
Drug Test Ordering & Scheduling

Things to Know

- Your account must be configured for electronic drug test ordering (contact us if you are not sure)
- We strongly suggest you supply the applicant's email address during the ordering process so they will automatically receive the drug test form via email once it is generated
- 'Scheduling a drug test' = choosing a collection site and obtaining the electronic drug test form (no actual appointment time is required)

Multiple Ways to Schedule

Depending upon the option selected during the ordering process, there are multiple ways to schedule the drug test:

- **Data Entry Order:** Client schedules drug test after submission of drug test order
- **Data Entry Order:** Scheduling link is emailed to applicant after client submits drug test order
- **QuickApp:** Scheduling link is emailed to applicant after completing their QuickApp information



Note: Only use the QuickApp option if you are also ordering a background check. If ordering a drug test ONLY, place a Data Entry Order.

Your account can be configured to default to any of the above options, or you may allow the requestor to choose the most appropriate option during the ordering process.

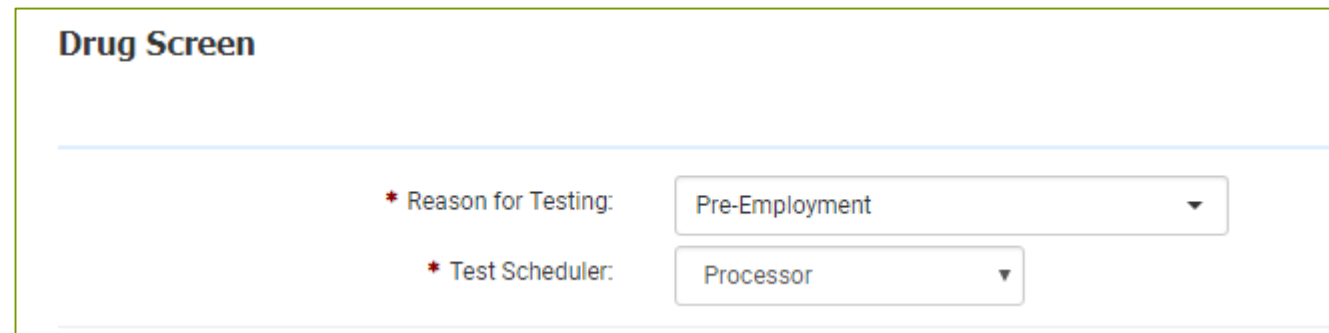
Data Entry Order

This section will focus on the procedure when the **client** places the order and schedules the drug test.

Data Entry Order – Client Schedules

If Drug Screen is selected as part of the order, you will be presented with the following options during the ordering process:

- **Reason for Testing:** Pre-employment is default
- **Test Scheduler**
 - **Applicant:** Will email scheduling link to applicant after order is submitted
 - **Processor:** Will allow you to schedule drug test after order is submitted



The screenshot shows a form titled "Drug Screen". Below the title, there are two dropdown menus. The first dropdown is labeled "* Reason for Testing:" and is set to "Pre-Employment". The second dropdown is labeled "* Test Scheduler:" and is set to "Processor".

In this example, we select 'Processor' since the client will be scheduling the test.

Data Entry Order – Client Schedules


Collection Site Options

- **Choosing a Collection Site:**
 - **Search:** Select this option for electronic drug testing
 - **Manual:** Select only if you will be using a paper drug test form (only choose this option if you have 5-part carbon copy forms on hand; not typical)
- **Collection Expiration:** Defaults to 5 days OR can be changed on the fly
- **Observed Collection:** Do not check this box (*special circumstances only*)

