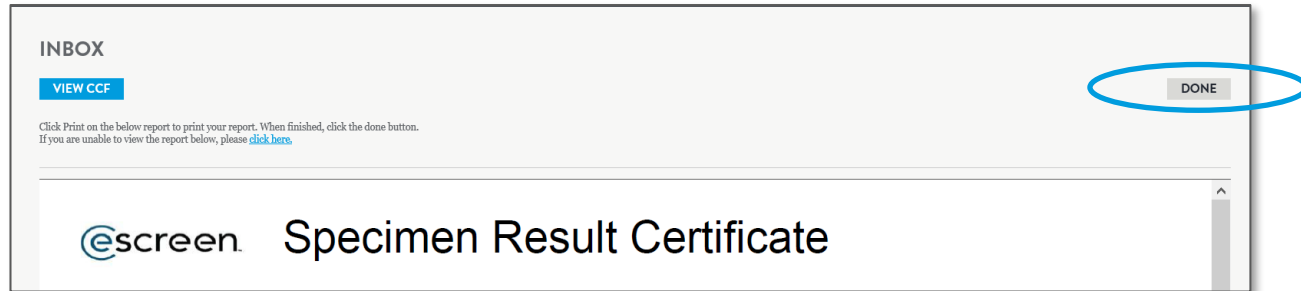
Dr. First Name Last Name: Dr. First Name Last Name 1/8/2015 01:55 PM

(PRINT) Medical Review Officer's Name Signature of Medical Review Officer Date (Mo./Day/Yr.)

Results

MOVING SPECIMEN RESULT CERTIFICATE OUT OF INBOX

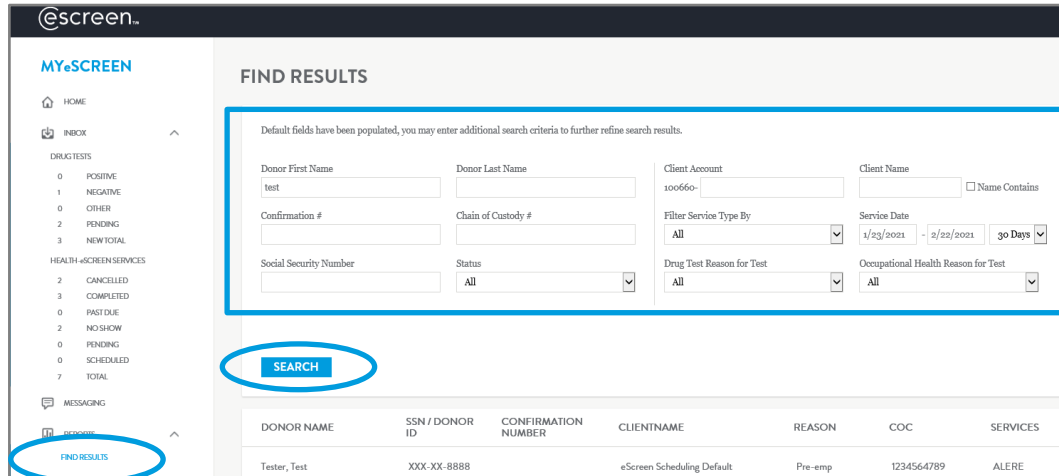
After reviewing the Specimen Result Certificate, to remove it from the Inbox, click **Done**. The result is still available but now click on Drug Test Reports/Find Result. If unable to locate a result in the Inbox or under Drug Test Reports, please contact our Customer Service department at 800-881-0722, option 5 for assistance. You may also either **print** or **save** a copy of this certificate.



Results

DRUG TEST RESULTS

To locate a result that is no longer in the Inbox, click on **Find Result** and enter donor name, chain of custody number, or confirmation number then click **Search**. You can filter your search by account, reason for test, timeframe, etc. Results are available for up to two years in this system. Customer Service does have the access to view archived results.



Results

DRUG TEST RESULT OPTIONS

Summary Report

- Summary of everything that has been scheduled or has reported back to you during any given time period.

