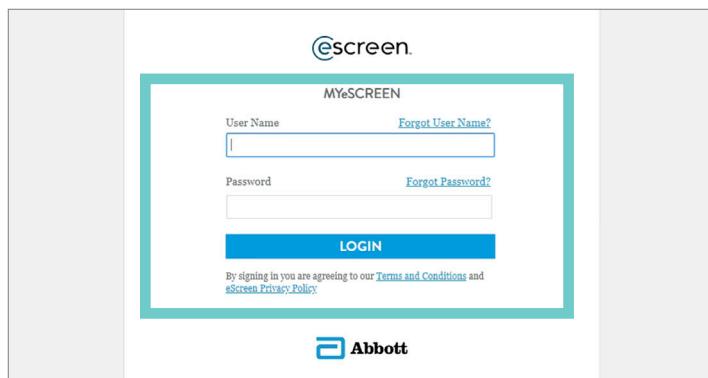


ESCREEN™ WEB-BASED REPORTING SOLUTION

MYSCREEN DRUG SCREEN RESULT PORTAL

HOW TO ACCESS RESULTS, SETUP A NEW USER, AND SETUP EMAIL NOTIFICATIONS.

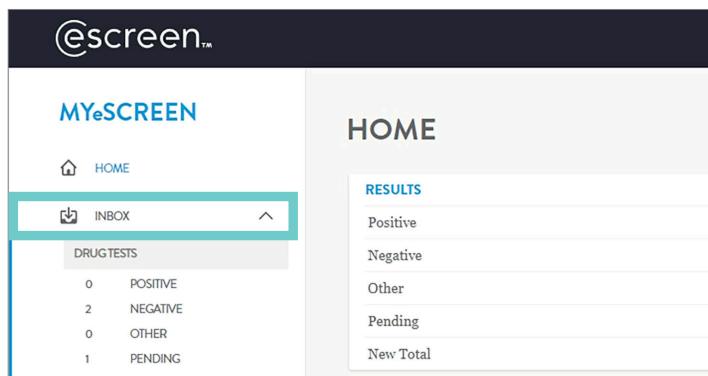
HOW TO ACCESS RESULTS



1. MYSCREEN LOGIN

[Go to www.MyeScreen.com](http://www.MyeScreen.com)

Enter your user name and password and click **LOGIN**.



2. ACCESS RESULTS

From the menu toolbar on the left hand side, click on **INBOX** and then click on **DRUG TESTS**

INBOX						
RESULTS	HEALTH-eSCREEN SERVICES		RANDOMS			
REMOVE CHECKED		PRINT CHECKED		Type: All	F	
□	DONOR NAME	CO.C	DONOR ID	TEST REASON	CLIENT	TEST
□	Test, Donor	00000001	123-45-6789	Pre-employment	eScreen Demo	ALERE 12/26/2020 9:47:31 AM SENT TO LAB
□	Test, Donor	00000002	123-45-6789	Pre-employment	eScreen Demo	ALERE 12/26/2020 9:47:31 AM NEGATIVE
□	Test, Donor	00000003	123-45-6789	Pre-employment	eScreen Demo	ALERE 12/26/2020 9:47:31 AM NEGATIVE

3. ACCESS RESULTS (CONT'D)

PENDING and **NEW** results will be listed on the screen as shown. The names with hyperlinks, are final results.

If the name does not have a hyperlink, the result is still in process and the status can be seen on the far right column **TEST RESULT**.

HOW TO ACCESS RESULTS

(CONT'D)

MYSCREEN

RESULTS HEALTH-eSCREEN SERVICES RANDOMS

INBOX

RESULTS REMOVE CHECKED PRINT CHECKED

DONOR NAME COC DONOR ID TEST REASON CLIENT TEST

Test, Donor 00000001 123-45-6789 Pre-employment eScreen Demo ALERE

Test, Donor 00000002 123-45-6789 Pre-employment eScreen Demo ALERE

Test, Donor 00000003 123-45-6789 Pre-employment eScreen Demo ALERE

DRUG TESTS: 0 POSITIVE, 2 NEGATIVE, 0 OTHER, 1 PENDING, 3 NEW TOTAL

HEALTH-eSCREEN SERVICES: 0 CANCELLED, 4 COMPLETED, 9 PAST DUE, 0 NO SHOW, 0 PENDING, 14 SCHEDULED, 27 TOTAL

RANDOMS: 91 REQUIRE ACTION, 4 SCHEDULED

4. VIEW COMPLETED RESULTS

Click on a name with a hyperlink to open the result. The Specimen Results Certificate will open in a PDF.