Collection Site

Included Panels: 65190N - 10 Panel Urine Expanded + Semi/Oxy

* Collection Site: Search Manual

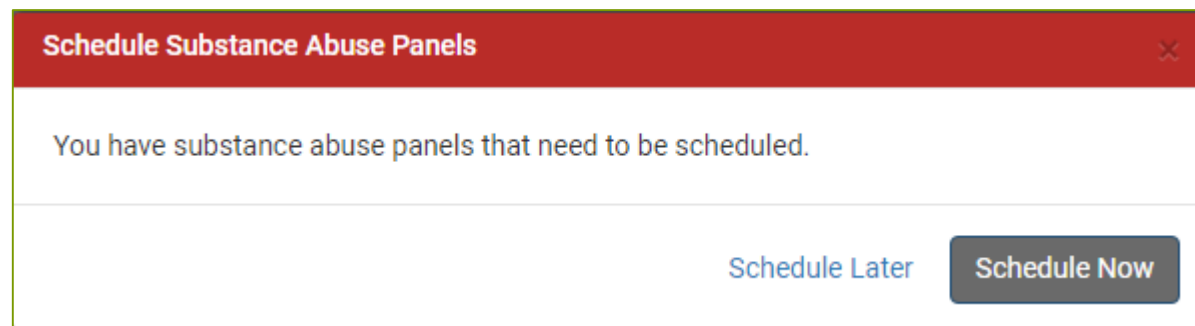
* Collection Expiration:  ▼

Urine panel collections need to be observed

Data Entry Order – Client Schedules

After the order is submitted, you will be prompted to choose whether you want to schedule the drug test Now or Later. Click 'Schedule Now' to begin the scheduling process.

✓ Keep in mind that scheduling the drug test simply means you are selecting a collection site facility and generating the electronic drug testing form. Although the system does require you to choose a date, the applicant is not required to be collected on any specific date or time; most facilities operate on a walk-in basis.



Data Entry Order – Client Schedules

The scheduling site will open in a new tab.

- You may use your company address, the applicant's address, or an alternative address to locate a nearby site.
- Locations with a Type of 'PSC' are in-network. 'PPN' and 'THIRD' locations will incur a \$10 surcharge.
- If the ONLY available location(s) says 'Yes' in the Paper column, a paper drug test form is required. Contact us for assistance.
- Once you select a location, click the green arrow in the bottom right corner of the screen.

Choose Your Collection Site

Below is a list of Collection Sites available in your area. Please click on one and then click the green right-arrow button to go to the next page.

Starting Address

Participant Address: 123 MAIN STREET, DALLAS, TX 75244

Branch Address: 123 MAIN STREET, LOS ANGELES, CA 90001

Alternative Address

Address: Address 2:

City: State: Zip:

← If you wish to edit your starting location, please enter a new address above and click "Add Location."

Lab	Site Name	Address	City	State	Zip	Distance	Hours	Directions	Type	Paper
Quest	QUEST DIAGNOS...	3900 Junius Street	Dallas	TX	75...	0.47 miles	Hours	Directions	PSC	No
Quest	DRUG TEST FIRS...	6300 Samuel Boulevard	Dallas	TX	75...	4.46 miles	Hours	Directions	PPN	No
Quest	ARCPPOINT LABS ...	1555 West Mockingbird Lane	Dallas	TX	75...	5.61 miles	Hours	Directions	PPN	No



Data Entry Order – Client Schedules

You will be prompted to choose a test date on the next screen. The applicant is not required to be tested on the date you choose, so we suggest you simply choose the current date and then continue by clicking the green arrow.

Schedule Your Test Date

Please click a date below to schedule a test date and then click the green right-arrow button to go to the next page.

Test Date

February 2018						
S	M	T	W	T	F	S
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	15	16	X
X	19	20	21	22	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X

Today

Most facilities have dedicated drug testing hours. Please ensure you provide adequate time to test during these dedicated hours. If you have questions regarding those hours please reach out to the testing facility.

TEST TEST your scheduled order will expire on

Thursday February 22, 2018, at 10:59 PM

To avoid delays in the hiring process, drug test should be taken within 48 hours.



Data Entry Order – Client Schedules

The final screen is a confirmation screen. If all of the information is correct, click on the green arrow to schedule the test. Or, you may click on the blue arrow to go back and modify any information.

Confirm Request

Please confirm order information. If information is correct, click the green right-arrow button to confirm this request.

