

**APPLYA / i3SCREEN DRUG TESTING PROCEDURES FOR LSUHSC  
BUSINESS OFFICE MANAGER'S  
PRE-EMPLOYMENT HANDBOOK**



***The information you enter or view in this system is extremely confidential. Only individuals with access to the i3screen online application have permission to view data in the system. As with all other LSUHSC applications, it is against policy to share passwords with anyone else. If someone else in your office has a business need to enter / view information in this system, please have your supervisor request access through [DrugTesting@lsuhsc.edu](mailto:DrugTesting@lsuhsc.edu)***

May28, 2021

# I. INTERNAL LSUHSC DRUG TESTING DOCUMENTS

Forms can be found at <https://www.lsuhs.edu/orgs/campushealth/drugtesting.aspx>

## 1. [Agreement To Submit to Alcohol and/or Drug Test](#)

The agreement to submit to an alcohol and/or drug testing form must be signed and returned prior to the candidate submitting to the post job offer drug test. This form can be emailed to the candidate and the candidate should be instructed to return the document as quickly as possible. Once returned completed and signed, place the document in the employee file.

### AGREEMENT TO SUBMIT TO AN ALCOHOL AND/OR DRUG TEST AND AUTHORIZATION FOR THE RELEASE OF TEST RESULTS

I have been requested by LSUHSC to submit to an alcohol and/or drug test.  
(Referring Source)

I have been informed and I understand that my agreement to submit to the requested alcohol and/or drug test is completely voluntary on my part and that I have the right to refuse to submit to the test(s). I am aware and have been told that my refusal to submit to the tests will make me ineligible to be considered for employment and I will be disqualified from employment to an LSUHSC facility for up to one year or may be grounds for disciplinary action against me up to and including termination/expulsion. I am aware that if I refuse to submit to drug screening or if my test is positive, I will be disqualified for employment or appointment. Additionally, a prospective employee who intentionally tampers with the sample, the chain of custody (COC), identification procedures, or test results may be disqualified from employment for a period of three years.

I understand that if the Medical Review Officer (MRO) (and/or the MRO agent and/or staff) or Drug Testing Coordinator (DTC) calls me about my drug test results I should call them back immediately. I understand that if I do not contact and talk with the MRO (and/or the MRO agent and/or staff) then I have turned down the opportunity to discuss the results and the MRO (and/or the MRO agent and/or staff) will report my drug test as a positive.

I have been informed and am aware that the results of the alcohol and/or drug test(s) are protected by confidentiality requirements for alcohol and drug patient records under Federal laws and regulations. Therefore, I voluntarily agree to the below stated release of the test results.

## 2. [Post Job Offer Drug Testing Instructions for Job Candidates & House Officers](#)

### 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 and Drug Free Workplace Policy. LSUHSC-NO requires drug testing of all full time faculty, staff, and house officers once a position has been offered. If you have accepted the position, 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 and its drug testing third party administrator (TPA), Applva, has established several *Pre-Authorized Collections Site* within Louisiana, the New Orleans Metropolitan Area, and within all 50 states. Only authorized collection sites can be used for your post job offer drug screen. LSUHSC-NO will pay for your post job offer drug screen 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

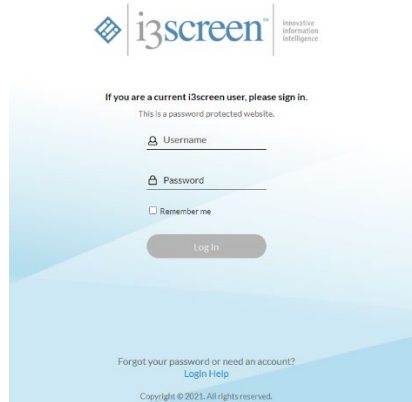
- The "[Agreement To Submit To An Alcohol And/Or Drug Test And Authorization For The Release Of Test Results](#)" form will be provided to you by either your business office manager, program coordinator, or Human Resource Management.
- Read, complete, and sign the [Agreement To Submit To An Alcohol And/Or Drug Test And Authorization For The Release Of Test Results](#) form and return the document to your business office manager, program coordinator, or Human Resource Management prior to taking your post job offer drug screen.
- You will receive an email from i3screen with a "Donor Pass." The "Donor Pass" will have the name and

