

**DRUG SCREENING PROCEDURE FORM**

1. Go to the Customized Applicant Paying Website at [www.sharpbackground.com](http://www.sharpbackground.com) to enter personal information. **IMPORTANT:** Take care! Do not make typing errors when entering personal information. All errors, no matter how innocent, may result in you having to re-pay and re-test with the corrected information.

**Examples of innocent errors:**

- Mixing up order of first, last and middle names.
- Typing error in SS#.
- Typing error in birth date.

2. You **MUST** check “yes” in the box that asks if you want a copy of your report and give a valid email address. You are required to have a copy of your report to verify your results and act on any discrepancies.
3. Select PACKAGE 1: Background Check and 10 Panel Drug Screen (\$70.00)
4. Pay for your drug screen by selecting from two methods of payment (Money Order or Credit Card).
5. Once paid, a confirmation email will be sent to you, usually within 24 hours.
6. Chain of Custody form will be mailed from company.
6. Take the Chain of Custody form to a **Quest Diagnostics** location (please avoid third party locations as this may result in an additional collection fee) and perform the drug screen.

**IMPORTANT: DO NOT drink more than 8 ozs of fluid in the 2 hours prior to giving urine sample. An abundance of fluid will result in a “dilute” reading which constitutes a “flagged” situation. It will keep you from attending clinicals and requires immediate re-payment and re-testing. At the facility, if you are not able to produce a urine sample when requested, call ADB on how to proceed.**

7. The lab will run extensive tests to verify if the drug screen is negative/positive/dilute.

**When results are negative**, a fax is sent from Quest to American DataBank to input the results.

**When results are dilute**, you must contact American DataBank at 1-800-200-0853 for further instructions.

**When results are positive**, the results are forwarded to the Medical Review Officer. The Medical Review Officer will contact you for verification of any prescription drug you may be taking to show a false positive. After discussion, the Medical Review Office will send a fax to American DataBank to input the results and close the order. If the order is positive the Medical Review Office will list the drug that is positive.

8. If you have any questions about this procedure, please call American DataBank at 1-800-200-0853.

***I have read and understood the information on this form and have received a copy:***

Student name (print): \_\_\_\_\_

Student name (sign): \_\_\_\_\_ Date: \_\_\_\_\_