



www.MyeScreen.com

User Manual

MyeScreen.com is a web-based application that links the employer to all points in the employee screening process through a closed-loop, integrated solution.



MYSCREEN

Iportal

TUTORIALS



A Dedicated Team Bringing
Peace of Mind

Visit www.MedScreensInc.com. Select Results – MyeScreen.

You may also view the brief online tutorial under this tab if needed.

PLEASE LOG-IN

If you are a member of MyeScreen please use the fields below to sign in. If you are not currently a member and would like to explore the possibility of becoming an eScreen client please [contact us](#).

User Name:


Password:

If you are having problems signing in, please click [here](#).

By signing in you are agreeing to our terms and conditions. [Terms and Conditions](#)

Log in to your secure account with the provided User Name and Password.

[Home](#)
[Inbox](#)
[Drug Test Reports](#)
[Messaging](#)
[Administration](#)
[Random Generator](#)
[Scheduling](#)
[Help](#)
[Documents](#)
[Order Supplies](#)
[Account Information](#)
[Log Off](#)



Results
0 Positive
0 Negative
0 Other
0 Pending
0 New Total

Physicals
5 Completed

Backgrounds
0 Ordered
0 Pending
0 Completed

Messages
6 Total Message(s)
0 Unread message(s)
0 Unread High-priority message(s)

New Unread High-Priority Messages
No unread high-priority messages

MyEscreen.com's main page – “MyEscreen Today!” displays the Menu navigation on the left hand side of the screen. This screen is used for an at-a-glance summary of results and messages available for viewing.

[Home](#)
[Inbox](#)
[Drug Test Reports](#)
[Messaging](#)
[Administration](#)
[Random Generator](#)
[Scheduling](#)
[Help](#)
[Documents](#)
[Order Supplies](#)
[Account Information](#)
[Log Off](#)

Inbox

Remove Checked

Check All

Uncheck All

Print Checked

Results

Type: Both

Refresh

Donor Name	COC	SSN#	Test Reason	Client	Test	Collection Date/Time	Test Result	Notes	Print
donor, test	984984892	111-11-1111	Pre-employment	Region 3 Area 83	CRL	1/8/2008 9:30:37 AM CST	RECEIVED AT LAB		
Smith, David	0054341287		Random	BROOKINGS	CRL	1/8/2008 9:30:37 AM CST	NEGATIVE		<input type="checkbox"/>
Jones, Bob	0049563585		Random	SPRINGFIELD OR	CRL	1/8/2008 9:30:37 AM CST	NEGATIVE		<input type="checkbox"/>
Brown, Sue	0049563586		Random	SPRINGFIELD OR	CRL	1/8/2008 9:30:37 AM CST	NEGATIVE		<input type="checkbox"/>
Evans, Mike	6301066902		Random	BROOKINGS	CRL	1/8/2008 9:30:37 AM CST	NEGATIVE		<input type="checkbox"/>
Doe, Jane	0049569054		Random	ROSEBURG	CRL	1/8/2008 9:30:37 AM CST	NEGATIVE		<input type="checkbox"/>
Hall, John	6301047725		Random	ROSEBURG	CRL	1/8/2008 9:30:37 AM CST	POLICY VIOLATION		<input type="checkbox"/>

User Inbox

The Inbox allows employers to receive, view and print confirmed drug and alcohol tests as well as monitor donor status during the screening process.

The Test Result column allows the user to monitor the status of each test in real-time. When a box appears around a donor's name, click on it to open the Specimen Results Certificate.


- Home
- Inbox**
- Drug Test Reports
- Messaging
- Administration
- Random Generator
- Scheduling
- Help
- Documents
- Order Supplies
- Account Information
- Log Off

Done

Click Print on the below report to print your report. When finished, click the done button.