Specimen Result Certificate

ID Number: 00000001 Report printed on 1/4/2021 4:04:08 PM Page 1 of 1

Attention: Verification Date 12/17/2020 11:30 AM

Test Location: eScreen Demo Acc

Collection Site: Example Collection Site

Medical Review Officer: Dr. Stephen Kracht
8140 Ward Parkway Ste 275
Kansas City, MO 64114
888-382-2281

Donor Name:	Test, Donor	Donor SSN:	123-45-6789
Date Of Test:	12/28/2020	Donor ID:	
ID Number:	0000000001	Reason for Test:	Pre-employment
Laboratory:	Test Lab	Regulation:	DOT-FMCSA
		Specimen Type:	Urine

Drugs Tested:

Drug Name	Result	Laboratory Screening Cutoff *	Laboratory Confirmation Cutoff *	Drug Name	Result	Laboratory Screening Cutoff *	Laboratory Confirmation Cutoff *
Marijuana	Negative	50 ng/mL	15 ng/mL	Oxycodone	Negative	300 ng/mL	300 ng/mL

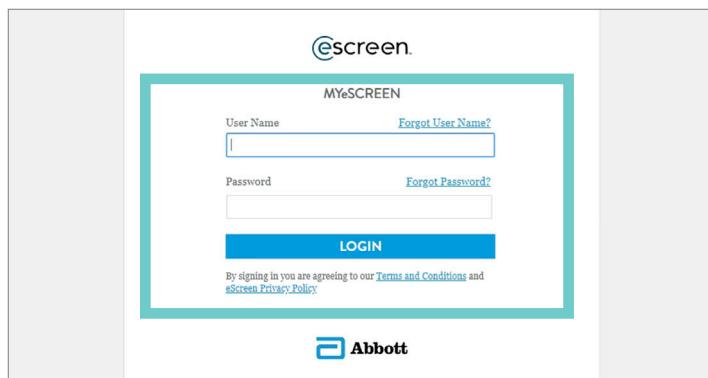
5. VIEW COMPLETED RESULTS (CONT'D)

Once you open and view a result, it will be removed from your inbox.

To access previously viewed results, go to the **DRUG TEST REPORTS** menu option and then Find Test Result. Enter as much or little of the search criteria and Search for the result.

Note: Results are stored for 24 months online and available in archives after that.

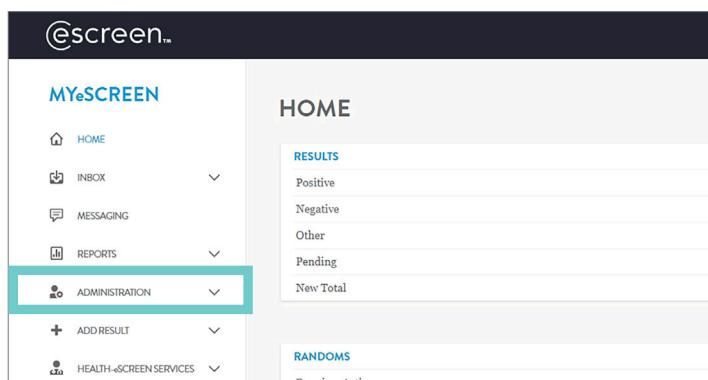
HOW TO SET UP A NEW USER



1. MYSCREEN LOGIN

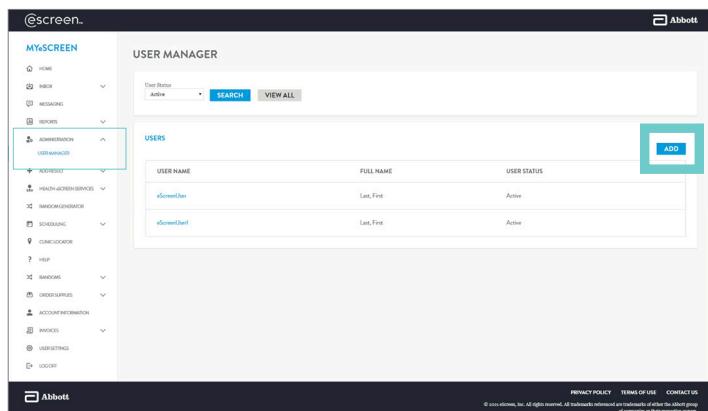
[Go to \[www.MyeScreen.com\]\(http://www.MyeScreen.com\)](http://www.MyeScreen.com)

Enter your user name and password and click **LOGIN**.



