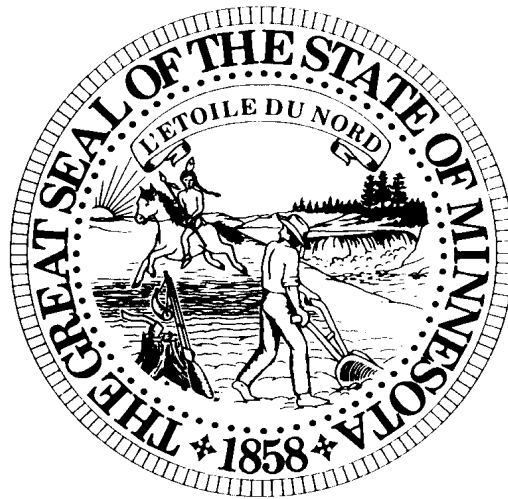


STATE OF MINNESOTA

Health Professionals Services Program



Toxicology Screening Instructions

INDEX

OVERVIEW	3
CONTACT INFORMATION	3
ESTABLISHING A LAB AND A COLLECTION SITE	4
Pre-Approved Labs	4
Other Lab Options	5
Collection Site / Collector Options	5
PROVIDING SPECIMENS	6
Providing Reliable Specimens	6
How Screens Are Initiated	6
Your Responsibilities at the Collection Site	7
Screen Results	7
Problem Screens	7
VACATIONS AND ILLNESSES	9
HOLIDAYS	9
FREQUENTLY ASKED QUESTIONS	10
ATTACHED FORMS	10
• Signed Acknowledgement (Yellow)	10
• Collection Site Protocols (Green)	10
• HCMC Registration (Cream)	10

OVERVIEW

Toxicology screening is a useful tool to document your continuing recovery and will be a part of your monitoring with the Health Professionals Services Program (HPSP).

The following instructions outline your responsibilities related to the toxicology screening process. The colored forms in the back of this packet are described within this document.

- ⇒ **Please read through this packet of information and call our Toxicology Coordinator, Sheryl Jones, at (651) 642-0822. She will review the toxicology protocols with you and address any questions about the toxicology process you might have.**
- ⇒ **Complete the yellow-colored *Signed Acknowledgement* form as well as any of the other forms necessary for beginning your toxicology screening.**

Any arrangements for screens not identified in this document require prior approval from HPSP.

Thank you for your cooperation.

CONTACT INFORMATION

Monica Feider	Program Manager	(651) 643-3456
Sheryl Jones	Toxicology Coordinator	(651) 642-0822
Tracy Erfourth	Case Manager	(651) 642-0263
Windy Krause	Case Manager	(651) 642-0456
Marilyn Miller	Case Manager	(651) 642-0872
Mary Olympia	Case Manager	(651) 632-5099
Kurt Roberts	Case Manager	(651) 643-2177
	Facsimile	(651) 643-2163
	Website	www.hpsp.state.mn.us

LOCATION

Energy Park Place
1380 Energy Lane
Suite 202
St. Paul, MN 55108

ESTABLISHING A LAB AND A COLLECTION SITE

Before your first screen, you need to register with the lab and collection site you will use. **Labs** are where your specimens will be processed. **Collection sites** are where you will provide your specimens. Hennepin County Medical Center (HCMC) and Regions Hospital are pre-approved for both specimen processing and specimen collections.

You are responsible for all costs associated with specimen testing, and in some cases an additional charge for collections. You may contact HCMC and Regions Labs for information about their charges. If you work for North Memorial, Park Nicollet, Methodist, or the Mayo Health System, you may be able to coordinate your urine collections and lab processing through their employee health service. Please contact them for more information.

You are responsible for completing and sending in all necessary paperwork. A delay in providing HPSP with the appropriate paperwork will not excuse you from beginning to call the Toxline and responding to your assigned color on your designated start date.

Pre-Approved Labs

Pre-approved lab options are set up using the following steps:

Hennepin County Medical Center
701 Park Ave
Minneapolis, MN 55415

Regions Hospital
640 Jackson Street
St. Paul, MN 55102

- ⇒ Accounts are set up by completing the top portion of the enclosed **cream-colored HCMC Account Registration** form and returning it to HPSP. We will complete the remainder of the form and forward it to HCMC.
- ⇒ Upon receipt of your paperwork, the lab will send out mail kits and chain of custody forms.
- ⇒ Call the lab at 612/873-3018 to reorder toxicology mail kits and chain of custody forms.