Turnaround Time

- Shows average turnaround time from when the specimen was collected to when it was reported to you by the MRO.

DOT MIS

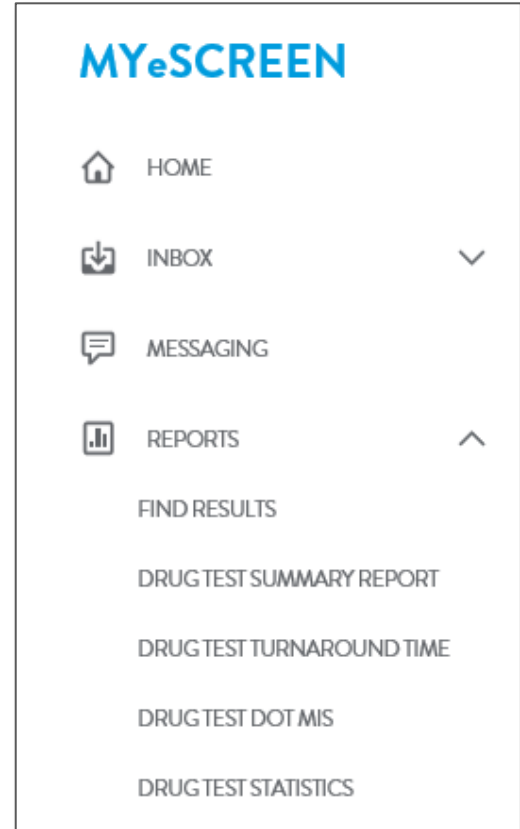
- This report can be used if you are being audited by the DOT.

Statistics

- Broken down by category

Positive Only

(All reports can be sorted by different measures and date ranges, once you have selected everything, click Run to generate the report.)



MYESCREEN FOR EMPLOYERS

Administration

Administration

USER MANAGER—ADDING A NEW USERS

- To add a new user to myscreen.com,
 - Click **Administration/User Manager**
 - Click **Add**
- Provide required information, click **Save**

USER MANAGER

User Name: [] Client Account: 100660 - [] Client Internal Account #: [] User Status: Active [v] [SEARCH] [VIEW ALL]

USERS [ADD]

| USER NAME | CLIENT ACCOUNT | FULL NAME | USER STATUS |
|-----------|----------------|-----------|-------------|
|-----------|----------------|-----------|-------------|

USER MANAGER

USER SERVICES NOTIFICATIONS [SAVE] [CANCEL]

User Name: JDoe

Account Enabled

Client Account: 100660 - []

Password: []

Re-Type Password: []

Note: Passwords must be between 8 and 15 characters with 1 uppercase letter, 1 lowercase letter, and 1 number or special character.

Password Hint: []

Temp Pass: []

Note: Password hint is an optional reminder that only has meaning to you. It should NOT give away your password!

First Name: John

Last Name: Doe

Phone Number: (816) 555 - 1234

Email Address: john.doe@email.com [SEND VALIDATION EMAIL]

Confirm Email: john.doe@email.com

Administration

ADDING ADMINISTRATION SERVICES FOR A USER

- To control what services the user can access
 - Click Services tab, select or unselect boxes
 - Click **Save**, notifications can be selected by clicking on the **Notifications** tab and marking the appropriate boxes

USER MANAGER

USER SERVICES **NOTIFICATIONS**

SAVE CANCEL

User Name
mschroy

You can receive email or text notifications when there are new results available.
To receive notifications, please select from the application(s) below.

MyeScreen.com

Email Address
mark.schroy@abbott.com **RESEND VALIDATION EMAIL**

Select the service type(s) for which you would like to receive notifications: ⚠ Your email has not been verified

Drug Test Results

MyeScreen Mobile App

Select the service type(s) for which you would like to receive notifications:

Drug Test Results

By checking this box, you are consenting to receive notifications for completed results via text message or email. If you chose text message notifications, message and data rates may apply. Frequency will vary. For further information please visit the MyeScreen Privacy Policy and Terms of Use located on the MyeScreen login page.

