

**PREMIER BIOTECH / 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

March 29, 2023

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 contact the department who is hiring you.

LSUHSC-NO and its drug testing third party administrator (TPA), Premier Biotech, has established several *Pre-Authorized Collection Sites* within the New Orleans Metropolitan Area, Louisiana, and 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.

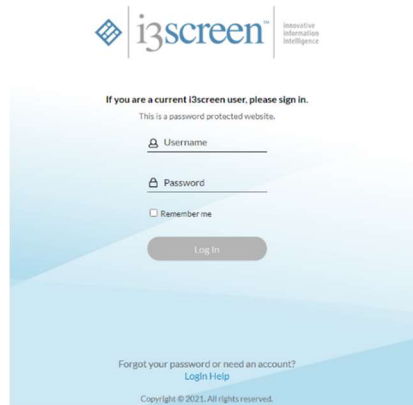
Please follow the sets of instructions carefully.

1. PRE-AUTHORIZED COLLECTION SITES

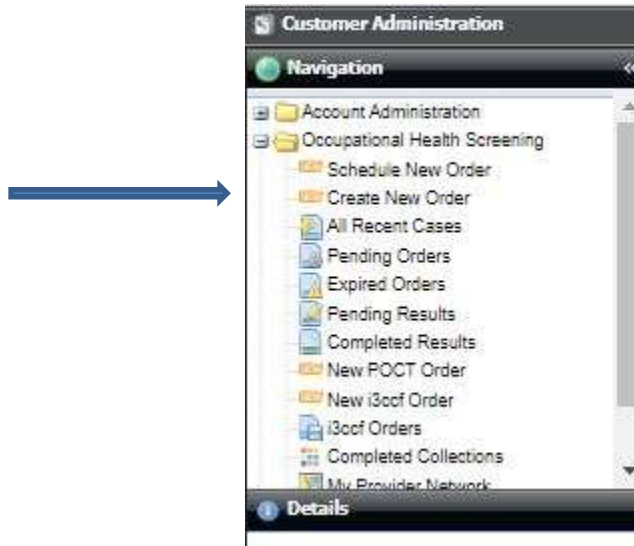
- The "Agreement To Submit To An Alcohol And/Or Drug Test And Authorization For The Release Of Test Results" form will be provided to you by either your business office manager, program coordinator, or Human Resource Management.
- Read, complete, and sign the *Agreement To Submit To An Alcohol And/Or 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 Premier Biotech or 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)

II. LOG IN AND ORDER A DRUG TEST

1. Website address 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 Create New Order



- Upper left corner - Select company location – *Select your department*
 Select package – *7 Panel + Oxy*
 Select reason for test – *Pre-Employment*

Continue

- Click on the continue button at the bottom right-hand corner
- Participant information: **Complete all required fields**
 First name, Last name, Last 5 digits of ss# (numeric only), Candidate’s phone number, PeopleSoft Number, Order expire date, Observed collection (No)

Default address is 411 S. Prieur St., New Orleans, LA. 70112 (The HDC Building on main campus).
 Check mark participant address if candidate is outside of the New Orleans area– include participant address information to select collection site nearest to them.

Double check to make sure the following information is correct:

- First Name
- Last Name
- Last 5 digits of SS#
- Phone 1
- PEOPLE SOFT Account String
- **Order Expires – CHANGE THIS DATE to 5 working days from date you’re ordering this test**
- Observed collection - NO

Order Handling Options:
Scheduling Method

- **Complete the order for participant (recommended)**
- **Send link to participant to schedule order**
- **Check mark Send Donor Pass to Participant via email**
- **Add candidates email and CC your email to receive donor pass**



6. Click on the continue button at the bottom right-hand corner

7. Review collection site options and select a site

Choose Collection Site
Choose a collection site for the participant. Use the company location or search for the collection sites in an alternate location.