- ⇒ Accounts are set up over the phone.
- ⇒ Upon setting up an account to use the mail kit system, the lab will send out mail kits and chain of custody forms.
- ⇒ Contact TIM or ROY at 651/254-9637 to set up an account and to order, or to reorder, mail kits and chain of custody forms.

NOTE:

- ⇒ Please insure that you have a minimum of 2 toxicology mail kits and chain of custody forms on hand at all times, keeping in mind that mail kits can take up to 14 days to arrive. Not having a mail kit on a day you are scheduled to screen will not be an accepted reason for not being able to provide a specimen.

Other Lab Options

If you would like to use a lab other than HCMC or Regions Hospital, you will need to request the necessary paperwork from HPSP to arrange for an alternative lab to process your specimens. The lab must be able to test at HPSP-specified levels. HPSP will notify you whether the lab is approved after receipt of the necessary paperwork. If the lab is not approved, we suggest that you choose either HCMC or Regions Hospital to process your specimens.

Collection Site / Collector Options

You may choose to have your specimens collected directly at the lab in which they will be processed or at an alternative location through the use of mail-kits. Regardless of where they are collected, the integrity of the specimen collection must never be compromised. Specimens must be collected by a licensed health care professional, and require the same standard of collection and chain of custody as those collected at HPSP-approved labs.

Prior to providing specimens at a collection site other than HCMC or Regions Hospital, you will need to complete and return the **green-colored *Collectors Protocols*** form to us. When HPSP receives the ***Collection Site Protocols*** form and verifies that the proposed site can collect specimens consistent with HPSP standards, we will notify you of the approval and will send the collector detailed collection instructions.

Collection Sites / collectors that require pre-approval by HPSP:

- Hospital or Clinic Laboratory
- Hospital Emergency Room or Urgent Care
- Employee Health Program or Laboratory
- Paramedic Station
- Nursing Home
- Detox Center
- Probation Work Release Program
- Supervisor

Unacceptable Collectors:

- Self
- Coworker
- Friend
- Family member
- Aftercare or AA/NA group member
- Someone you supervise or employ

NOTE: Never mail specimens to HPSP. Specimens should be mailed, preferably by the collector, to the lab **within 24 hours** of the time the specimen was collected. Specimens should be refrigerated until mailed.

PROVIDING SPECIMENS

Providing Reliable Specimens

You are responsible for providing reliable specimens. In relation to this, you are responsible for the foods, liquids, and other substances they consume. As part of your Monitoring, you are asked to refrain from substances that have been found to interfere with the screening process, including but are not limited to:

- Substances and products containing ethyl alcohol including but not limited to:
 - Non-Alcoholic beer or wine, such as O'Doul's
 - Cooking wine
 - Nyquil or other over the counter medications that contain alcohol
 - Mouthwash products that contain alcohol
 - Salad dressings that contain wine
 - Vitamins or herbal products suspended in alcohol
 - Vanilla extract
- Cold medications containing diphenhydramine, ephedrine, pseudoephedrine or alcohol
- Foods containing hemp seed
- Foods containing poppy seeds

How Screens Are Initiated

HPSP uses a color code system to request screens:

1. You will be assigned a color(s) that corresponds to a minimum number of screens requested each quarter.
2. HPSP will provide you a Color-Code card upon receipt of your signed Participation Agreement. The Color-Code Card identifies your assigned color(s) and the Toxline numbers to call (888)635-3525 in greater Minnesota and (651)642-0389 in the Twin Cities metro area.
 - ⇒ You will call the Toxline every Monday through Saturday between 6:00 a.m. and 2:00 p.m.
 - ⇒ You will submit specimens by 6:00 p.m. on the days your color is announced
3. HPSP staff may also contact you directly to request screens.

NOTE: If the Toxline does *not* announce the appropriate day's color *by 6:15 a.m.*, you do not need to call again or provide a specimen that day.

NOTE: If you forget to call the Toxline by 2 p.m., HPSP encourages you to provide a specimen to avoid having a potential missed screen on file.

Your Responsibilities at the Collection Site

- ⇒ Bring picture identification to the collection site
- ⇒ Provide reliable specimens as outlined on page 6
- ⇒ Ensure that the chain-of-custody forms are accurately completed
- ⇒ List all prescribed and over-the-counter medications taken within the past month on the chain-of-custody forms
- ⇒ Retain copies of the chain-of-custody forms

Screen Results

Your designated lab sends HPSP the results of your specimens. HPSP records the results of all requested toxicology screens in its database and will only contact you if it receives a problem screen result.