Save a Copy
Print
Email
Search
ABC
Review & Comment
Sign

Select Text
75%



Result Certificate

Report Printed On: 1/8/2008 1:32:38 PM

<p>To:</p> <p>BROOKINGS, OR 97415</p> <p>Location:</p>	<p>Verification Date:</p> <p>08/27/2007 12:38 PM</p> <p>Medical Review Officer:</p> <p>Dr. Stephen Kraacht</p> <p>7500 W. 110th St, Ste 500</p> <p>PO Box 25903</p> <p>Overland Park, KS 66225</p> <p>888-382-2281</p>
<p>Donor Name:</p> <p>Bob Jones</p> <p>Date Of Test:</p> <p>01/08/2008 09:30 AM</p> <p>ID Number:</p> <p>0054341287</p> <p>Laboratory:</p> <p>CRL</p>	<p>Donor SSN:</p> <p>Other ID:</p> <p>Donor Status:</p> <p>Random</p>

8.5 x 11 in
1 of 1

MyScreen.com Inbox

Users have the ability to view and print a Specimen Results Certificate on confirmed results. A Specimen Results Certificate is the final documentation on a confirmed result. It can be printed or saved to the electronic archive.

[Home](#)[Inbox](#)[Drug Test Reports](#)[Find Test Result](#)[Summary Report](#)[Turnaround Time](#)[Statistics](#)[DOT MIS](#)[Analyte Statistics](#)[Positive Only](#)[Messaging](#)[Administration](#)[Random Generator](#)[Scheduling](#)[Help](#)[Documents](#)[Order Supplies](#)[Account
Information](#)[Log Off](#)

Find Test Result

Donor SSN:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Donor Name:	<input type="text"/>
Chain of Custody #:	<input type="text"/>
Other ID:	<input type="text"/>
	<input type="button" value="Search"/>

Find Test Result

To retrieve a confirmed test result (Specimen Results Certificate) that has been purged from the pending Inbox, the user can search by donor SSN, name, Chain of Custody number or other ID in the Find Test Result module.

- Home
- Inbox
- Drug Test Reports
 - Find Test Result
 - Summary Report**
 - Turnaround Time
 - Statistics
 - DOT MIS
 - Analyte Statistics
 - Positive Only
- Messaging
- Administration
- Random Generator
- Scheduling
- Help
- Documents
- Order Supplies
- Account Information
- Log Off

Summary Report

Sort By
Custody Control Form

Type
Both

Date
Today

Range
1/7/2008 to 1/7/2008

Save a Copy
Print
Email
Search
Review & Comment
Sign

Select Text
90%

Summary Report

Report printed on: 1/7/2008 4:49:41 PM

Donor Name	CCF	SSN#	Client	Regulation	Reason	Test	Collection Date/Time	Final Verification Date/Time	Result

Summary Report

A user can enter a date or date range and retrieve a summary of the drug tests for that specific period.



[Log Off](#)

Track Turnaround Time Stats

View and print a record that tracks the turnaround time from which a collection was started to the time the result was made available to the employer.



[Home](#)
[Inbox](#)
[Drug Test Reports](#)
[Find Test Result](#)
[Summary Report](#)
[Turnaround Time](#)
[Statistics](#)
[DOT MIS](#)
[Analyte Statistics](#)
[Positive Only](#)
[Messaging](#)
[Administration](#)
[Random Generator](#)
[Scheduling](#)
[Help](#)
[Documents](#)
[Order Supplies](#)
[Account Information](#)
[Log Off](#)

Statistics Report

Date: Type: Range:

Statistics Report

Statistics for		ROSEBURG				Report printed on:			1/8/2008 1:44:52 PM		
from		1/8/2008 - 1/8/2008									
Reason	Total	Negative	Positive	Verified Negative	Adulterated	Canceled	Substituted	Refusal to test	Canceled no CCF	Policy Violation	Positive UTCD
01 -- Pre-employment	1	1	0	0	0	0	0	0	0	0	0
02 -- Reasonable Cause	0	0	0	0	0	0	0	0	0	0	0
03 -- Random	2	1	0	0	0	0	0	0	0	1	0
04 -- Post Accident	0	0	0	0	0	0	0	0	0	0	0
05 -- Return to Duty	0	0	0	0	0	0	0	0	0	0	0
06 -- Follow Up	0	0	0	0	0	0	0	0	0	0	0

Statistics Report

Users can generate and print statistical reports based on test types for a specified date range. This can be generated for DOT, NON-DOT or both.

