

**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**

DONOR NAME	COC	DONOR ID	TEST REASON	CLIENT	TEST	COLLECTION DATE/TIME	TEST RESULT
<a href="#">Test, Donor</a>	00000001	123-45-6789	Pre-employment	eScreen Demo	ALERE	12/26/2020 9:47:31 AM	SENT TO LAB
<a href="#">Test, Donor</a>	00000002	123-45-6789	Pre-employment	eScreen Demo	ALERE	12/26/2020 9:47:31 AM	NEGATIVE
<a href="#">Test, Donor</a>	00000003	123-45-6789	Pre-employment	eScreen Demo	ALERE	12/26/2020 9:47:31 AM	NEGATIVE

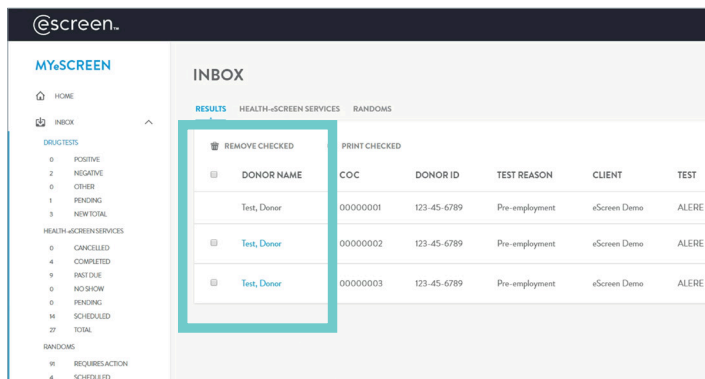
## 3. ACCESS RESULTS (CONT'D)

**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

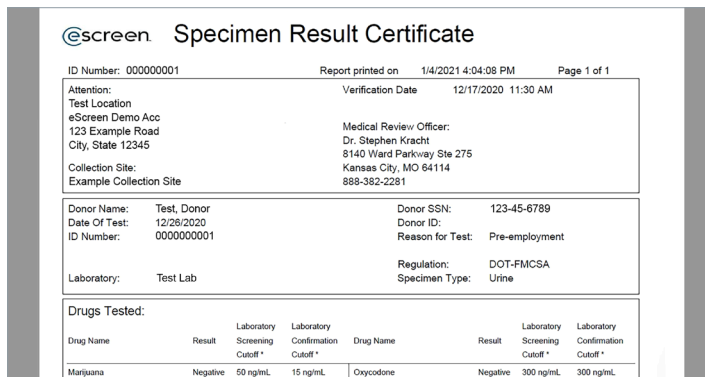
## (CONT'D)



@screen. MYSCREEN						
INBOX						
RESULTS HEALTH-eSCREEN SERVICES RANDOMS						
REMOVE CHECKED PRINT CHECKED						
	DONOR NAME	COC	DONOR ID	TEST REASON	CLIENT	TEST
	<a href="#">Test, Donor</a>	00000001	123-45-6789	Pre-employment	eScreen Demo	ALERE
	<a href="#">Test, Donor</a>	00000002	123-45-6789	Pre-employment	eScreen Demo	ALERE
	<a href="#">Test, Donor</a>	00000003	123-45-6789	Pre-employment	eScreen Demo	ALERE

### 4. VIEW COMPLETED RESULTS

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



@screen. Specimen Result Certificate							
ID Number: 000000001		Report printed on 1/4/2021 4:04:08 PM		Page 1 of 1			
<b>Attention:</b> Test Location eScreen Demo Acc 123 Example Road City, State 12345 Collection Site: Example Collection Site				<b>Verification Date</b> 12/17/2020 11:30 AM  <b>Medical Review Officer:</b> Dr. Stephen Kracht 8140 Ward Parkway Ste 275 Kansas City, MO 64114 888-382-2281			
<b>Donor Name:</b> Test, Donor <b>Date Of Test:</b> 12/26/2020 <b>ID Number:</b> 0000000001		<b>Donor SSN:</b> 123-45-6789 <b>Donor ID:</b> <b>Reason for Test:</b> Pre-employment		<b>Regulation:</b> DOT-FMCSA <b>Specimen Type:</b> Urine			
<b>Laboratory:</b> Test Lab							
<b>Drugs Tested:</b>							
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

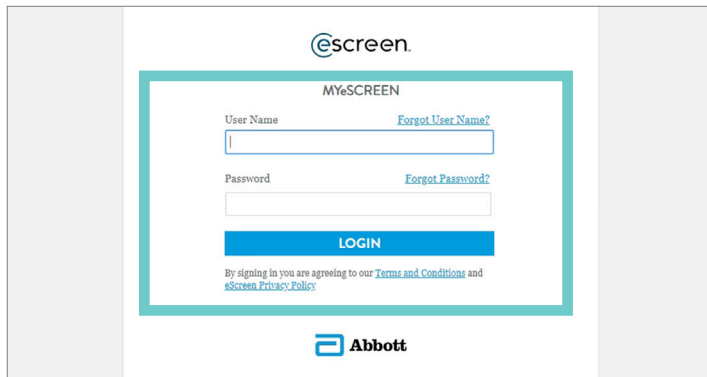
### 5. VIEW COMPLETED RESULTS (CONT'D)

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.