Problem Screens

Problem screens may result in the following: a request for a make-up screen, changes in monitoring, request for a medical evaluation, reports filed with your licensing board, treatment providers, work site monitors, and/or discharge from HPSP. Additionally, monitoring may be extended, as HPSP generally requires a six-month period of problem-free screens prior to program completion.

Problem screens include, but are not limited to, the following:

- **Specimens not completed on the date of request or within designated time frame:**
Please insure that you call the Toxline daily and provide specimens in response to the HPSP Color-Code System as well as upon request by HPSP staff. Not responding to the HPSP Color-Code System or to screen requests by HPSP staff may result in changes to your monitoring plan, reports being filed with your licensing board, treatment providers and work site monitors, or discharge from HPSP.
- **Specimens that are suspect of dilution:**
You are responsible for your own hydration. A urine specimen is reported as suspect of dilution when the creatinine level is less than 20 mg/dl and the specific gravity is less than 1.003.

If you provide a specimen that is suspect of dilution, HPSP will contact you to request a make-up screen. You may be asked to provide a visually witnessed collection or to provide the specimen within specified time frame. We recommend that you:

- ⇒ Not drink more than 16 ounces of liquids for three hours prior to providing a specimen
- ⇒ Not take a prescribed a diuretic until providing your specimen, unless otherwise directed by your physician
- ⇒ Limit your caffeine intake, as caffeine is a natural diuretic

Receipt of repeated specimens that are suspect of dilution may result in changes to your monitoring plan, reports being filed with your licensing board, treatment providers and work site monitors, or may result in a discharge from HPSP.

- **Specimens that test positive for substances of abuse:**
When HPSP receives a confirmed positive screen result that cannot be accounted for by a current prescription on file, we will contact you to discuss a possible relapse or cause for the positive screen. All positive immunoassay results will be confirmed by gas chromatography mass spectrometry (GCMS) before they are reported to HPSP. You can challenge the results of a confirmed positive screen at your own expense. Positive screens not due to a current prescription on file may result in changes to your monitoring plan, reports being filed with your licensing board, treatment providers and work site monitors, or discharge from HPSP.
- **Specimens that test positive due to a prescription:**
Please insure that HPSP receives copies of prescriptions for all controlled substances you are prescribed within seven business days of obtaining the prescription. If you have not provided HPSP with a copy of your prescription, HPSP has the discretion to ask you to refrain from practice until verification can be made that you have a valid prescription. If HPSP is unable to verify that a screen is positive because of a prescription, reports will be filed with your licensing board, treatment providers, and work site monitor, and you may be discharged from HPSP.
- **Specimens that test positive for alcohol with bacteria and/or yeast present:**
HPSP will notify you of specimens that test positive for alcohol and indicate the presence of bacteria or yeast. HPSP may ask that you provide a make-up screen and that you will obtain a medical evaluation within seven business days to address the cause of positive result.
- **Specimens with insufficient urine to produce a testable sample:**
Please insure that you are providing enough urine to produce a testable specimen. If you are unable to produce enough urine, drink 16 ounces of water, wait one hour, and void again.
- **Specimens with interfering substances:**
You are responsible for the food, liquids, and other substances you consume. Participants who provide specimens with identified interfering substances or adulterants may be reported to their licensing board, treatment provider, work site monitor, and may be discharged from HPSP.
- **Specimens with the temperature out of range:**
The temperature of a specimen is the first indicator of the specimen's validity. Before you leave the collection site, insure that the specimen you provided is within the normal range. If it is not, provide a second specimen. If HPSP receives the results of a specimen in which the temperature is out of range, you will be discharged from the program and reports will be filed with your licensing board, treatment providers, and work site monitors.
- **Specimens that are adulterated or substituted:**
Both adulterated and substituted specimens are indicators of REFUSAL to TEST and will result in a report being filed with your licensing board, treatment providers and work site monitors, and discharge from HPSP.

NOTE: HPSP staff will contact you as we become aware of problem screens. Follow-up on **screens not completed on day of request** may be delayed, as we allow two weeks for all mail kit specimens to arrive at the lab, be processed, and reported prior to auditing for screens not completed on the day of request.