USER MANAGER

USER **SERVICES** NOTIFICATIONS **SAVE** CANCEL

INBOX

Inbox Enabled

CLINIC LOCATOR

Clinic Locator Enabled

REPORTS

Reports Enabled

Find Results

Drug Test Turnaround Time

Drug Test Statistics

Drug Test Summary Report

Drug Test DOT MIS

Drug Test Positive Only

MESSAGING

Messaging Enabled

ADMINISTRATION

Administration Enabled

User Manager

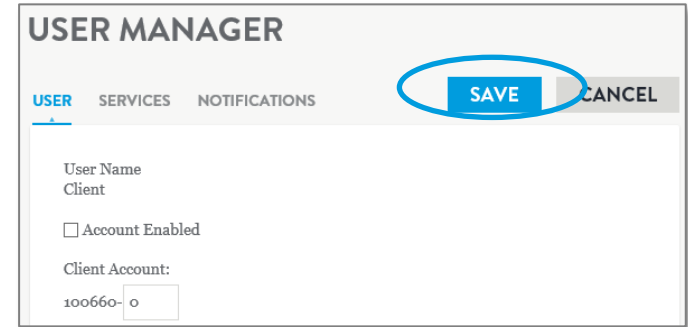
User Defaults

Administration

DISABLING AN ACTIVE USER

To disable an active username in the myeScreen software system

- Click **Administration/User Manager**
- Click **Name**
- Unmark the box that says **Account Enabled**
- Click **Save**



The screenshot shows the 'USER MANAGER' interface. At the top, there are tabs for 'USER', 'SERVICES', and 'NOTIFICATIONS'. The 'USER' tab is selected. To the right of the tabs are two buttons: 'SAVE' and 'CANCEL'. The 'SAVE' button is highlighted with a blue circle. Below the tabs, the form displays the following information:

- User Name: Client
- Account Enabled
- Client Account: 100660-0



The screenshot shows a table titled 'USERS' with an 'ADD' button in the top right corner. The table has four columns: 'USER NAME', 'CLIENT ACCOUNT', 'FULL NAME', and 'USER STATUS'. There are two rows of data:

| USER NAME | CLIENT ACCOUNT | FULL NAME | USER STATUS |
|------------|----------------|--------------------------|-------------|
| Client | 123456-1 | Client Services, eScreen | Active |
| testclient | 123456-2 | molina, cris | In-Active |

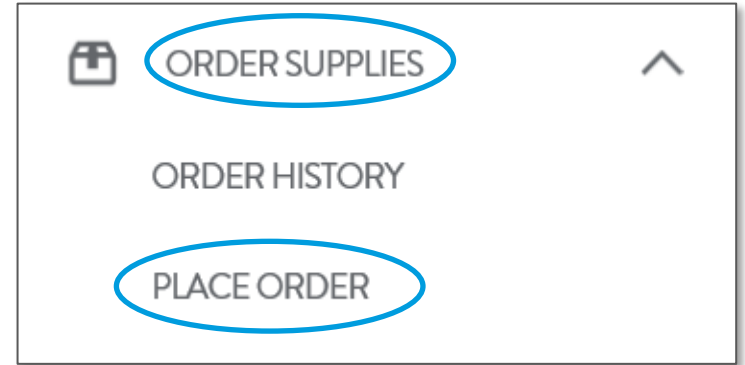
MYESCREEN FOR EMPLOYERS

Supply Orders

Supply Orders

ORDER SUPPLIES

- Click on **Order Supplies** and then **Place Order**
- Select the account you wish to place the order for. If you have access to multiple accounts, select **View All** to see all the accounts you have access to and make your selection



SELECT CLIENT

Name:

Account: 100660 -

[SEARCH](#) [VIEW ALL](#)

Supply Orders

PLACE ORDER

- Enter the quantity (Note: if the measure is one and no quantity listed in the description, these are single items instead of bulk), click **Submit**.