## II. LOG IN AND ORDER A DRUG TEST

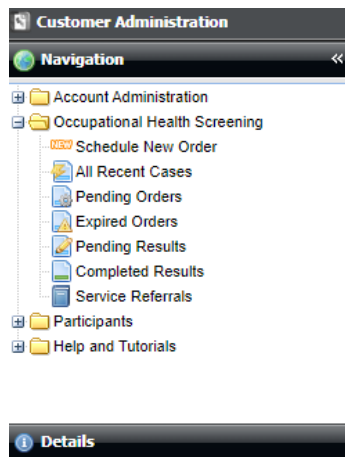
1. Website address [www.i3screen.net](http://www.i3screen.net)

Log in using your email address and password

If you forget your password, click on [forgot password?](#)



2. Click in Occupational Health Screening then Schedule New Order



3. Select company location – *LSUHSC Employees OR LSUHSC Residents*  
Select package – *7 Panel + Oxy*  
Select reason for test – *Pre-Employment*

**Order Information**  
Use this form to Add Contact/User Information. All required fields are in bold.

**Company Location**  
[LSUHSC EMPLOYEES]

**Packages**  
[7 PANEL URINE + OXY]

**Reason for Test**  
[PRE-EMPLOYMENT]

From dropdown box select your department. If your department is not listed notify the drug testing office.

Next >

- 4. Click on the Next button in the bottom right hand corner
- 5. Participant information: Complete all required fields  
First name, Last name, Last 5 digits of ss# (numeric only), Email of candidate, Email of staff entering in the order, Phone number of Candidate

**In the Custom Message for Participant text box TYPE IN THE FOLLOWING INFORMATION:**

- **Name and email address of staff member who will be receiving the clear / not clear for hire email**
- **Full Peoplesoft Account String**

Order Handling Options:

- **Complete the order and view/print the donor pass**
- **Complete the order and send an email with donor pass (selected)**
- **Initiate the order and send the donor pass to another contact (do not select)**

**Participant Information**

Please use the form below to enter participant information. All required fields are in bold.

**Participant**

<b>First Name:</b> John	<b>Middle Name:</b> 	<b>Last Name:</b> Smith
<b>SSN/EID:</b> xxxx123456	<b>DOB:</b> 	<b>Email:</b> johnsmith@gmail.com
<b>Phone:</b> 504-688-8888	<b>Phone 2:</b> 	<b>CC:</b> sjone7@lsuhsc.edu
<b>Location Code:</b> 	<b>Order Expires:</b> 2021-06-07 23:59:59	
<b>Observed Collection Required:</b> No		

**Participant Address**

Branch Address: 411 SOUTH PRIEUR STREET, NEW ORLEANS, LA 70112

Participant Address:

Address: \_\_\_\_\_ Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State:  Zip: \_\_\_\_\_

**Custom Message For Participant On Order Confirmation Form**

Custom Message:

send clearance to Shauntel Jones at sjone7@lsuhsc.edu

**Order Handling Options**

- Complete Order No Special Handling Options Needed
- Complete Order and Send Email of Order Details to Participant (email address required)
- Send link to Participant to Complete Order and Choose Location (email address required)

Next >

- 6. Click on the Next button in the bottom right hand corner

7. Review collection site options and select a site


**Choose Collection Site**  
Please use the form to choose a collection site. **Required.**

**Starting Locations**

Branch Address: 411 SOUTH PRIEUR STREET, NEW ORLEANS, LA 70112

Address: \_\_\_\_\_ Address 2: \_\_\_\_\_

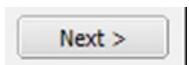
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Preferred Network**