[Home](#)
[Inbox](#)
[Drug Test Reports](#)
[Find Test Result](#)
[Summary Report](#)
[Turnaround Time](#)
[Statistics](#)
[DOT MIS](#)
[Analyte Statistics](#)
[Positive Only](#)
[Messaging](#)
[Administration](#)
[Random Generator](#)
[Scheduling](#)
[Help](#)
[Documents](#)
[Order Supplies](#)
[Account](#)
[Information](#)
[Log Off](#)

DOT MIS Report

Date: Type: Range:

U.S. DEPARTMENT OF TRANSPORTATION DRUG AND ALCOHOL TESTING MIS DATA COLLECTION FORM
 Calendar Year Covered by this Report: _____ OMB No. 2105-0529

I. Employer:
 Company Name: _____
 Doing Business As (DBA) Name (if applicable): _____
 Address: _____ E-mail: _____
 Name of Certifying Official: _____ Signature: _____
 Telephone: () _____ Date Certified: _____
 Prepared by (if different): _____ Telephone: () _____
 C/TPA Name and Telephone (if applicable): _____
 Check the DOT agency for which you are reporting MIS data; and complete the information on that same line as appropriate:
 FMCSA - Motor Carrier DOT # _____ Other (specify) (circle one) YES or NO Example (Circle One) YES or NO

DOT MIS Report

Users can generate and print a DOT MIS Report based on a date, time period or date range. The bottom portion of this report will be automatically populated with statistical information based on dates set by the user. This will be printed out and the top portion of the form completed manually.

[Home](#)
[Inbox](#)
[Drug Test Reports](#)
[Find Test Result](#)
[Summary Report](#)
[Turnaround Time](#)
[Statistics](#)
[DOT MIS](#)
[Analyte Statistics](#)
[Positive Only](#)
[Messaging](#)
[Administration](#)
[Random Generator](#)
[Scheduling](#)
[Help](#)
[Documents](#)
[Order Supplies](#)
[Account Information](#)
[Log Off](#)

Statistics Report

Date Type Range

Save a Copy

Print

Email

Search

Review & Comment

Sign

Select Text

100%

MyScreen Analyte Statistics Report

Analyte Statistics for

MyScreen Training

from

9/1/2010 - 9/1/2010

Report printed on:

9/1/2010 2:05:03 PM

Verified Negative by Drug	Preemployment	Reasonable Cause	Random	Post Accident	Return to Duty	Follow Up	Promotion	Transfer	Other
Totals	0	0	0	0	0	0	0	0	0

Verified Positive by Drug	Preemployment	Reasonable Cause	Random	Post Accident	Return to Duty	Follow Up	Promotion	Transfer	Other
Totals	0	0	0	0	0	0	0	0	0

Analyte Statistics Report

Users can generate and print a report that will display statistics from their drug and alcohol testing program based on negative and positive numbers by reason for test for a specified date range. This can be generated for DOT, NON-DOT or both.

[Home](#)
[Inbox](#)
[Drug Test Reports](#)
[Find Test Result](#)
[Summary Report](#)
[Turnaround Time](#)
[Statistics](#)
[DOT MIS](#)
[Analyte Statistics](#)
[Positive Only](#)
[Messaging](#)
[Administration](#)
[Random Generator](#)
[Scheduling](#)
[Help](#)
[Documents](#)
[Order Supplies](#)
[Account Information](#)
[Log Off](#)

Positives Only Summary Report

Sort By: Type: Date: Range: to

Save a Copy Print Email Search

Select Text

Positives Only Summary Report

Report printed on: 1/8/2008 1:46:46 PM

Donor Name	CCF	SSN#	Client	Regulation	Reason	Test	Collection Date/Time	Final Verification Date/Time	Result
------------	-----	------	--------	------------	--------	------	----------------------	------------------------------	--------

Positive Only Summary Report

Users can generate and print a report that will display all the confirmed positive tests for the date range selected.