Instructions: Enter the quantity desired and click submit to begin the ordering process.

| QUANTITY | PRODUCT ID | DESCRIPTION | VENDOR |
|----------------------|------------|--------------------------------|--------|
| <input type="text"/> | 202 | escreen ePass Non DOT COC Form | Alere |
| <input type="text"/> | 197 | DOT Federal COC Form | Alere |

SUBMIT

Supply Orders

PLACE ORDER: SHIPPING

Verify the shipping address is correct and make note that PO Boxes are not valid shipping addresses. Everything goes out via FedEx.

- Click **Next** when and/or if changes are made.

SHIPPING

| | |
|--------------------------------|---------------------------|
| Address 1 8140 Ward Parkway | Contact |
| Address 2 Ste 300 | Ship-To Name eScreen |
| City Kansas City | Phone 8008810722 |
| State Missouri | Purchase Order Number |
| Zip 64114 | NEXT |

P.O. Boxes are NOT valid shipping addresses.

Supply Orders

PLACE ORDER: CONFIRM SHIPPING

- Verify quantity and description are correct.
- If need to make changes, click on **Re-Select Items**.
- If everything is correct, click on **Submit Order**.

SHIPPING DETAILS

Shipping Method: Ground

Address 1: 8140 Ward Parkway

Address 2: Ste 300

City: Kansas City

State: MO

Zip: 64114

Contact:

Ship-To Name: eScreen

Phone: 8008810722

PO #:

eScreen supplies ship via FedEx. Other vendors may use alternate shipping methods.

ORDER DETAILS

| EDIT | PRODUCT ID | QUANTITY | DESCRIPTION | UNIT OF MEASURE | VENDOR | PRICE | EXTENDED PRICE | SHIPPING CODE |
|----------------------|------------|----------|--------------------------------|-----------------|--------|--------|----------------|---------------|
| Edit | 202 | 1 | escreen ePass Non DOT COC Form | 1 | Alera | \$0.00 | \$0.00 | 0 |

Sub Total: \$0.00
Shipping: \$0.00
Total: \$0.00

SUBMIT ORDER RE-SELECT ITEMS

Supply Orders

PLACE ORDER: ORDER DETAILS

Order ID is provided. If checking on an order that has been placed but haven't received, our Customer Service team can track the order. Providing the **Order ID** helps speed up the process.

ORDER DETAILS

| | |
|---|---|
| Account Number 100660 - 1 | Order ID 3755568 |
| Name eScreen Training Default | Order Date 2/22/2021 1:56:00 PM |
| Contact | Ship Date |
| Address 1 8140 Ward Parkway | Shipping Method Ground |
| Address 2 Ste 300 | Purchase Order Number |
| City Kansas City | |
| State MO | |
| Zip 64114 | |

eScreen supplies ship via FedEx. Other vendors may use alternate shipping methods.

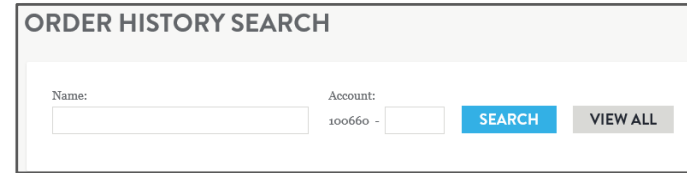
| DETAIL ID | QUANTITY | DESCRIPTION | EXTENDED PRICE | VENDOR |
|-----------|----------|--------------------------------|----------------|------------------|
| 4482814 | 1 | escreen ePass Non DOT COC Form | \$0.00 | Alere |
| | | | | Sub Total \$0.00 |
| | | | | Shipping \$0.00 |
| | | | | Total \$0.00 |

DONE

Supply Orders

ORDER HISTORY

- Under Order Supplies, select **Order History** to view past orders.
- Select the account or search by account name. If you have access to multiple accounts, you may select **View all** to view all account options.
- Next input timeframe for order and select **Search**.
- Select **View** to review order details including Order ID



MYESCREEN FOR EMPLOYERS

Randoms

Additional fees apply

Rands

EMPLOYEE MANAGEMENT

Edit employees

- Add new employee
 - Search and select account that is “**active in random pool**”
 - Enter First Name, Last Name, either SSN or Employee ID
 - ADD pool information
 - Click **Save**
- Edit existing employees
 - Enter search criteria (ex. first and last name)
 - Click **Search**
 - Click on donor’s name, update employee status and **Save**