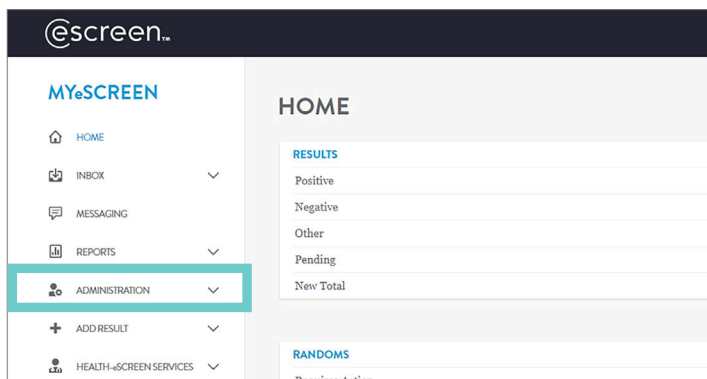
# HOW TO SET UP A NEW USER



## 1. MYSCREEN LOGIN

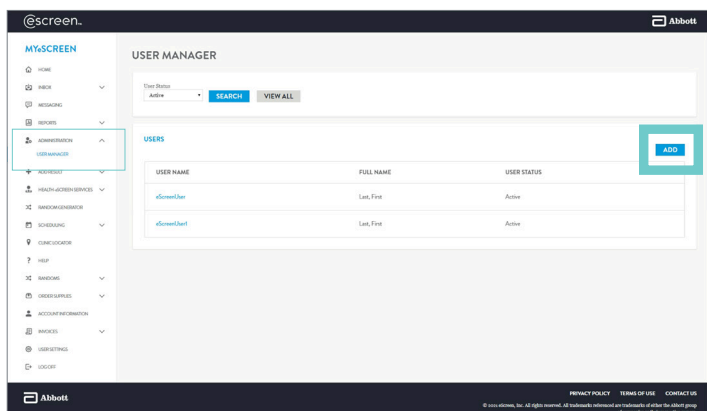
Go to [www.MyeScreen.com](http://www.MyeScreen.com)

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

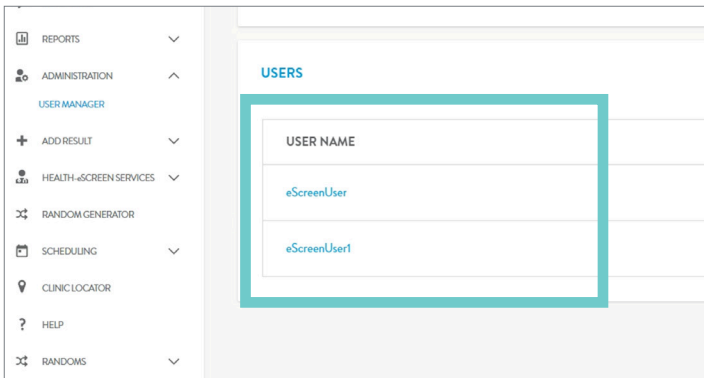
Click on **USER MANAGER** under the Administration menu.

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.

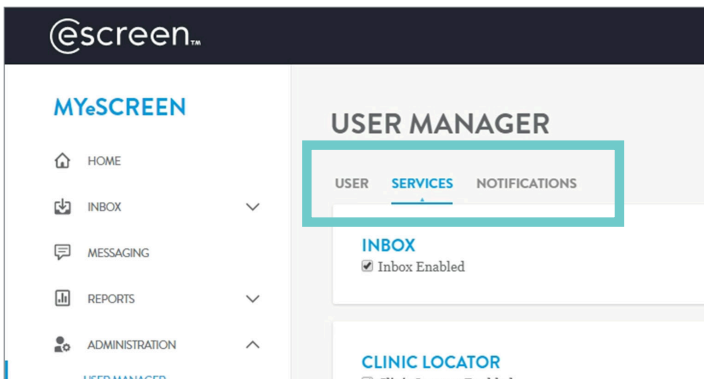
# HOW TO SET UP A NEW USER

## (CONT'D)



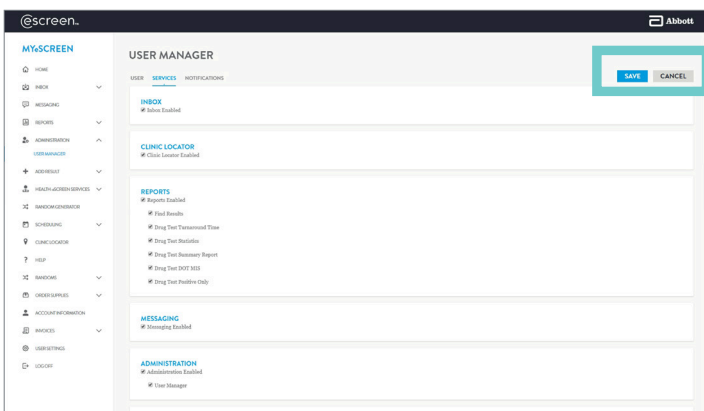
### 4. ADD A USER (CONT'D)

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.