2. ACCESS ADMINISTRATION PANEL

From the menu toolbar on the left hand side, click on **ADMINISTRATION**.



3. ADD A USER

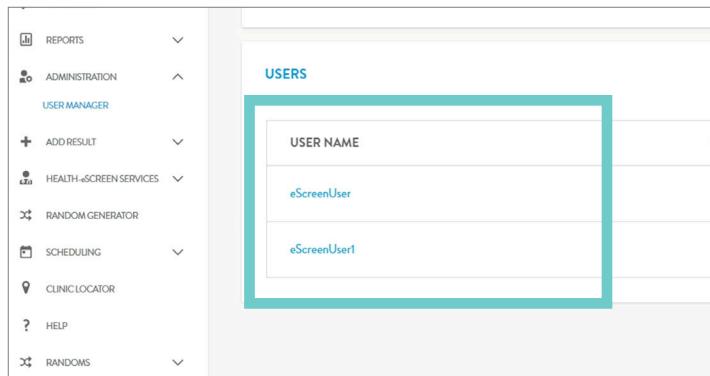
Click on **USER MANAGER** under the Administration menu.

At the User Manager screen, click on **ADD**. The User tab will display all the fields that must be completed. Complete all fields and then click on **SAVE**.

Note: The system will return you to the User Manager screen and now the new user is listed under the User Name column. You now need to go in and set up the user's Access Level Privileges.

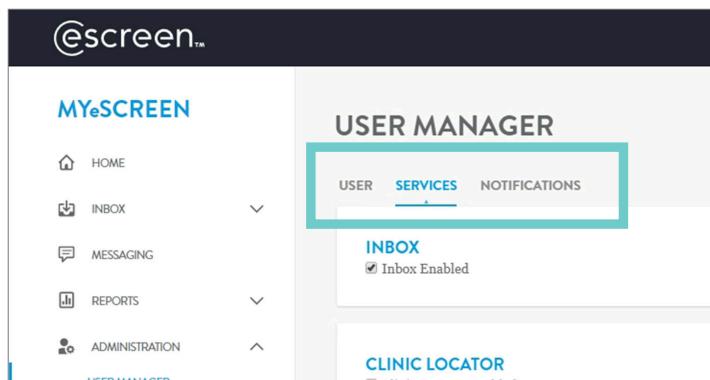
HOW TO SET UP A NEW USER

(CONT'D)



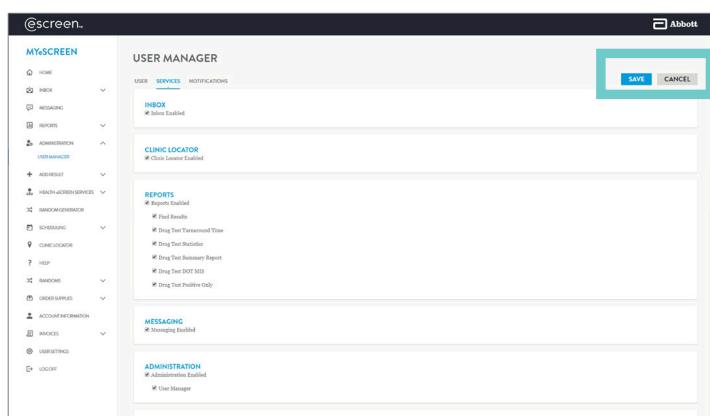
4. ADD A USER (CONT'D)

On the User Manager screen, **CLICK** on the new user that was created. The user's information will now open.



5. ADD A USER (CONT'D)

Click on the **SERVICES** tab.



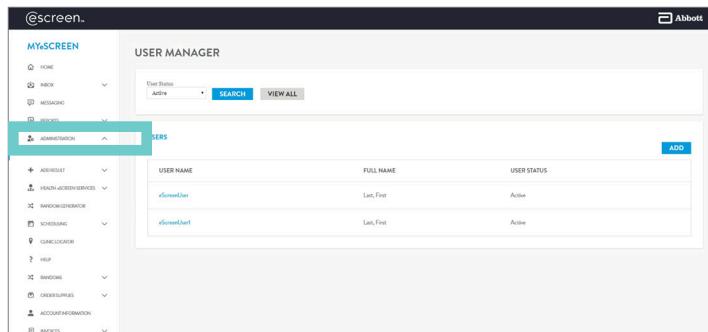
6. ADD A USER (CONT'D)

Use the check boxes to activate any and all services you wish for this user to have on MyeScreen.com. It is also important that at least one other person has the privileges level set to "Administration, User Manager". This gives users the ability to set up and manage other users of MyeScreen.com.