VACATIONS AND ILLNESSES

HPSP has the discretion to approve clearance from screening. **To request time off** from calling the Toxline for a planned vacation, surgery or other event, **contact the toxicology coordinator at least 72 business hours in advance** and provide the following information:

- Your name
- Your assigned color
- The dates you are requesting clearance
- The reason you are requesting clearance

The toxicology coordinator may consult with your case manager before approving your clearance from screens. In the event that you are given clearance from calling the Toxline, you may need to provide a make-up screen(s). Make-up screens can be requested in two different ways:

- You may be asked to provide specimens on the days before and/or after the approved clearance dates, *or*
- You may be sent a letter asking you to respond to an additional color (usually GOLD or SILVER) for a short period of time. These letters are sent out twice per quarter. Contact the toxicology coordinator to learn if a make up letter will be necessary

If you are not cleared from screening, please bring mail kits with you, call the Toxline daily, and arrange for the collection if your color is announced. If you need assistance in arranging an alternative collection site, please contact the toxicology coordinator, Sheryl Jones, at (651)642-0822.

Participants referred to HPSP under a **board disciplinary action/order** generally cannot have dates cleared from screening. For further information, contact your case manager.

If you are unable to provide a specimen because of illness or an emergency, contact your case manager as soon as possible, but within 24 hours.

HOLIDAYS

All HPSP participants are exempt from calling the Toxline (unless otherwise notified) on the following state recognized holidays:

- New Years Day
- Martin Luther King Day
- President's Day
- Memorial Day (Monday)
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

FREQUENTLY ASKED QUESTIONS

- **How much do screens cost?**
Screen costs vary by lab and collection site. To learn about current lab costs, contact HCMC or Regions labs directly.
- **Why are screens requested?**
Negative screen results are the clearest method of documenting your continued recovery.
- **What happens if I forget to call the Toxline?**
If you forget to call the Toxline by 2:00p.m, we recommend that you provide a specimen to avoid having a potential missed screen on file.
- **Do I need mail kits if I provide specimens at the HCMC or Regions?**
You are responsible for having a minimum of two specimen kits on hand at all times.
- **What if I am unable to provide a specimen because of illness or vacation?**
You may have vacation dates cleared in advance UNLESS you are under a Board Order or Corrective Action. If you are too ill to provide a specimen, contact your case manager.
- **Why am I screened on days when I am not working?**
Random toxicology screens are one of the mechanisms HPSP uses to assist you in documenting your continuous abstinence and overall illness management.
- **Will I be screened on days other than those when my color is announced?**
Possibly - HPSP has the discretion to contact participants at any time to request that they provide an immediate specimen.
- **What if I am taking prescribed medications?**
Write the names of prescribed medications and over the counter medications you have taken within the past 30 days on each chain of custody you fill out. You are required to provide HPSP with a copy of any prescriptions for controlled substances within one week of the date the prescription is written.

ATTACHED FORMS

- Signed Acknowledgement (Yellow)
- Collection Site Protocols (Green)
- HCMC Registration (Cream)

STATE OF MINNESOTA
Health Professionals Services Program

HPSP, 1380 Energy Lane, Suite 202, St. Paul, MN 55108 ♦ (phone) 651.643.2120 ♦ (fax) 651.643.2163

SIGNED ACKNOWLEDGEMENT

This form is provided to you in conjunction with the Toxicology Screening Instructions. After reviewing the document, complete and return this form to HPSP with your signed Participation Agreement or as otherwise requested.

1. ESTABLISH A LAB

My specimens will be processed at:

- Hennepin County Medical Center (HCMC)
- Regions Hospital
- Other (Needs prior approval - contact Toxicology Coordinator for appropriate paperwork)

2. ESTABLISH A COLLECTION SITE

My specimens will be collected at:

- Hennepin County Medical Center (HCMC)
- Regions Hospital
- Other (Needs prior approval – have the potential collector/collection site fill out and return the enclosed GREEN colored *Collection Site Protocols* form)

3. CONTACT INFORMATION

I can be contacted at the following phone numbers:

Indicate order (1-4) that you prefer HPSP use to contact you.	Type of Number	Number (including area code)	Can a detailed toxicology message be left on this line?
	Home Phone:		YES NO
	Work Phone:		YES NO
	Cell Phone:		YES NO
	Pager:		N/A

4. WORK SCHEDULE

- I have a rotating work schedule and will send a copy of it in monthly for my file.
- I have a non-rotating work schedule as indicated below.
- I work call and my call schedule is:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

5. I have read and understand the information provided in the Toxicology Screening Instructions, and I authorize HPSP to contact my collectors and labs regarding the screening process/results.

Print Name
 Signature
 Date

Thank you for your continued cooperation.