View pool approvals

- Approve employee list
 - Option available if participating in a stand-alone pool
 - Option not available if participating in a consortium

Randoms

EMPLOYEE UPLOAD

Stand-alone participants

- Upload employees
- Upload a new list prior to each pull
- Browse for Excel file on your computer
- Click **Next**
- A notice pops-up that an eScreen employee will process your file shortly

Consortium participants

- After the initial upload, the list will be handled under Employee Management

Randoms

RANDOMS INBOX

- On the first day of the selection period, employee names that have been selected for a Random Drug and/or Alcohol test will populate in the Randoms Inbox
- Anyone with a status of “**Requires Action**” needs to be scheduled
- Click the name listed in the box to schedule the event.

| INBOX | | | | | | | | | | | |
|---|-------------------|-------------|----------------|------------|-----------|-------------|-----------------|-----------------|---------------|------------|-----------------|
| RESULTS HEALTH+SCREEN SERVICES <u>RANDOMS</u> | | | | | | | | | | | |
| REFRESH | | | | | | | | | | | |
| DONOR | CLIENT | CLIENT NAME | POOL | REGULATION | TEST TYPE | DONOR ID | STATUS | START DATE TIME | END DATE TIME | DATE ADDED | CUSTOM FIELD |
| Name, Donor | 123456-123 | Client Name | Service NonDOT | Non-DOT | Drug | XXX-XX-1234 | Scheduled | 1/3/2008 | 2/1/2021 | 1/3/2008 | Dispatcher |
| Name, Donor | 123456-123 | Client Name | Service NonDOT | Non-DOT | Drug | XXX-XX-1235 | Scheduled | 1/3/2008 | 2/1/2021 | 1/3/2008 | Sales Manager |
| Name, Donor | | Client Name | Service NonDOT | Non-DOT | Drug | XXX-XX-1236 | Scheduled | 1/3/2008 | 2/1/2021 | 1/3/2008 | 300100 |
| Name, Donor | 123456-123 J01 | Client Name | Service DOT | DOT-PHMSA | Drug | XXX-XX-1237 | Requires Action | 1/3/2008 | 2/1/2021 | 1/3/2008 | Locator Level 3 |
| Nowlen, Grosvenor | 123456-123 J01 | Client Name | Service DOT | DOT-PHMSA | Drug | XXX-XX-1238 | Requires Action | 1/3/2008 | 2/1/2021 | 1/3/2008 | Locator Level 3 |

Randoms

RANDOM EMPLOYEE ACTION

- **Schedule** generates an eScreen Passport test scheduling document
- **Mark Unavailable:** places the donor on hold to be approved or denied

The screenshot shows a web form titled "RANDOM DONOR ACTION" with four main sections:

- DONOR INFO:** Donor Name, Name, Donor; Donor ID: xxx-xx-1234; Employee/Contractor ID; Job Title: Locator Level 3; Location: Title Job.
- POOL SELECTION INFO:** Pool Name; Service DOT; Regulation: DOT-PHMSA; Start Date: 1/3/2008 12:00:00 AM; End Date: 2/1/2021 12:00:00 AM.
- UNAVAILABLE INFO:** Unavailable Date; Unavailable Reason; Unavailable Notes; Resolution Date; Resolution; Resolution Notes.
- DONOR NOTIFIED:** Donor Notified: 07 / 24 / 2019 @ 02 : 36 PM [SAVE]

At the bottom of the form, there are four buttons: **SCHEDULE**, **MARK UNAVAILABLE**, **LINK TO SPECIMEN**, and **CANCEL**. The **SCHEDULE** button is circled in blue.

