

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), Applya, 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 address of the approved collection site, collection site hours, your order number, and collection deadline.
- Take the “Donor Pass” and one of the following with you to the approved collection site: 1) valid driver’s license, 2) valid picture state identification, or 3) passport.
- You must take your post job offer drug screen by the collection deadline date.
- If you are in a location where there are no pre-authorized collection sites in a reasonable distance, Applya and the LSUHSC Drug Testing office will attempt to locate an alternate collection site for you.

2. PRESCRIPTION MEDICATION

- If you are taking prescription medication(s) that could result as non-negative on your post job offer drug screen, you do not have to share this information with your department, Human Resource Management, or the collection site.
- The MRO (physician trained to determine urine drug screen results) will contact you and request medical information and prescription(s) pertaining to any medications that have shown up on your post job offer drug screen. If the MRO or a staff member from the LSUHSC Drug Testing Program calls you about your drug test results, you must respond within 72 hours. If you fail to do so, the results will be reported without your input.

3. CHALLENGE THE RESULTS OF A DRUG TEST

- LSUHSC-NO allows any individual who wishes to challenge the drug test results to do so. You must do so within 72 hours of notification of a positive test result.
- If you believe a drug test is in error or wish to challenge the drug test results, it is your responsibility to notify the MRO and the appropriate Administrative Body or their designee. You must have the same sample retested at your 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.

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 Name: _____ Department: _____

Phone: _____ Fax: _____ Email: _____

Address: _____