

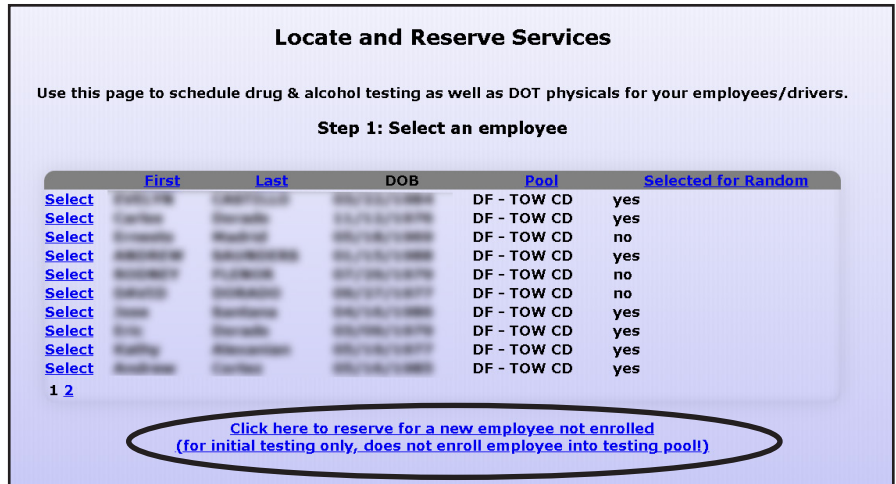
How to Find a Collection Site and Reserve Services

In order to help prevent errors, improve tracking, and speed up the reporting of results, we have moved to a system that creates a reservation for your drug and alcohol testing specimen collection. Please use this guide to assist you in the process.

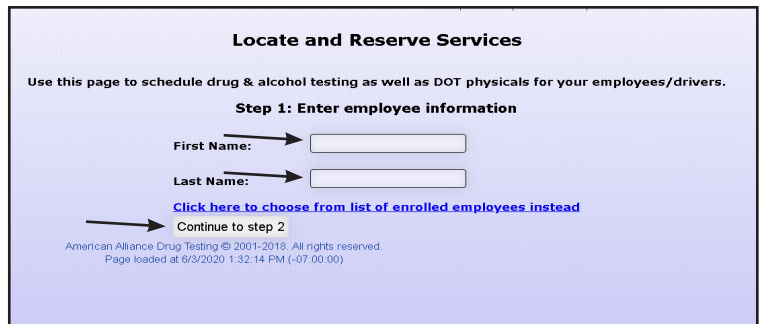
You will find the new area on our website to Locate and Reserve Services at:
<https://secure.aadrugtesting.com/>
 under the Collection Sites link or in the My Account - Random Selections



Step 1) Select the employee who will participate in drug/alcohol testing. If the employee is not currently enrolled in the random testing pool (such as a new hire who will need to take a pre-employment test), please click the link at the bottom. This will only allow you to reserve a drug/alcohol specimen collection and will not enroll the employee into the random testing pool.



Step 1a) For new employees, please enter their first and last name as shown, then click the button to proceed.



Step 2) Select the reason for the test and select alcohol testing if needed, then click the button to proceed. Note that some options will not be selectable based on the pool in which an existing employee enrolled and whether the employee has been selected for random testing. Click the button when you are ready to proceed to the next step.



Step 3) Review the employee information and options you have selected, then click the button to proceed to the collection site clinic search. If any of the information is incorrect, please use the links at the bottom to return to the previous steps and try again.

Locate and Reserve Services

Use this page to schedule drug & alcohol testing as well as DOT physicals for your employees/drivers.

Step 3: Proceed to clinic search

You have elected to schedule a **non-DOT random** drug test for Your Employee. You will now be taken to the scheduling service page where you can find the clinic in your area. **Note: You will not be able to change the employee or services once you click the button below.**

[Proceed to clinic search for Your Employee](#)

[Change clinic services](#)
[Change employee](#)

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Step 3a) If you do not see the clinic search page, your browser may have blocked a pop-up. Please enable pop-ups or click on the link to proceed.

Locate and Reserve Services

Use this page to schedule drug & alcohol testing as well as DOT physicals for your employees/drivers.

Step 4: Search for locations

The search screen should open in a separate window.
[Click here to continue if you do not see the search screen.](#)

[Start Over](#)

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Step 4) On the clinic search page, you will need to enter your zip code and a search radius, then click the search button.