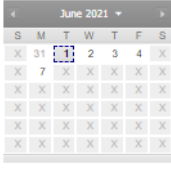
Lab	Site Name	City	Distance	Hours	Directions	Type	Paper Forms Required
<input type="checkbox"/>	LabCorp TULANE DRUG ANALYSIS LAB NEW ORLEANS, LA (POYDRAS ST)	New Orleans	0.57 miles	<a href="#">Hours</a>	<a href="#">Directions</a>	THRD	Yes
<input checked="" type="checkbox"/>	LabCorp LABCORP - NEW ORLEANS, LA (STE 320A)	New Orleans	2.25 miles	<a href="#">Hours</a>	<a href="#">Directions</a>	PSC	No
<input type="checkbox"/>	LabCorp LABCORP AT WALGREENS PSC05710 - METAIRIE, LA (VETERANS MEMORIAL BLVD)	Metairie	4.69 miles	<a href="#">Hours</a>	<a href="#">Directions</a>	PSC	No
<input type="checkbox"/>	LabCorp LABCORP - GREINA, LA (MEADOWCRE ST)	Gretna	6.11 miles	<a href="#">Hours</a>	<a href="#">Directions</a>	PSC	No
<input type="checkbox"/>	LabCorp LABCORP AT WALGREENS PSC05710 - METAIRIE, LA (VETERANS MEMORIAL BLVD)	Metairie	7.05 miles	<a href="#">Hours</a>	<a href="#">Directions</a>	PSC	No
<input type="checkbox"/>	LabCorp LABCORP - KENNER, LA (E LOYOLA DRIVE)	Kenner	11.84 miles	<a href="#">Hours</a>	<a href="#">Directions</a>	PSC	No
<input type="checkbox"/>	LabCorp LABCORP AT ...	...	...	<a href="#">Hours</a>	<a href="#">Directions</a>	PSC	No

- 8. Click on the Next button in the bottom right hand corner
- 9. Select Collection Deadline. Within the highlighted dates.




**Schedule Test Date**  
Please use the date picker below to schedule a participant test date. **Required.**

**Test Date**

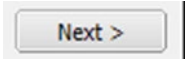


Most facilities have dedicated drug testing hours. Please ensure you provide adequate time to test during these dedicated hours. If you have questions regarding those hours please reach out to the testing facility.

**John Smith your scheduled order will expire on:**  
**Monday, June 7, 2021 at 11:59 pm**



- 10. Click on the Next button in the bottom right hand corner
- 11. Confirm order information

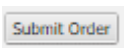


**Confirm Information | Order**  
Please confirm order information. If information is correct, click Order. If the information is not correct, use the Previous button to go back and change information.

<p><b>Order Information</b>  <b>Order Reason:</b> PRE-EMPLOYMENT  <b>Package:</b> 7 PANEL URINE + OXY  <b>Company Location:</b> LSUHSC EMPLOYEES  <b>Owner Company Location:</b>  <b>Date:</b> Sun, Tue, 01, 2021  <b>Collection Site:</b> LABCORP - NEW ORLEANS, LA (STE 320A)  <b>Collection Site Address:</b> 3525 Prytania Street New Orleans, LA 70115  <b>Location Code:</b>  <b>Federal Agency:</b>  <b>Observed Collection Required:</b> No</p>	<p><b>Participant Information</b>  <b>First Name:</b> John  <b>Middle Name:</b>  <b>Last Name:</b> Smith  <b>SSN:</b> xxx123456  <b>DOB:</b>  <b>Email:</b> johnsmith@bmail.com  <b>CC:</b> sjone7@lsuhsc.edu  <b>Phone 1:</b> 504-568-8888  <b>Phone 2:</b>  <b>Address 1:</b> 411 South Prieur Street  <b>Address 2:</b>  <b>City:</b> New Orleans  <b>State:</b> LA  <b>Zip:</b> 70112</p>
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A copy of the Order Details will be Emailed to johnsmith@bmail.com;sjone7@lsuhsc.edu

- 12. Click on the *submit order* button in the bottom right hand corner



13. After the order has been submitted, an order confirmation page (Donor Pass) will pop up with the donor test registration information. Instruct the candidate to take the Donor Pass to the collection site along with one legal form of identification. If the Donor Pass has been emailed to the candidate, they can provide it to the collector via their smart phone.