Messaging Inbox

Inbox | Sent Items

Compose New | Delete

Period: All

<input type="checkbox"/>	From	Subject	Date Sent
<input type="checkbox"/>	myeScreen Support	Maintanance reminder	9/1/2007 1:03:33 PM
<input type="checkbox"/>	myeScreen Support	test	10/23/2007 3:56:15 PM
<input type="checkbox"/>	myeScreen Support	qatest	10/24/2007 4:24:21 PM
<input type="checkbox"/>	myeScreen Support	test	12/4/2007 2:31:54 PM
<input type="checkbox"/>	myeScreen Support	test	12/4/2007 2:51:27 PM
<input type="checkbox"/>	myeScreen Support	test	12/4/2007 3:00:09 PM

Messaging Inbox

This tool allows the user to view messages sent FROM eScreen corporate office, monitor messages sent TO eScreen corporate office and to open and read all incoming messages.

Users may compose new messages, reply to received messages and delete messages in the messaging Inbox.

[Home](#)[Inbox](#)[Drug Test Reports](#)[Messaging](#)[Administration](#)[E-Mail Notification](#)[User Manager](#)[Random Generator](#)[Scheduling](#)[Help](#)[Documents](#)[Order Supplies](#)[Account
Information](#)

Email Notification Settings

[Save](#)[Cancel](#)

Current Result Email Settings:

Result Email Reporting is currently turned off

Result Email Notification
User:

None Selected

Result Email Address:

Current Randoms Email Notification Settings:

Randoms Email reporting is currently turned off

Randoms Email
Notification User:

None Selected

Randoms Email Address:

eMail Notification Settings

Allows the user to receive an eMail message prompting them to check their Inbox on MyeScreen.com.

For security and confidentiality reasons, test result information is **NOT** provided in eMail Notifications. However, it does provide a link that takes the user to the MyeScreen.com login page when there is new information to review.

User has control over setting up the receiver's email address and also activating and deactivating this feature.

[Home](#)[Inbox](#)[Drug Test Reports](#)[Messaging](#)[Administration](#)[E-Mail Notification](#)[User Manager](#)[Random Generator](#)[Scheduling](#)[Help](#)[Documents](#)[Order Supplies](#)[Account
Information](#)[Log Off](#)

User Manager

Save

Cancel

User

Services

☒ Account Enabled

User Name:

hrtesting

Client Account

610983 - 0

NOTE: Passwords must be at least 8 characters with 1 numeric digit.

Password:

••••••••

Re-Type Password:

••••••••

NOTE: Password hint is an optional reminder that only has meaning to you. It should NOT give away your password!

Password Hint:

First Name:

John

Last Name:

Doe

Email Address:

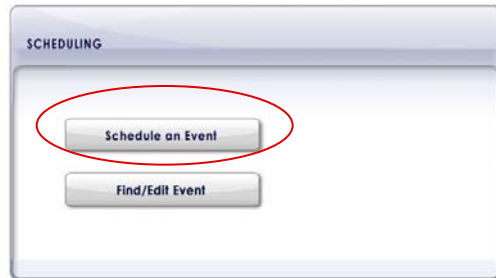
Confirm Email:

Please select Access Level privileges on the Services tab.

User Manager

This administrative tool allows admin users the capability to add, disable and edit users for the MyeScreen.com application.

There is no limit as to how many users can be set up. The Services tab allows the user to select (or restrict) the features available to each MyeScreen.com user.



MyeScreen

Products & Services About eScreen MyeScreen Contact Us

Home

Inbox

Drug Test Reports

Messaging

Administration

E-Mail Notification

User Manager

Random Generator

Scheduling

Help

Documents

Order Supplies

Account Information

Log Off

Donor Info

Employer:

MyeScreen Training - Overland Park

Donor:

First Name:

Middle Name:

Last Name:

Social Security Number:

Date of Birth:

/

/

(MM/DD/YYYY)

Day Phone:

(

)

-

Ext.

(Ext. is optional)

Evening Phone:

(

)

-

Ext.