[Show Default Clinics](#)

Clinic Search Range:

Address: City: State/Province: Postal Code:

Distance: Miles

No clinics found. Please try a different search criteria.

Step 4a) Select a clinic by clicking the button next to it on the list

[Show Default Clinics](#) | [Show More Clinics](#)

Clinic Search Range:

Address: City: State/Province: Postal Code:

Distance: Miles

Select	Drug	Health-eScreen	Clinic Name	Distance	Phone	Address	City	State/Province	Postal Code
<input type="button" value="Select"/>			AO FirstCare - Rancho Cucamonga	2 m	9099121800	8805 HAVEN AVE	RANCHO CUCAMONGA	CA	91730
<input type="button" value="Select"/>			Arrow Occupational Medicine Center	2 m	9092975070	10837 Laurel St	Rancho Cucamonga	CA	91730
<input type="button" value="Select"/>			Concentra Medical Center - Rancho Cucamonga	3 m	9094817345	9405 FAIRWAY VIEW PL	RANCHO CUCAMONGA	CA	91730
<input type="button" value="Select"/>			COMP - Ontario	4 m	9096058888	59 S MILLIKEN AVE	ONTARIO	CA	91761
<input type="button" value="Select"/>			Concentra Medical Center - Ontario Airport	4 m	9099455011	3200 Inland Empire Blvd	Ontario	CA	91764
<input type="button" value="Select"/>			Concentra Medical Center - Ontario	5 m	9093902799	1101 S MILLIKEN AVE	ONTARIO	CA	91761
<input type="button" value="Select"/>			ProActive Work-Health - Ontario	6 m	9093903400	1801 Excise Ave	Ontario	CA	91761
<input type="button" value="Select"/>			Concentra Medical Center - Ontario Grove	7 m	9099234080	2171 S Grove Ave	Ontario	CA	91761

Installed
 Not Installed
 Electronic Chain
 Out of Network
 Health-eScreen
 Installed Out of Network
 Physical

Step 5) On the passport information screen, please enter your contact name and phone number. This information will appear on your passport and can be used by the clinic to reach you if necessary.

You may request an immediate collection or specify a future time window. This information will print on the passport, but please note that this may not always be followed by the clinic.

Note: 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 Business Days (PT) 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:

Scheduler Contact Info:

Note: To email multiple recipients, separate email addresses with a semi colon.
 Please enter the contact information in case the donor has questions.

 Contact First Name:
 Contact Last Name:
 Contact Phone:
 () - Ext.

Additional Notes for ePassport:

You may also enter your email address and select email options if you wish to be notified of collection events, and you can also enter additional notes to be printed on the passport. When you are finished, please use the "Confirm Scheduled Event" button to proceed.

Step 6) The employee/donor will need to have the passport available to scan when they arrive at the collection site. On the "Print Passport" screen, you can deliver the passport to your employee/donor electronically by email or text. Simply enter their email address and press the send button to complete delivery, or click the box below the email address field if you wish to deliver the passport by text message instead. If you simply wish to print the ePassport and have the employee bring it with them, please click the link to view the ePassport document and print.

ePassport®
Test Scheduling Document

Scan this barcode into eScreen123®

Instructions for [Participant Name]

This order must be completed by:
0/0/0000 0:01:00:00

Note: Completion time displayed does not mean that the service provider is open until the time shown.

Please proceed to the following location:
Collection Site
123 Any St.
Anywhere, AW 00000

Note: Please visit the service provider's website or call to confirm operational hours.

Instructions for Service Provider

Providers with eScreen123 must scan ePassport into eScreen123. Use eScreen Scheduled Event Account.

Bill services to eScreen, Inc., PO Box 23902, Cleveland, OH 44102-0025

Regulation: NON-DOT
Reason for Test: Random
Services(1): 1 Urine Collection - 3499 - 1945
DOT Merit (2499) Additional Fees Apply

Account: [Redacted]
Account Type: National Account
Participant ID: [Redacted]

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Print ePassport Done

ePassport Notification Options

Email:

Would you like to send this ePassport via text message?

Instructions:

Print out this sheet and send with the participant to the clinic.

OR

Email the ePassport to the participant. Note: To email multiple recipients, separate email addresses with a semicolon.
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

If you are unable to view the report below, please [click here](#).

[Click to view document](#)

For optimal functionality we recommend using Internet Explorer.