Health Professionals Services Program

HPSP, 1380 Energy Lane, Suite 202, St. Paul, MN 55108 ♦ (phone) 651.643.2120 ♦ (fax) 651.643.2163

COLLECTION SITE PROTOCOLS

-- TO BE REVIEWED and FILLED OUT BY POTENTIAL COLLECTION SITE / COLLECTOR --

A participant in the Health Professionals Services Program (HPSP) is requesting that your site (or you) collect his/her urine specimens. HPSP monitors regulated health professionals in Minnesota. In order to approve this request, please complete the lower portion of this form and verify the following:

AS A COLLECTION SITE, WE WILL:

A. Ensure the validity of the specimen by:

- Using collection mail-kits supplied by the HPSP participant
- Following the instructions for collecting urine specimens (these will be mailed to you upon receipt of this form)
- Contacting HPSP immediately at 651/642-0822 if there are any problems with the collection, chain of custody or if there is suspicion of tampering of the sample
- Not allowing the participant to bring a coat, purse, backpack, etc. into the bathroom stall
- Standing outside the bathroom stall while the specimen is being collected
- Checking the temperature strip on specimen container to ensure it is within an acceptable range
- Properly completing chain of custody forms
- Allowing the participant to watch you complete the chain of custody form and secure the sample
- Mailing the specimen within 24 hours of collection (preferred method) OR giving the secured box to the participant for mailing

B. Maintain the integrity of the collection process by:

- Insuring the HPSP participant's confidentiality and privacy
- Not collecting specimens for HPSP participants who are family members, friends, or co-workers
- Attesting to the fact that I represent a lab or am a licensed health care professional
- Arranging payment agreements (if applicable) directly with the HPSP participant



----- Please cut here and return lower portion of form. -----

I have read, understand and agree to follow the above noted collection site protocols:

Collection Site Representative/Collector		Name of Collection Site			
Collection Site Address		City	State	Zip	
Collection Site Phone Number		Collection Site Fax Number:			
Collection Fee		HPSP Participant's Name			
Hours of Availability:					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

The collection site (I) agree to act as a collection site (collector) for other HPSP participants: YES NO

Please mail or fax this form to HPSP at the above noted address or fax number, or give it to the participant to return to HPSP. Detailed collection instructions from the lab will be mailed to you upon receipt of the completed form.

Thank you for providing this service.

**HENNEPIN COUNTY MEDICAL CENTER (HCMC) REQUEST FOR INFORMATION
CLIENT ACCOUNT GENERATION for HPSP Participants**

BILLING INFORMATION	
TITLE	
FIRST NAME	
LAST NAME	
STREET ADDRESS	
STREET ADDRESS 2	
CITY	
STATE	
ZIP	
HOME PHONE	() -
WORK PHONE	() -
DATE OF BIRTH	/ /
SOCIAL SECURITY #	- -
If bills are to be submitted to client's health insurance, the client <u>MUST VERIFY IN ADVANCE</u> that the health insurance will pay for this testing service. If they will, please provide the following information:	
INSURANCE COMPANY	
STREET ADDRESS	
STREET ADDRESS 2	
CITY	
STATE	
ZIP	
POLICY NUMBER	
GROUP #	
ICD-9 Code	304.90

SPECIMEN COLLECTION INFORMATION	
Specimen will be collected	<input type="checkbox"/> At HCMC site <input type="checkbox"/> Offsite— SEND KITS! <input type="checkbox"/> Both— SEND KITS!
Type of Collection	<input type="checkbox"/> Blood <input type="checkbox"/> Urine
If collections are to be performed off site and you wish to have the mailers and forms sent to the collection site instead of your home address, please indicate the following information AFTER CONTACTING THEM TO MAKE CERTAIN the mailers can be sent the designated site.	
AGENCY NAME	
CONTACT PERSON	
STREET ADDRESS	
STREET ADDRESS 2	
CITY	
STATE	
ZIP	
PHONE	() -

CONFIDENTIAL RESULTS/ REPORTS TO	
Fax Results to	Health Professionals Services 651.643.2163
If results are to be faxed to a second location, provide complete information:	Organization Name/TP
	Contact Person
	Fax Number

PANEL INFORMATION (HPSP will complete this section)			
Panel 1		Panel 2	
Panel 3		Panel 4	
Panel 5		Panel 6	
Panel 7		Panel 8	
Panel 9		Panel 10	
Panel 11		Panel 12	

DATE FORM FAXED TO LAB: <input type="checkbox"/> NEW <input type="checkbox"/> AMMENDED
--

HPSP will fax the completed form to:
 Julie Kloss, Toxicology Supervisor
 Hennepin County Medical Center
 701 Park Avenue (861A)
 Minneapolis, MN 55415
 (fax) 612.873.