(Evening phone is optional)

Other ID:

None

(Optional)

Reason:

☐ Pre-employment

☐ Periodic Medical

☐ Followup

☐ Random

☐ Promotion

☐ Transfer

☐ Post Accident

☐ Return to Duty

☐ Other

☐ Diversion

☐ Reasonable Suspicion/Cause

Type of Test:

☒ DOT Tests

☐ non-DOT Tests

☐ eScreen eCup Instant Test

☐ Urine collection for drug test


☐ Breath alcohol test

BackNext

Scheduling:

The MyeScreen.com Scheduling tool allows the user to schedule a drug test or breath alcohol collection for a donor. Click on “Schedule an Event” to begin the scheduling wizard.

The user completes the Donor Info screen and selects the reason and type of test to be performed. Click Next.


[Products & Services](#)
[About eScreen](#)
[MyeScreen](#)
[Contact Us](#)

[Home](#)
[Inbox](#)
[Drug Test Reports](#)
[Messaging](#)
[Administration](#)

- E-Mail Notification
- User Manager



[Random Generator](#)







[Scheduling](#)

[Help](#)
[Documents](#)
[Order Supplies](#)
[Account Information](#)
[Log Off](#)

Select Clinic

[Show Default Clinics](#)
[Back](#)

Select	Clinic Name	Phone	Address:	City:	State:	ZIP
<input type="button" value="Select"/>	  Test Clinics1	8008810722	7500 W 110th St	Overland Park	KS	66210

 = Installed
 = Installed \$\$\$
 = Uninstalled in Network
 = Electronic Chain
 = Out of Network
 = Hover for Details

Select Clinic

If the user is working with a collection partner that offers more than one clinic location, they will appear here. The user can click and select the collection location.

MyEscreen

Products & Services About eScreen MyeScreen Contact Us

Home

Inbox

Drug Test Reports

Messaging

Administration

E-Mail Notification

User Manager

Random Generator

Scheduling

Help

Documents

Order Supplies

Account information

Log Off

Settings Information

Back

Confirm Scheduled Event

Note: By pressing "Confirm Scheduled Event", you are scheduling this event.

Configuration:

☒ Immediate (Start time is current time.)
 ☐ Future (Start time must be specified.)

Hours Type:

Immediate

Donor has to complete test.

EST (Please select donor time zone)

☐ Donor is allowed to take test up to 7 days after the test time has expired.
 ☐ Do not display expiration time on the ePassport.

Notifications:

☐ Send Email when donor has completed the event.
 ☐ Send Email if the donor fails to take test by the event time.
 ☐ Send Email notification 2 hours before scheduled event expires.

Email Address:

Scheduler Contact Info:

Please enter the contact information in case the donor has questions.

Contact First Name:

Contact Last Name:


Contact Phone: -

Additional Notes for ePassport:

Settings Information

From this screen, the user can override the company settings on event time expiration (if necessary). The user will select the amount of time the donor will have to complete the event (expiration period)

The user can also activate the notifications tool so that an email update will be sent at specific stages during the event's process.



[Products & Services](#)
[About eScreen](#)
[MyEscreen](#)
[Contact Us](#)

[Home](#)
[Inbox](#)
[Drug Test Reports](#)
[Messaging](#)
[Administration](#)
 [E-Mail Notification](#)
 [User Manager](#)
[Random Generator](#)
[Scheduling](#)
[Help](#)
[Documents](#)
[Order Supplies](#)
[Account Information](#)
[Log Off](#)

Print ePassport Done

ePassport Notification Options

Email:

☐ Do you want to send a text message reminder along with the email?

Cell Phone: ()

Cell phone number is required. Standard carrier data and text messaging rates may apply.