Participant Information

Name: TEST TEST

Address: 123 MAIN STREET LOS ANGELES, CA 90001

Order Information

Case Number: 2018021518866

Reason for Test: PRE-EMPLOYMENT

Date: 02/15/2018

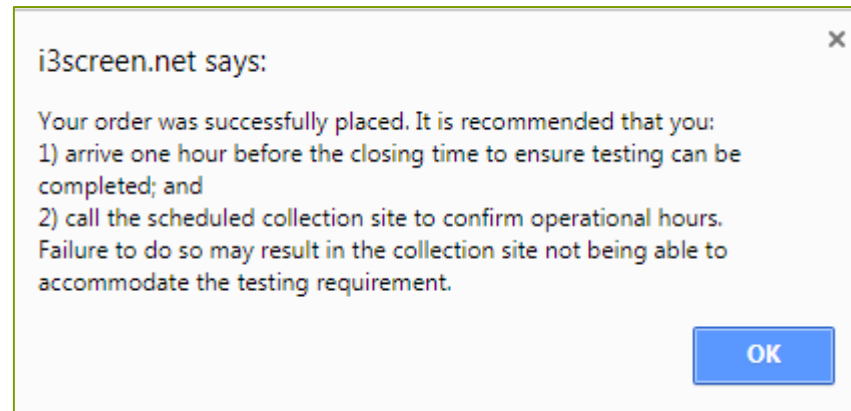
Collection Site: QUEST DIAGNOSTICS - DALLAS, TX (JUNIUS STREET)

Collection Site Address: 3900 Junius Street Dallas, TX 75246



Data Entry Order – Client Schedules

Upon confirmation of the drug test order, you will see the following message:




These are simply reminders for the applicant. Click OK to display the drug testing form on the screen.

Data Entry Order – Client Schedules

The next screen will display the drug testing form and prompt you to either Print or Close the screen. Choosing Print will allow you to print or download/save the form.

However, if you supplied the applicant's email address during the ordering process, it will already be automatically emailed to them. In addition, you will be able to access this form at any time from their pending order in the system.

Order Details

ORDER CONFIRMATION 


PLEASE TAKE THIS PAGE WITH YOU TO THE SPECIMEN COLLECTION SITE.
YOU WILL BE REQUIRED TO PRESENT A GOVERNMENT ISSUED PHOTO ID.

If you are not able to print this, make sure to record the following order / registration number and bring it with you to your selected collection site.

Your order / registration will expire on February 22, 2018, at 10:59 PM.

TEST / SERVICES INFORMATION:

Service: URINE NONDOT	Panel Code: 65190N
Account Number: 10635845	DOT Agency: NOT APPLICABLE
Order Number: 24159264	Test Reason: PRE-EMPLOYMENT
Lab Name: Quest Diagnostics	


24159264

COLLECTION SITE:

PLEASE CALL THE COLLECTION SITE TO CONFIRM OPERATIONAL HOURS.
ARRIVE ONE HOUR BEFORE CLOSING TIME TO ENSURE TESTING CAN BE COMPLETED.

QUEST DIAGNOSTICS - DALLAS, TX	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
3900 Junius Street Site 240 Dallas, TX 75246 PH: 214-827-7473 FX: 214-827-7434	Open	Closed	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	Closed
	Close		4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM	
	Lunch	Closed	Open	Open	Open	Open	Open	Closed

DONOR / PARTICIPANT INFORMATION:

TEST TEST - *****2150

Print Close


Data Entry Order – Client Schedules



The applicant will receive an email with your company name as the sender. The drug test form will be attached. They can print it and bring it to the collection site, or they may simply display the barcode on their smartphone.

ABC Company <automation@instascreen.net>

Your Screening Passport

To: INFO@RESULTSLOGIN.COM

 If there are problems with how this message is displayed, click here to view it in a web browser.

 Message  65190N - 10 Panel Urine Expanded + Semi_Oxy Donor Passport.pdf (28 KB)

Attached, find your drug screening passport.