Randoms

SCHEDULE RANDOM TEST

- Input postal code and search radius (number between 1-60)
- Select **Clinic**
- Add notes if needed
- **Confirm event**

Address City State/Province

Postal Code Distance Miles

SEARCH **SHOW DEFAULT CLINICS** **SHOW MORE CLINICS**

| CLINIC NAME | DRUG | DISTANCE | PHONE | ADDRESS | CITY | STATE/PROVINCE | POSTAL CODE |
|--|------|----------|------------|-----------------|------------|----------------|-------------|
| ▼ Concentra Medical Center - KC Lenexa | | 8 m | 9138946664 | 14809 W 95TH ST | Woonsocket | RI | 02895 |
| ▼ Corporate Care - Lenexa | | 9 m | 9134929675 | 9040 QUIVIRA RD | LENEXA | KS | 66215 |
| ▼ EMSI - Lenexa | | 9 m | 9134384923 | 8821 LONG ST | LENEXA | KS | 66215 |

Installed
 Installed \$\$\$
 Uninstalled in Network
 Electronic Chain
 Out of Network
 Health-eScreen
 Installed Out of Network
 ePhysical

CONFIRM SCHEDULING INFO **BACK** **CONFIRM EVENT**

EMPLOYER
Employer Name

DONOR INFORMATION
 Donor Name:
Name, Donor
 Donor ID:
XXX-XX-1234
 Donor ID Value:
 Job Title:
Locator Level 3
 Location:
Location

TESTING INFORMATION
 Regulation:
DOT-PHMSA
 Type of Test:
Drug
 Notes:

Randoms

MARK UNAVAILABLE

- Choose reason why and document notes
- Click **Mark Unavailable**

UNAVAILABLE INFORMATION

Reason:
No longer employed

Notes:

MARK UNAVAILABLE CANCEL

This screenshot shows a form titled "UNAVAILABLE INFORMATION". It has a "Reason:" dropdown menu with "No longer employed" selected. Below it is a "Notes:" text area. At the bottom, there are two buttons: "MARK UNAVAILABLE" (highlighted with a blue oval) and "CANCEL".

MARK RANDOM EMPLOYEE UNAVAILABLE

EMPLOYEE INFO

Employee Name:
Name, Donor

Donor ID:
XXX-XX-1234

Employee ID:

UNAVAILABLE INFORMATION

Reason:
No longer employed
FMLA
Work Comp Injury
Leave of absence
Refusal to test
Other
Suspension

MARK UNAVAILABLE CANCEL

This screenshot shows a form titled "MARK RANDOM EMPLOYEE UNAVAILABLE". It has an "EMPLOYEE INFO" section with fields for "Employee Name", "Donor ID", and "Employee ID". Below that is another "UNAVAILABLE INFORMATION" section with a "Reason:" dropdown menu. The dropdown menu is open, showing a list of reasons: "No longer employed", "FMLA", "Work Comp Injury", "Leave of absence", "Refusal to test", "Other", and "Suspension". At the bottom, there are two buttons: "MARK UNAVAILABLE" and "CANCEL".

Randoms

RANDOMS REPORTS

Pull Selection

- Shows how many donors are in the pool, how many are selected for drug and alcohol and marked unavailable

Pool Annual Statistics

- Summary of percentages

Active Pool Members

- List of all active employees in the pool

Randoms

UNAVAILABLE MANAGEMENT

- Only available if in stand-alone pool
- Process unavailable employees
- Click on **Process** to the left of the employee's name
- Approve or Deny under Resolution Details
 - If approved, assign alternate defers to yes, can mark no
- Click **Save**

The screenshot displays a web interface for managing employee information. It is divided into two main sections: 'EMPLOYEE INFO' and 'RESOLUTION DETAILS'. The 'EMPLOYEE INFO' section includes fields for 'Employee Name' (with a sub-label 'Name, Donor'), 'Donor ID' (containing the value 'XXX-XX-1234'), and 'Employee ID'. The 'RESOLUTION DETAILS' section contains three main components: 'Approve Removal' with a dropdown menu set to 'Approved'; 'Assign Alternate' with a dropdown menu set to 'Yes'; and 'Internal Notes' with a large text area and an 'Add TimeStamp' link. Below the 'Internal Notes' is the 'Employer Notes' section, also with a large text area and an 'Add TimeStamp' link. At the bottom of the form are two buttons: 'SAVE' (highlighted in blue) and 'CANCEL'.