Instructions:

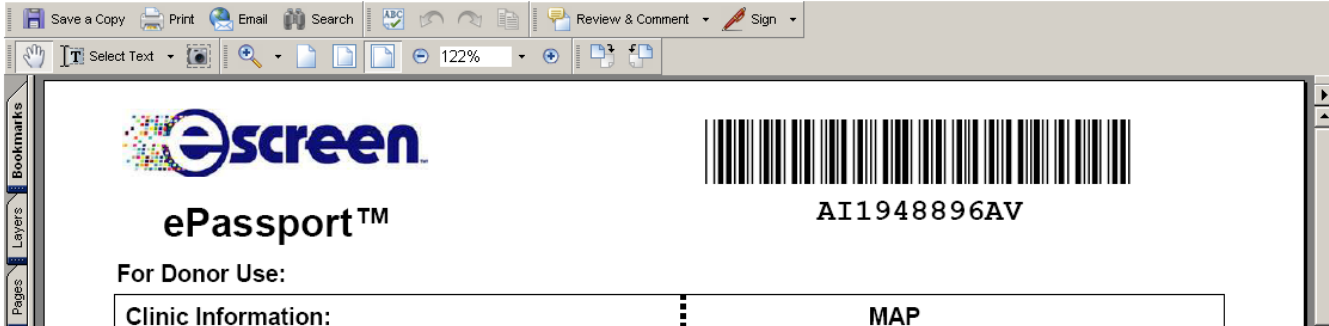
Print out this sheet and send with the Donor to the Clinic.

OR

Email the ePassport to the donor.

Note: If you select the option to send a text message reminder to the donor, the donor will receive a text message instructing them to check their email to download the ePassport.

Send



The screenshot shows a web browser window displaying the ePassport document. The document features the eScreen logo, a barcode, and the alphanumeric code AI1948896AV. Below the barcode, it says 'ePassport™' and 'For Donor Use:'. At the bottom, there is a section for 'Clinic Information:' followed by a vertical ellipsis and the word 'MAP'.



ePassport

The ePassport is a document that is given to the donor and contains all the event information. The donor should present to the clinic with the ePassport, which may be printed or emailed to the donor. A reminder can also be sent to the donor via a text message.

The barcode on the ePassport is electronically scanned at the collection site (into eScreen's clinic software; eScreen123) and the drug test and/or alcohol test collection process begins.

ePassport

The barcode on the ePassport is electronically scanned at the collection site (into eScreen's clinic software; eScreen123) and the drug test and/or breath alcohol process begins.

ePassport™


AI1948896AV

For Donor Use:

Clinic Information:
 Test Clinics1
 7500 W 110th St
 Ste 500
 Overland Park, KS 66210
 800-881-0722

DON'T FORGET!
 -ePassport
 -Photo ID
 -All other documents provided by employer
 -Call clinic to confirm their hours of service

MAP



Scheduled Time: Between 9/1/2010 2:46:37 PM EST and 9/9/2010 2:46:00 PM EST

For Clinic Use:

Scan the ePassport barcode into eScreen123.

Confirmation #: AI1948896AV

Regulation: NON-DOT

Reason for Test: Pre-employment

Services to be performed:
 eCup Instant Test

Scheduled Event Details will appear.

Donor Information
 Name: Joe Thompson
 Other ID:

eScreen Acct #: 10-222
 Employer Name: MyeScreen Training


Additional Requirements/Notes:

Contact eScreen Client Services with questions: (800) 881-0722 opt. 5

SCHEDULING

[Schedule an Event](#)

[Find/Edit Event](#)



[Products & Services](#)
[About eScreen](#)
[MyeScreen](#)
[Contact Us](#)

- Home
- Inbox
- Drug Test Reports
- Messaging
- Administration
 - E-Mail Notification
 - User Manager
- Random Generator
- Scheduling**
- Help
- Documents
- Order Supplies
- Account Information
- Log Off

Scheduled Events

First Name:

Last Name:

SSN:

Other ID:

Confirmation #:

Start Date: -


End Date: -

Filter Status by:


Name	Confirmation #	Test	Status	Clinic Name	Clinic Phone	Start Date Time	End Date Time
Smith, John	AI10638290R	eCup Instant Test	Expired	Test Clinics1	800-881-0722	7/30/2009 10:59:13 AM	7/31/2009 10:59:00 AM

A user can view all the scheduled events for a specific day or date range by using the Scheduled Event History option.