Click on **SAVE** to save changes and exit.

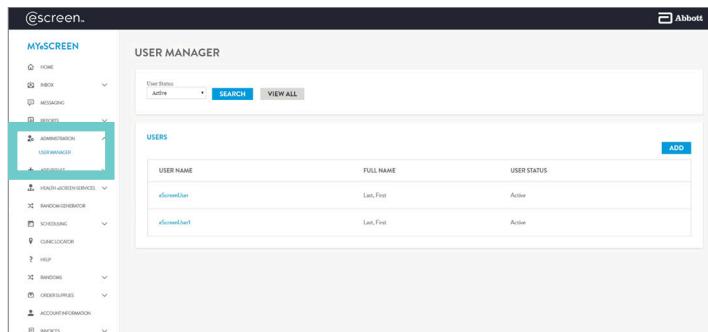
Note: New users will receive an email confirmation that they **must** respond to in order to activate their user status before they can access any of the tools on MyeScreen.com.

HOW TO SETUP EMAIL NOTIFICATIONS



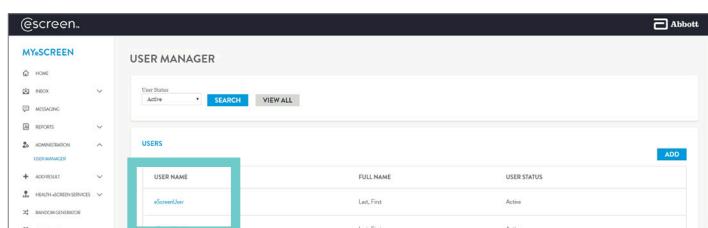
1. ACCESS ADMINISTRATION PANEL

From the menu toolbar on the left hand side, click on **ADMINISTRATION**.



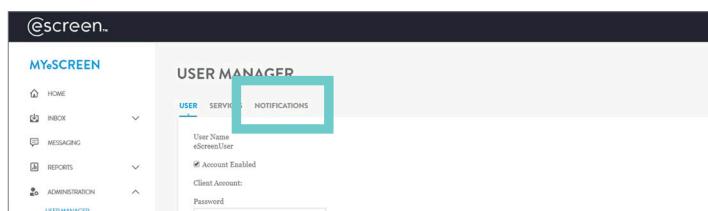
2. SETUP EMAIL NOTIFICATIONS

Select **USER MANAGER**.



3. SETUP EMAIL NOTIFICATIONS (CONT'D)

Select **USER NAME**.



4. SETUP EMAIL NOTIFICATIONS (CONT'D)

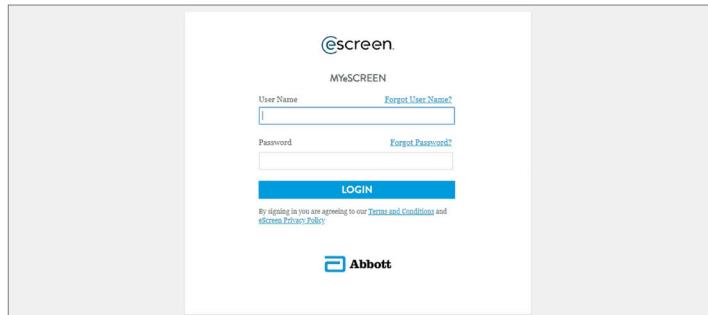
Select **NOTIFICATIONS**.

HOW TO SETUP EMAIL NOTIFICATIONS

(CONT'D)

5. SETUP EMAIL NOTIFICATIONS (CONT'D)

Select the notifications that you would like to receive and click **SAVE**.



6. SETUP EMAIL NOTIFICATIONS (CONT'D)

You will receive a verification email. Click the link and log back in to MyeScreen.com.

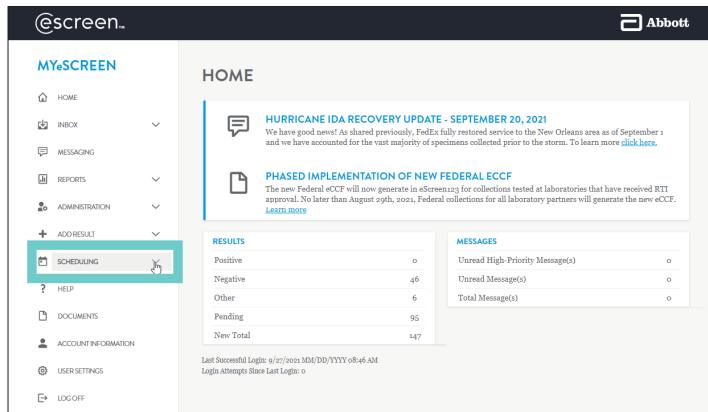
Once logged in, you should receive a confirmation message that the notifications were setup successfully.