**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 June 07, 2021, at 11:59 PM.

**TEST / SERVICES INFORMATION:**

Service: **URINE NONDOT**  
 Account Number: **830676**  
 Order Number: **365590962**  
 Lab Name: **LabCorp**

Panel Code: **7732330002**  
 Test Reason: **PRE-EMPLOYMENT**



**COLLECTION SITE:**

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

<b>LABCORP - NEW ORLEANS, LA (STE</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
3525 Prytania Street	<b>Open</b>	<b>Closed</b>	7:30 AM	7:30 AM	7:30 AM	7:30 AM	<b>Closed</b>
STE 320A	<b>Close</b>	4:30 PM	4:30 PM	4:30 PM	4:30 PM	4:30 PM	
New Orleans, LA 70115	<b>Lunch</b>	<b>Closed</b>	<b>Closed</b>	<b>Closed</b>	<b>Closed</b>	<b>Closed</b>	<b>Closed</b>
PH: 504-525-8033							
FX:							

NOTES: CLOSED FOR LUNCH 12:00 - 1:00PM

### **III. FAQ**

#### **1. Can I share my password?**

The information you enter or view in this system is extremely confidential. Only individuals with access to the i3screen online application have permission to view data in the system. As with all other LSUHSC applications, it is against policy to share passwords with anyone. If someone else in your office has a business need to enter / view information in this system, please have your supervisor request access through [DrugTesting@lsuhsc.edu](mailto:DrugTesting@lsuhsc.edu)

#### **2. Do I need to change my user ID and password?**

No, you do not need to change your user ID password but if you believe that your user ID and password has been compromised, contact the Drug Testing Office at (504) 568-8888 or email [DrugTesting@lsuhsc.edu](mailto:DrugTesting@lsuhsc.edu) for a new user ID and password.

#### **3. Can I view the drug test results?**

No. The only information you will be able to view are the names and the relevant information of the individuals who you have entered into the system.

#### **4. How do I change some of the information I entered into LSU Detail page?**

Donor information can be changed by logging into the LSU Summary page and pressing select next to the person's name. You can change the information needed and press resubmit.

#### **5. Must I have the person's social security number to complete the order?**

This is the only information that uniquely identifies an individual. The entire number does not have to be provided though. Use at least the last 5 digits of the social security number on the LSU Detail page. We suggest you contact the individual to obtain the SSN.

#### **6. What if the person doesn't have a SSN?**

A passport number may be used in the SSN field.

#### **7. Can a person challenge the results of a drug test?**

Yes. LSUHSC-NO CM 38 Substance Abuse and Drug Free Workplace Policy (<http://www.lsuhs.edu/no/administration/cm/cm-38.aspx>) allows any individual who wishes to challenge the drug test results to do so. They must do so within 72 hours of notification of a positive test result. An individual with a confirmed positive drug test may contest the results in the following manner:

- *An individual must provide a written medical explanation for any legitimate use of any drug and submit it for review to the MRO. An individual who is taking legally prescribed medication for a documented illness, injury, or ailment will be considered for continued employment/enrollment only upon receiving clearance from the MRO and complying with the LSUHSC-NO Fitness for Employment/Enrollment Policy.*
- *If the individual believes a drug test is in error or wishes to challenge the drug test results, it is the responsibility of the individual to notify the MRO and the appropriate Administrative Body or their designee. The individual must have the same sample retested at their own expense at a laboratory that is SAMHSA certified. The second test must be of equal or greater sensitivity for the drug in question as was the initial test.*

#### **8. What is an MRO?**

A MRO is the *Medical Review Officer (MRO)*. The MRO is a licensed physician responsible for receiving laboratory results generated by an agency's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's test result together with his or her medical history and any other relevant biomedical information.

### **9. Why do some results come back faster than others?**

There are several steps in the drug testing process i.e. screening for dilatants, conducting an initial drug screen, conducting confirmation tests, and/or then a test result may have to go for an MRO review. If there is an abnormality at any point in the testing process the test may have to go for an MRO review. In these situations, the MRO will need to talk to the individual. This may make the process take a couple of extra days.