A user can update the test date, cancel the test, edit the donor information and reprint the ePassport by clicking on the Select button next to the donor's name.



an Alere company



[Products & Services](#)
[About eScreen](#)
[MyScreen](#)
[Contact Us](#)

[Home](#)
[Inbox](#)
[Drug Test Reports](#)
[Messaging](#)
[Administration](#)

[E-Mail Notification](#)
[User Manager](#)

[Random Generator](#)

[Scheduling](#)

[Help](#)
[Documents](#)
[Order Supplies](#)
[Account Information](#)
[Log Off](#)

Scheduled Event Information

[Reprint ePassport](#)
[Done](#)

This event expired more than 7 days ago. Please schedule a new event.

Confirmation #: AI10638290R

[Scheduled Event](#)
[History](#)

Scheduled Services/Status:	eScreen eReader instant test Expired	Reason for Test:	Pre-employment
Client:	MyeScreen Training		
Donor Name:	John Smith		
Social Security Number:	375 - 57 - 4747		
Date Of Birth:	12 / 12 / 1988 (MM/DD/YYYY)		
Day Phone:	(846) 464 - 6464 Ext. 6		
Evening Phone:	Ext. 0		
Other ID:			
Clinic:	Test Clinics1		
Clinic Address:	7500 W 110th St Ste 500 Overland Park, KS 66210		
Clinic Phone #:	(800) 088- 1072		
Start Date:	07 / 30 / 2009 10 : 59 AM		
Expiration Date:	07 / 31 / 2009 10 : 59 AM		
Configuration:	<input checked="" type="checkbox"/> Do not display expiration time on the ePassport. <input type="checkbox"/> Donor is allowed to take test up to 7 days after the test time has expired. <input type="checkbox"/> Send email When Donor has completed the event. <input type="checkbox"/> Send Email if the donor fails to take the test by the event time. <input type="checkbox"/> Send Email notification 2 hours before scheduled event expires.		
Notifications:			
E-Mail Address:			
Additional Notes for ePassport:	<div></div>		

Once the user selects the scheduled event, all the details of the event can be viewed, a reprint of the ePassport can be printed, and the history tab can be opened to show all the activity on that event.



Generic ePassport

For those users that do not utilize the Scheduling tool, they can still create a non-scheduled, customer-specific ePassport that is given to the donor to present at the eScreen collection facility.



This ePassport is also scanned at the collection site and ensures the result is reported correctly to the employer location.

ePass

Email Send Email
Done

Save a Copy
Print
Email
Search
Review & Comment
Sign

Select Text
130%

CID483720

Applicant / Donor Information

Please present this information sheet to the clinic listed below for drug screen collection services:

ABC Clinic
123 Main Street
Overland Park, KS 66210
913-222-5555

☐ Follow-up

☐ Pre-employment

☐ Reasonable suspicion/cause

☐ Post-accident

☐ Return-to-duty

☐ Transfer

☐ Random

☐ Periodic Medical

☐ Promotion

☐ Other

In most cases, (since this ePassport is NOT event specific), this document is printed and copies are handed out to donors as needed for drug screens. ***The ePassport can be filled in manually by the employer for type of test, reason for test and donor's name.***

Summary

- If you are a contact for more than one sub-location you will have two different usernames to log in to these two different accounts.
- View your inbox daily to see:
 - The status of any donors that are in the testing process.
 - Any completed results that have not been reviewed.
- When sending a donor in for testing you should provide them with two forms:
 - They will need an ePassport
 - You may email this to the donor if you schedule his/her test (Slide 17-23).
 - You may print out a generic ePassport and give to the donor (Slide 24).
 - Make sure you mark the reason and type of test the donor is to have.
 - They will need a five part Chain of Custody Form (CCF).
 - Make sure you send the correct CCF.
 - A DOT test cannot be performed on a Non-DOT CCF and vice versa.
 - You do not need to send CCF's with donors who need a Breath Alcohol Test (BAT).

MyEscreen.com allows the employer to maintain control and lower costs of the hiring program by eliminating paper forms, decreasing phone calls and faxes, and ensuring consistency and compliance.

This integrated solution links the employer and the collection location to provide a closed-loop process to hire the first-choice candidates before the completion and maintain a drug-free workforce.



Call with any Questions: 601-939-3030