7. SETUP EMAIL NOTIFICATIONS (CONT'D)

If you now look at the notifications tab under your user profile, you should see a green check mark with the word **VERIFIED**.

SCHEDULING DONORS THROUGH MYSCREEN.COM

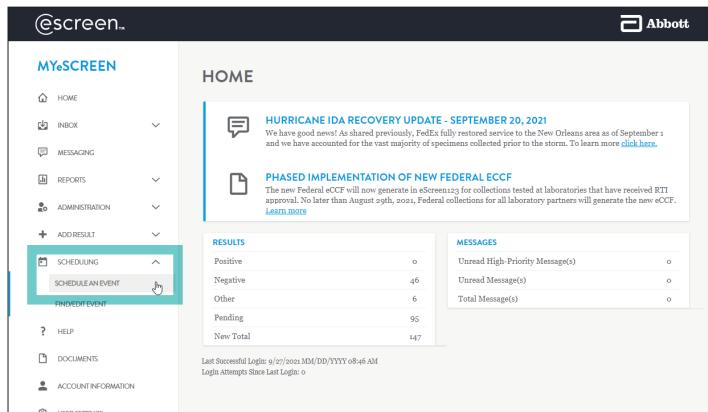
This will demonstrate how clinic clients can schedule donors and patients at the clinic that set them up with Web Reporting through MyeScreen.com.



The screenshot shows the MyeScreen Home screen. The sidebar on the left has a 'SCHEDULING' option highlighted with a blue box and a cursor icon. The main content area displays a 'HURRICANE IDA RECOVERY UPDATE - SEPTEMBER 20, 2021' message and a 'PHASED IMPLEMENTATION OF NEW FEDERAL eCCF' message. Below these are 'RESULTS' and 'MESSAGES' tables. At the bottom, there are login statistics: 'Last Successful Login: 9/27/2021 MD/YY 08:46 AM' and 'Login Attempts Since Last Login: 0'.

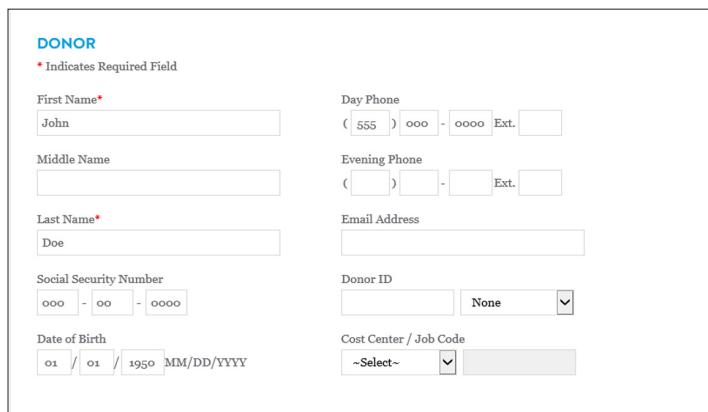
STEP 1: NAVIGATE TO EVENT SCHEDULER

- From the Home Screen, click on **SCHEDULING**



This screenshot is similar to the one above, but the 'SCHEDULE AN EVENT' option in the sidebar is highlighted with a blue box and a cursor icon. The rest of the interface is identical to the first screenshot.

- Click **SCHEDULING AN EVENT**



The screenshot shows the 'DONOR' form. It includes fields for First Name (John), Middle Name, Last Name (Doe), Social Security Number, Date of Birth (01/01/1950), Day Phone, Evening Phone, Email Address, Donor ID (None selected), and Cost Center / Job Code (a dropdown menu showing '~Select~'). A note at the top left says '• Indicates Required Field'.

STEP 2: ENTER DONOR/PATIENT INFO

- Enter in **DONOR INFO**. This will speed the checkin process up once the donor arrives at the clinic.

