

LSUHSC NEW ORLEANS CAMPUS POST JOB OFFER DRUG TESTING INSTRUCTIONS FOR JOB CANDIDATES & HOUSE OFFICERS

The following is being provided to you in order to comply with the Louisiana State University Health Sciences Center, New Orleans (LSUHSC-NO) campus Substance Abuse Policy. LSUHSC-NO requires drug testing of all full time faculty, staff, residents, and employees once a job has been offered. If you have accepted the job, please follow these steps closely. Failure to comply with these guidelines could result in ineligibility for employment. If you have any questions please call the contact name listed below.

LSUHSC-NO has established several *Pre-Authorized Collections Site* within Louisiana and the New Orleans Metropolitan Area that are able to do the drug test. LSUHSC-NO additionally has established a *Call for Authorization Collection Site with RN Expertise* which allows individuals to be tested at sites out side of Louisiana and in areas which may be more convenient for our prospective employees. LSUHSC-NO will pay for a drug test performed at another location only if prior authorization is obtained. You will have five (5) working days to obtain this drug test after notification.

Please follow the sets of instructions carefully.

1. **PRE-AUTHORIZED COLLECTION SITES (New Orleans, Baton Rouge, Lafayette, Lake Charles, Bogalusa).**
 - A. Go to Human Resources or the business office manager or designee of the department who has offered you employment, contact name is listed below. They will provide you with a “*Drug Testing Notification*” form, Chain of Custody (COC) form and an “*Agreement To Submit To An Alcohol And/Or Drug Test And Authorization For The Release Of Test Results*” form.
 - B. The “*Drug Testing Notification*” form will have the name and location of the collection site that you will need to go to have the test completed.
 - C. You need to complete and sign the enclosed “*Agreement To Submit To An Alcohol And/Or Drug Test And Authorization For The Release Of Test Results*” form. Give the **signed** completed form to the contact name listed below.
 - D. Take the “*Drug Testing Notification*” form, the Chain of Custody form and one of the following forms of identification with you to the collection site: 1) valid driver’s license, 2) valid picture state identification, or 3) passport to the collection site and proceed with the test.
2. **CALL FOR AUTHORIZATION COLLECTION SITE (Out of state and special requests within Louisiana)**
 - A. If you have not done so, you need to inform Human Resources or the business office manager or designee of the department who is hiring you, contact name listed below, if you are out of state or unable to go to the LSUHSC-NO Pre-Authorized Collection site.
 - B. The contact name listed below will send you a “***Drug Testing Notification***” form and an “*Agreement To Submit To An Alcohol And/Or Drug Test And Authorization For The Release Of Test Results*” form.
 - C. You **MUST** complete the enclosed *Agreement To Submit To An Alcohol And/Or Drug Test And Authorization For The Release Of Test Results*”, and mail the signed original to the contact name below.
 - D. After steps 2A, 2B, and 2C are complete, verify with the contact name listed below that the “*Agreement To Submit To An Alcohol And/Or Drug Test And Authorization For The Release Of Test Results*” form has been received. **You will need to schedule your test by the test deadline date provided by your department.** You can go to www.labcorp.com to locate the approved LabCorp collection site nearest you. There you may schedule a time for your test. If there are no LabCorp collection site within 35 miles, or if you need further assistance, contact **RN Expertise at (407) 865-6544** who will locate an approved collection site for you.
 - E. Once you receive the Chain of Custody form, take it and the *Drug Testing Notification* Form with you to the assigned collection site.
 - F. You must present at the collection site one of the following forms of identification: 1) valid driver’s license, 2) valid picture state identification, or 3) passport.
3. All drug test results will be sent to a Medical Review Officer (MRO). Once the results have been verified by the MRO the appropriate Authorized Designated Body will be notified. If the MRO or the Drug Testing Coordinator (DTC) from the New Orleans campus calls you about your drug test results, you need to call them back immediately. If you fail to contact them within 72 hours, the results will be sent without confirmation.
4. Questions concerning your hiring and your “*Agreement To Submit To An Alcohol And/Or Drug Test And Authorization For The Release Of Test Results*” form should be directed to: (Contact Information To be completed by Program Office)

Contact Name: _____ Department: _____

Phone: _____ Fax: _____ Email: _____

Address: _____