Applicant Instructions

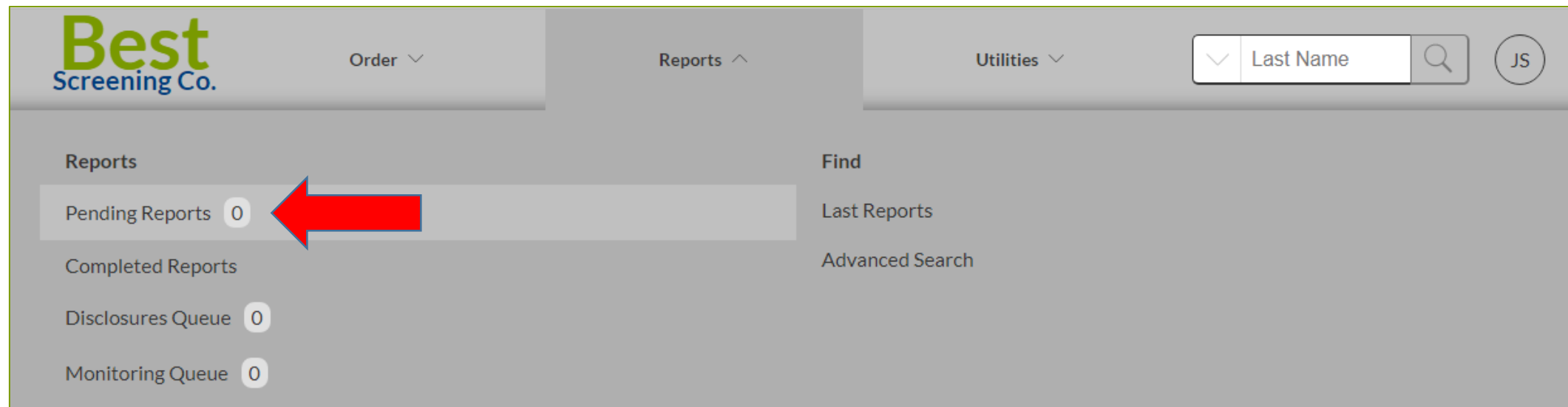
Your drug testing form is attached to this email. Please print and take the attached form or show it to the drug testing facility from a smartphone. You must also bring a government-issued photo ID.

The drug testing facility address and phone number are included on the form. We suggest you contact the facility directly to confirm hours of operations.

Thank you.

Data Entry Order – Client Schedules

If, after submitting the original order, you opted to schedule the drug test 'Later', or need to access the form later, you may do so by logging into the system and choosing 'Reports', then 'Pending Reports'.



Data Entry Order – Client Schedules

Click on the applicant's name and scroll to the bottom of their results to the 'Substance Abuse Screening' section.

- If the drug test has already been scheduled, then you may click on the link to display the drug testing form again. You may then print or download/save it.
- To resend the form to the applicant, click on the envelope icon on the right. If no email address was provided during the ordering process, you will be prompted for one.

The screenshot displays two main sections: 'Attachments' and 'Disclosures and Forms'. The 'Attachments' section shows a list of files, with 'Substance Abuse Screening' highlighted by a green border. Below it, a specific attachment is listed: '65190N - 10 Panel Urine Expanded + Semi/Oxy Donor Passport (28 KB)', which has a green circle around its envelope icon. The 'Disclosures and Forms' section features a dropdown menu with the text '--Select Disclosure or Form--' and two buttons labeled 'View' and 'Email'.

Data Entry Order – Client Schedules

If the drug test has not been scheduled yet, you will instead see a scheduling link.

- Click on the link to schedule the drug test, OR
- Click on the envelope icon to email the scheduling link to the applicant

The screenshot displays two main sections: 'Attachments' and 'Disclosures and Forms'. The 'Attachments' section shows '- No Attachments -'. The 'Disclosures and Forms' section has a dropdown menu set to '--Select Disclosure or Form--' and buttons for 'View' and 'Email'. A green box highlights the 'Substance Abuse Screening' section, which contains the text 'Schedule Collection Site For 65190N - 10 Panel Urine Expanded + Semi/Oxy' and a small envelope icon.

Data Entry Order

This section will focus on the procedure when the **client** places the order but wants the **applicant** to schedule the drug test.

Data Entry Order – Applicant Schedules

During the ordering process, you will choose 'Applicant' as the scheduler.

- If no applicant email address was provided earlier in the ordering process, you will be prompted for one now.
- If you do not have the applicant's email address, you may leave that field blank. Once the email address is obtained, you may add it to the order and email the scheduling link at that time.

The screenshot shows a form titled "Drug Screen". It contains three fields:

- "Reason for Testing:" with a dropdown menu set to "Pre-Employment".
- "Test Scheduler:" with a dropdown menu set to "Applicant", which is highlighted with a green border.
- "Email:" with an empty text input field.