12 Collection Sites found near: 411 South Prieur Street Suite 233, New Orleans, LA 70112 [Change Starting Location](#)

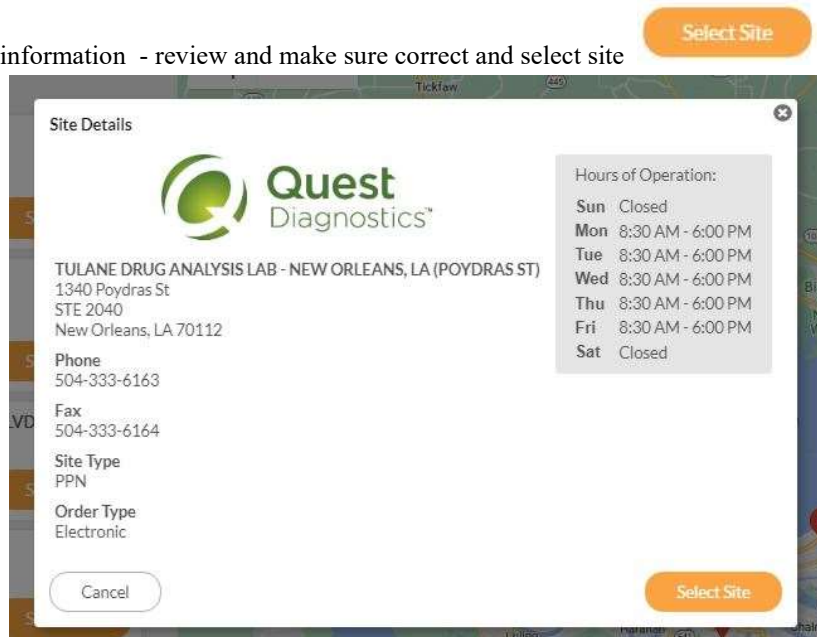
View Sites As: Map List

Page: < 1 > Show Results: 5 10 20

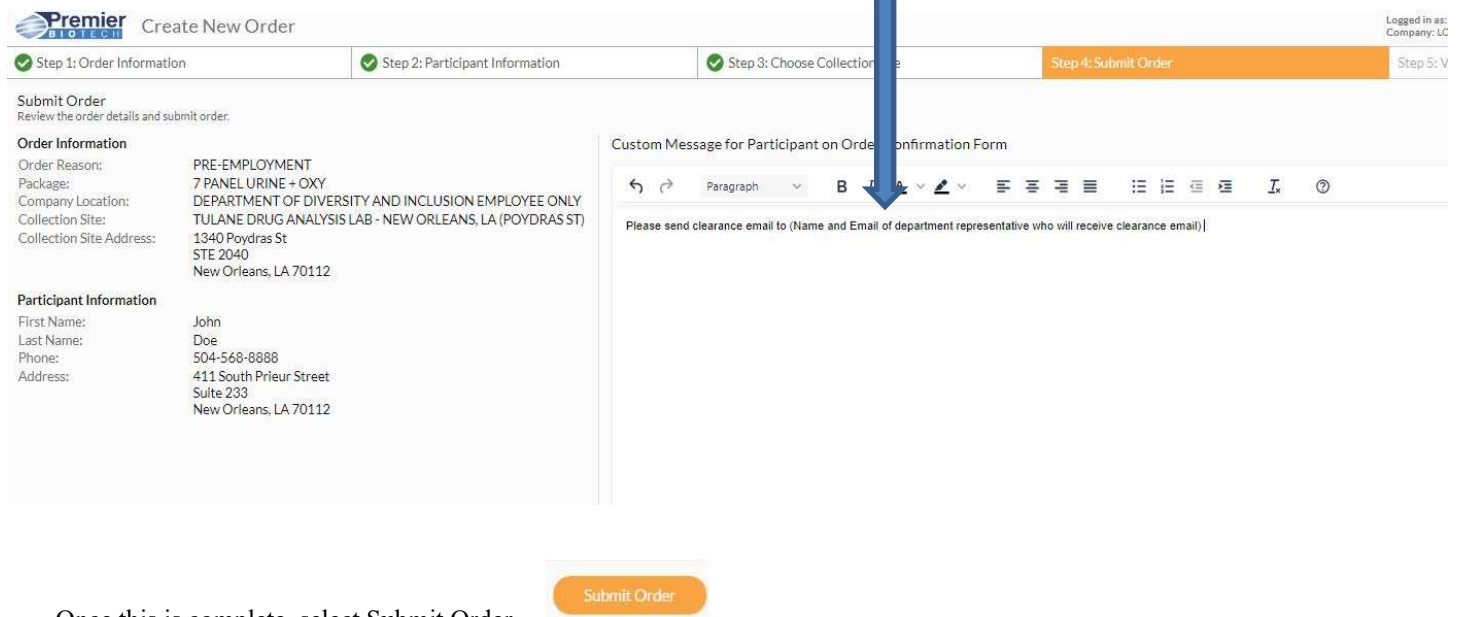
* Fees subject to change if collection completed at an alternate site from the location selected.

1. TULANE DRUG ANALYSIS LAB - NEW ORLEANS, LA (POYDRAS ST) 1340 Poydras St STE 2040 New Orleans, LA 70112 Order Type: Electronic Open: Mon Tue Wed Thu Fri Sat Sun	Distance 0.62 mi. 	Select Site
2. LABCORP - NEW ORLEANS, LA (STE 320A) 3525 Prytanía Street STE 320A New Orleans, LA 70115 Order Type: Electronic Open: Mon Tue Wed Thu Fri Sat Sun	Distance 2.26 mi. 	Select Site
3. LABCORP AT WALGREENS PSCX05710 - METAIRIE, LA (VETERANS MEMORIAL BLVD) 1717 Veterans Memorial Boulevard Metairie, LA 70005 Order Type: Electronic Open: Mon Tue Wed Thu Fri Sat Sun	Distance 4.63 mi. 	Select Site
4. LABCORP - GRETNA, LA (MEADOWCREST ST) 120 Ochsner Boulevard Gretna, LA 70056 Order Type: Electronic Open: Mon Tue Wed Thu Fri Sat Sun	Distance 6.15 mi. 	Select Site
5. LABCORP AT WALGREENS PSCX05709 - METAIRIE, LA (VETERANS MEMORIAL BLVD) 4607 Veterans Memorial Boulevard Metairie, LA 70006 Order Type: Electronic Open: Mon Tue Wed Thu Fri Sat Sun	Distance 7.00 mi. 	Select Site
6. LABCORP AT WALGREENS - NEW ORLEANS, LA (LAKE FOREST BLVD) 11297 Lake Forest Boulevard New Orleans, LA 70132 Order Type: Electronic Open: Mon Tue Wed Thu Fri Sat Sun	Distance 9.45 mi. 	Select Site

8. Selected collection site information - review and make sure correct and select site



9. Review the order details and **include name and email of representative within the department who will receive the clearance email.**



Once this is complete, select Submit Order

10. The order has successfully been placed

Next Step:

- Print or Download the donor pass
- The donor must bring this donor pass with them to the collection site

11. Press close on the bottom left hand corner of the page



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 / Premier BioTech 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

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

This is the only information that uniquely identifies an individual. When ordering the test – last 5 digits only

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 by the MRO. An individual who is taking legally prescribed medication for a documented illness, injury, or ailment shall 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 University Management 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 dilutants, 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.