SCHEDULING DONORS THROUGH MYSCREEN.COM (CONT'D)

REASON FOR TEST - DRUG TESTING					
<input checked="" type="radio"/> Pre-employment	<input type="radio"/> Periodic Medical	<input type="radio"/> Followup			
<input type="radio"/> Random	<input type="radio"/> Promotion	<input type="radio"/> Transfer			
<input type="radio"/> Post Accident	<input type="radio"/> Return to Duty	<input type="radio"/> Reasonable Suspicion/Cause			
<input type="radio"/> Diversion			<input type="radio"/> Other	Specify reason	
TYPE OF TEST - DRUG TESTING					
<input checked="" type="radio"/> DOT/FEDERAL TESTS		<input type="radio"/> NON-DOT TESTS			
<input type="checkbox"/> DOT urine collection for drug test <input type="checkbox"/> DOT Breath alcohol test					
Please select a Regulation					
<input type="radio"/> FAA	<input checked="" type="radio"/> FMCSA	<input type="radio"/> FRA	<input type="radio"/> FTA	<input type="radio"/> PHMSA	<input type="radio"/> USCG

STEP 3: SELECT SERVICE(S)

- Select the appropriate Reason for Testing or Service.
- Select either DOT or Non-DOT Tests
- Select the appropriate test(s)/service(s).
- Click **SELECT A CLINIC**.

REASON FOR SERVICE - OCCUPATIONAL HEALTH					
<input checked="" type="radio"/> New Certification	<input type="radio"/> Other	<input type="radio"/> Return to Duty			
<input type="radio"/> Recertification	<input type="radio"/> Site Access	<input type="radio"/> Surveillance			
<input type="radio"/> Follow-up	<input type="radio"/> Pre-employment				
TYPE OF SERVICE - OCCUPATIONAL HEALTH					
Audiogram <input type="checkbox"/> Audiogram (Annual) - for current employees <input type="checkbox"/> Audiogram (Baseline) - for new hires/applicants					
Blood Collection <input type="checkbox"/> CDN - Baker - TB Quantiferon Testing <input type="checkbox"/> Lab- A1c <input type="checkbox"/> Lab- Bundled HepB+MMR+Varicella Titer					

STEP 4: SELECT CLINIC

- **SELECT THE DESIRED CLINIC.** The list of available clinics populates based on who set up the employer with Web Reporting, and scheduled service.

SELECT CLINIC						BACK
Address	City	State/Province	<input type="button" value="...Choose..."/>			
Postal Code	Distance		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="SEARCH"/>		<input type="button" value="SHOW DEFAULT CLINICS"/>				
CLINIC NAME	DRUG	PHONE	ADDRESS	CITY	STATE/PROVINCE	POSTAL CODE
<input checked="" type="checkbox"/> eScreen Test Clinic		<input type="checkbox"/>	8008810722	8140 Ward Parkway	Kansas	MO
						64114

SCHEDULING DONORS THROUGH MYSCREEN.COM (CONT'D)

SETTINGS INFORMATION

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

BACK **CONFIRM SCHEDULED EVENT**

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

HOURS TYPE:
 Immediate

Donor has Actual Days (CT) to complete test.

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 4 hours before scheduled event expires.

Email Address:
 john.doe@employer.com

Note: To email multiple recipients, separate email addresses with a semi colon.

STEP 5: DETERMINE TIMEFRAME

- Determine timeframe for donor/patient to complete service(s).
- OPTIONAL:**
Customize scheduling settings.
- OPTIONAL:**
Set up notifications about event status.
- Click **CONFIRM SCHEDULED EVENT**.

PRINT ePASSPORT

ePASSPORT NOTIFICATION OPTIONS
 Email:
 donor@theiremail.com

INSTRUCTIONS
 Option 1: Print out this sheet and send with the participant to the clinic.
 Option 2: Email the ePassport to the participant.

COPY EVENT **DONE**

Would you like to send this ePassport via text message?
 Note: If you select the option to text the ePassport to the participant, the participant will receive a text message instructing them to click a link to open their ePassport.

SEND

ePassport®
 Test Scheduling Document

Scan this barcode into eScreen123®



A15207229648

Instructions for John Doe

STEP 6: GIVE PASSPORT TO DONOR/PATIENT

- Give Donor a copy of their ePassport, either by email, text, or print.
- EMAIL:** Type in Donor's email in the textbox, click **SEND**.
- TEXT:** Click checkbox, type in donor's phone number, click **SEND**.
- PRINT:** Place mouse at top of PDF Preview, click **PRINT FILE**.
- Click **DONE**.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT CLIENT SERVICES
AT 800-881-0722, OPTION 5, OR VISIT ESCREEN.COM**