Data Entry Order – Applicant Schedules

The applicant will receive an email prompting them to schedule their drug test. The email will show your company name as the sender. Once scheduled, they will be presented with the drug test form to print or save.

You have a drug test that needs to be scheduled. Please [schedule your drug test](#) for before Feb 22, 2018 11:59 PM Mountain Standard Time.

NOTE -- If you have any problems with the applicant link above, please copy and paste the following text into your browser's address field: [https://i3screen.net/order/index.php?](https://i3screen.net/order/index.php?Token=2018021519060&UserID=hireleveltazworks&ProcessID=2018021519060&Hash=9d16198c29121e549289de3a607dc5a0)

[Token=2018021519060&UserID=hireleveltazworks&ProcessID=2018021519060&Hash=9d16198c29121e549289de3a607dc5a0](https://i3screen.net/order/index.php?Token=2018021519060&UserID=hireleveltazworks&ProcessID=2018021519060&Hash=9d16198c29121e549289de3a607dc5a0)

- Until the applicant schedules their drug test, you will see the scheduling link in the ‘Substance Abuse Screening’ section of their pending results. You can re-send this link to the applicant by clicking the envelope icon.
- Once the applicant schedules their drug test, you will see a link to their drug test form in the ‘Substance Abuse Screening’ section. You can re-send the form to the applicant by clicking the envelope icon.

QuickApp Order

This section will focus on the procedure when **applicant** schedules the drug test after completing their QuickApp order.

QuickApp Order – Applicant Schedules

When initiating a QuickApp order that includes a drug test, you will be presented with the following options:

- **Reason for Testing:** Pre-employment is default
- **Fulfillment Type:**
 - **Integration:** Select this option for electronic drug testing
 - **Manual:** Select only if you will be using a paper drug test form (only choose this option if you have 5-part carbon copy forms on hand; not typical)
- **Test Scheduler**
 - **Applicant:** Will email a scheduling link to the applicant after they complete QuickApp
 - **Processor:** Will allow you to schedule drug test after applicant has completed QuickApp (you must log into system and click on the scheduling link on the applicant's pending results screen)
- **Collection Expiration:** Defaults to 5 days OR can be changed on the fly
- **Observed Collection:** Do not check this box (*special circumstances only*)

QuickApp Order – Applicant Schedules

In this example, we will choose to have the applicant schedule their drug test.

Substance Abuse Detection Panels

* Reason for Testing: * Fulfillment Type: * Test Scheduler: * Collection Expiration: days Exclude weekends ?

65190N - 10 Panel Urine Expanded + Semi/Oxy panel collection needs to be observed


You may then submit the QuickApp order as usual.

QuickApp Order – Applicant Schedules

Immediately after submitting the order, the applicant will receive an email directing them to complete the required background check forms online.

ABC Company <automation@instascreen.net>
ABC Company Background Questionnaire Notification

To

 If there are problems with how this message is displayed, click here to view it in a web browser.

August 08, 2017

Hello JOE KLEEN,

As part of your consideration for employment, please complete the background check questionnaire found at the secure link below.

[Click here to begin](#)

The background questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background check.

Please note that the link above will expire in 14 days, so please complete the questionnaire at your earliest convenience.

Thank you,

ABC Company
info@resultslogin.com

Data Entry Order – Applicant Schedules

After clicking on the link and completing the background check/QuickApp process, the applicant will then receive a second email prompting them to schedule their drug test. The email will show your company name as the sender. Once scheduled, they will be presented with the drug test form to print or save.

You have a drug test that needs to be scheduled. Please [schedule your drug test](#) for before Feb 22, 2018 11:59 PM Mountain Standard Time.

NOTE -- If you have any problems with the applicant link above, please copy and paste the following text into your browser's address field: <https://i3screen.net/order/index.php?Token=2018021519060&UserID=hireleveltazworks&ProcessID=2018021519060&Hash=9d16198c29121e549289de3a607dc5a0>

- Until the applicant schedules their drug test, you will see the scheduling link in the 'Substance Abuse Screening' section of their pending results. You can re-send this link to the applicant by clicking the envelope icon.
- Once the applicant schedules their drug test, you will see a link to their drug test form in the 'Substance Abuse Screening' section. You can re-send the form to the applicant by clicking the envelope icon.