

KENTUCKY PHYSICIANS HEALTH FOUNDATION

Drug/Alcohol Screening Procedures

Revised January 1, 2010

- You will be required to call in to FirstLab's automated system **every day, including weekends, between the hours of 5:00 am and 1:00 pm EST (4:00 am – 12:00 am CST)**. You may also go online during the same hours at phm@firstlab.com. The message will tell you when you have been selected and what Option (1-5) to check on the Chain of Custody form.
- You will be expected to have your test done on the **same day** that you are called, preferably before noon, but no later than midnight of the same day. If for some reason you **cannot test** the day you are selected or if there are any problems, you are to notify Sara Allen at FirstLab AND our office *immediately*.
- All participants will carry their own Chain of Custody forms and FirstLab will send all testing kits to their primary site location. **Please PRINT your NAME and Social Security Number at the top of the Chain of Custody form in the designated spaces.**
- **You will list all medications, including over the counter and supplements that you have taken during each month on your Monthly Report Form that you were given when you signed your contract.**
- **As stated in our contracts: You agree to abstain completely from any mood-altering drug including over the counter preparations and goods having substances that could yield a positive toxicology test result (e.g. poppy seeds, cough syrups, cold/cough medications, rum cakes, etc.), except as prescribed by your physician (In the past we have received positive drug screen results for morphine due to the ingestion of poppy seeds. We include this for your information).**

You will notify KPHF and instruct your physician to send KPHF documentation outlining the procedure(s) and medication prescribed within 24 hours of the prescription.

- All screens **MUST be observed from the front or side, meaning "meatus to cup"**. For same-sex observation, it is a good idea to call ahead to insure someone is available and arrive at the testing site during the hours that same sex observers are present. Urine screens NOT observed will be considered invalid and may constitute a re-test.
- **At the time of collection you are required to pay the collection fee ONLY**. Your credit card will be billed each month for the previous month's testing costs. FirstLab will bill participants the 3rd or 4th week of the following month for tests completed the previous month.
- The cost of urine screen tests range from **\$30.50 - \$85, excluding the collection fee**. Your actual cost will depend on your frequency of testing and type of test, which is determined by the Foundation. Testing dates are randomly chosen by computer and are not set up as weekly, monthly, etc. but by so many times per year.
- **You must notify by emailing or calling FirstLab AND our office if you are going to be out of town, on vacation or unavailable for any reason two weeks in advance of the event or as soon as possible.** Should you be gone longer than 2-3 weeks, you may be required to test at an out of state location.

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- Missed Calls or Log-ins online: You are **REQUIRED** to notify our office should you ever miss calling in to the system.

Starting 01/01/08

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| First Missed Call | \$100 administrative fee |
| Second Missed Call | \$200 administrative fee |
| Third Missed Call | \$300 administrative fee |
| More than Three Missed Calls | You will be reported to the Board and the Board will take appropriate action. |

ALL MISSED CALLS CONSTITUTE A RE-TEST.

If you have questions or concerns please contact Missy at our office (502) 425-7761 or missyh@kyrecovery.org or Sara Allen at FirstLab 215-396-5547 at or sallen@firstlab.com.