Randoms

DENIED VS ALTERNATE CHOSEN

- Denied employees are marked by a red line to the left
- Alternate employees are marked with an orange line to the left
- Both are required to be tested to remain compliant

| DONOR | CLIENT | CLIENT NAME | POOL | REGULATION | TEST TYPE | DONOR ID | STATUS | START DATE TIME | END DATE TIME | DATE ADDED | CUSTOM FIELD |
|-------------|------------|----------------------|----------------|------------|-----------|-------------|-------------------------------|-----------------|---------------|------------|-----------------|
| Name, Donor | 123456-789 | eScreen Demo Account | Service NonDOT | Non-DOT | Drug | XXX-XX-1234 | Requires Action | 1/3/2008 | 2/1/2021 | 1/3/2008 | |
| Name, Donor | 123456-789 | Client Name | Service NonDOT | Non-DOT | Drug | XXX-XX-1234 | Marked Unavailable - Approved | 1/3/2008 | 2/1/2021 | 1/3/2008 | Locator Level 1 |

MYSCREEN FOR EMPLOYERS

Onsite Collection

Onsite Collection

REQUEST AN ON-SITE COLLECTION

- View all accounts
- Locate and click account to display on-site collection form
- Fill out information; allow at least one week's notice for proper scheduling
- Click **Submit**
 - Website status will change to confirmed when a collector has been located

The screenshot shows a web form titled "On-Site Collection". The form contains the following fields and options:

- Customer:** ESCREEN SCHEDULING DEFAULT - ONSITES (221360) (dropdown)
- Location:** 100660-0 (Corpor) (dropdown)
- Will this collection take place within the Continental United States?** Yes (dropdown)
- Gender:** N/A (dropdown)
- Approximate # of Employees:** (text input)
- *Allow one week's notice for proper scheduling.** (text)
- Preferred Collection Date:** Dec 20 2017 (calendar icon) (text input)
- Preferred Collection Time:** 1 (dropdown) : 00 (dropdown) AM (dropdown)
- Preferred Collector Name:** (text input)
- Preferred Collector Phone:** (text input)
- Contact Name and Phone for coordinating:** (text input)
- Requestor Email:** (text input)
- Comments:** (text area)
- Split Kit After Hours Observed
- [View Observed Details](#)
- Collection Address Detail**
 - Collection Location (building address):** (text input)
 - City:** (text input)
 - State:** (dropdown)
 - Zip:** (text input)
 - Country:** UNITED STATES (dropdown)
- Submit** (button) **Cancel/Add New** (button)

Onsite Collection

ESCREEN® ONSITE COLLECTION PROCESS

- Submits onsite collection request via the MyeScreen website.
- The onsite scheduling team will locate a local collector that can perform collections at the customer's location.
 - Once collector has been assigned, customer will see the status of their request on the website change to **confirmed**.
- eScreen will ship chain of custody (COC) forms to the collector or customer contact person, as well as specimen collection cups if necessary.
 - The onsite collector is also provided with a collection log to record the names of the employees that are tested at each onsite event.

Onsite Collection

ESCREEN™ ONSITE COLLECTION PROCESS – CONTINUED

- On the test date the collector will arrive at the facility approximately 30 minutes prior to the first test to secure the bathroom that will be used for testing.
 - Securing the bathroom includes bluing the water in the toilet so that it cannot be used to adulterate the specimen, taping off or shutting off other water sources, and removing any materials that may be used to tamper with or alter the sample from the bathroom.
- Collector will test all employees following the same procedure that is followed at a collection facility.
- Once testing is completed, the collector will package the samples and schedule a courier pickup or ship via Fed Ex to the laboratory and fax the MRO copies of the COC forms to the MRO.
- Negative results will report out on the MyeScreen website in 24-48 hours. Positive results will take an average of 4-5 business days.

MYSCREEN FOR EMPLOYERS

Contact Information

Customer Service- 800-733-1676

Available from 7 am to 7 pm, Monday-Friday CST.



Abbott