

Procedures for sending an employee for a drug test

1. Click on the menu option “Initiate a Drug Test” and enter the employee’s SSN or MUST unique ID number.

Drug Test Administration - Windows Internet Explorer

https://72.32.51.109/must/drug_test/113275/

File Edit View Favorites Tools Help

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Drug Test Administration

MUST SAFETY PROGRAM

Exit Menu For HELP, call 248-352-9810 Mon-Fri 7:30am-4:00pm ET

Initiate a Drug Test

Employee: John Doe
MUST ID: C0000040
Craft: Contractor/Rep.

Employer: -- Select --

Bill To: Worker's Employer

Reason: -- Select --

Cancel Continue

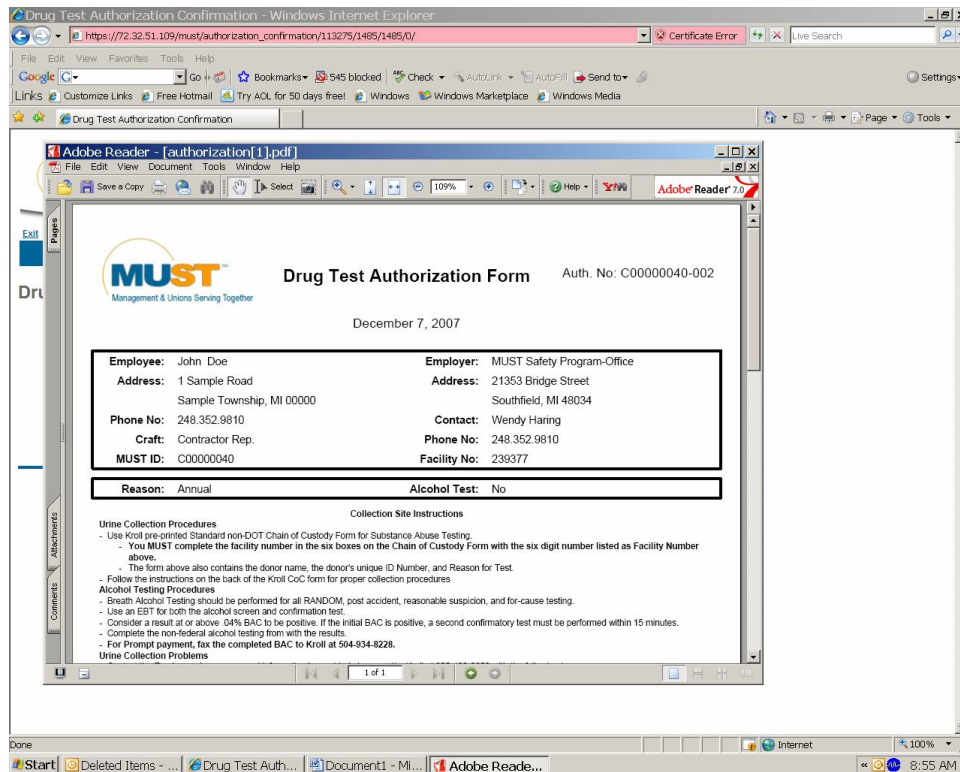
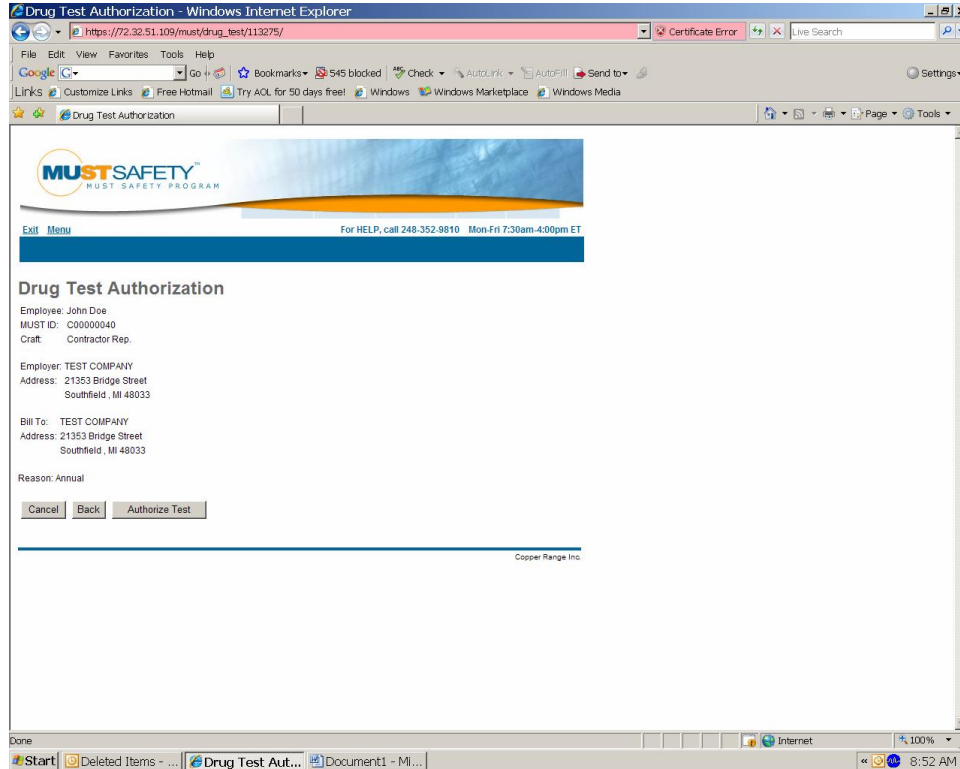
Cooper Range Inc.

Done

Start Deleted Items - ... Drug Test Ad... Document1 - Mi... 8:46 AM

2. **Employer:** Please select which company the individual is employed with.
3. **Bill To:** Please select who the Bill should go to. If you contribute into a drug testing fund, you will have the option to select the appropriate fund and bill that fund directly. If you believe you participate into a fund, but do not see the fund option displayed, please contact your fund administrator for verification and then contact the MUST Office. After verification by your fund, the MUST office will display this billing option on your account. (Please Note: Fund administrators will be charging a \$30.00 re-invoicing fee for any tests incorrectly charged to a drug testing fund)
4. **Reason for Testing:** If you select Random, Reasonable Suspicion/Cause, or Post Accident, an alcohol test is required and there will be an additional charge implemented.

- Please review the drug test authorization to ensure accuracy. Click “Authorize Test” if all information is correct.



Reminder: The authorization form will now replace your chain of custody (COC) forms.

Helpful Printing Tips:

You have the option to print, email or fax this form directly to an individual to print. If you experience any printing difficulties or need to reprint a form, go to the menu page and click on the option “Drug Test Authorizations and Billing”. You will be able to print the same form again. You can also view all your open authorizations as well as any drug tests that have been completed.