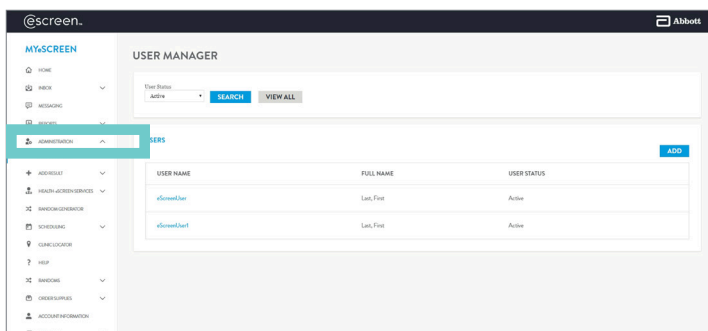
Click on **SAVE** to save changes and exit.

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

# HOW TO SETUP EMAIL NOTIFICATIONS

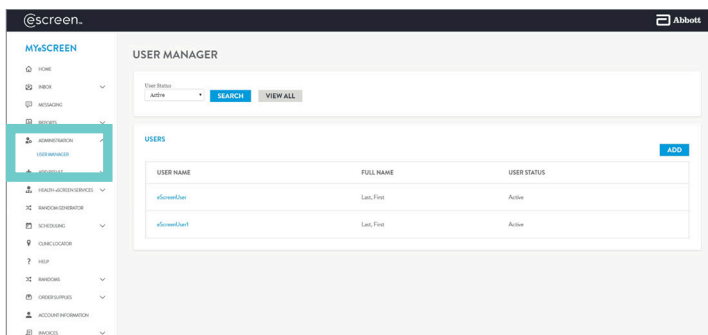
## 1. ACCESS ADMINISTRATION PANEL

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



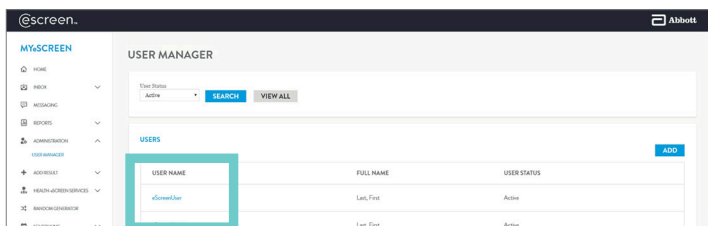
## 2. SETUP EMAIL NOTIFICATIONS

Select **USER MANAGER**.



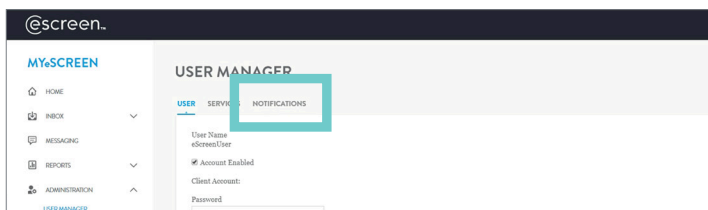
## 3. SETUP EMAIL NOTIFICATIONS (CONT'D)

Select **USER NAME**.



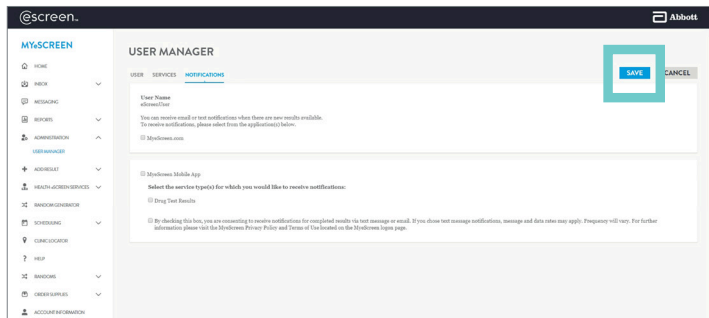
## 4. SETUP EMAIL NOTIFICATIONS (CONT'D)

Select **NOTIFICATIONS**.



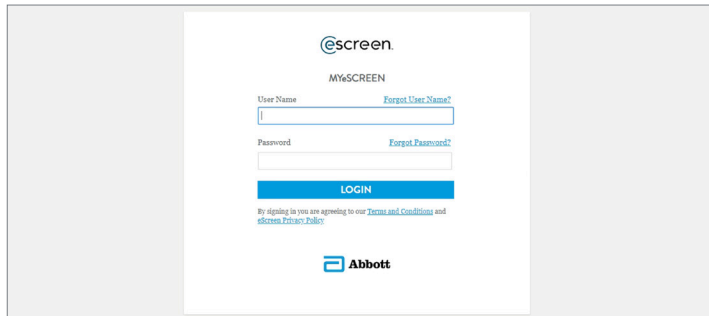
# HOW TO SETUP EMAIL NOTIFICATIONS

## (CONT'D)



### 5. SETUP EMAIL NOTIFICATIONS (CONT'D)

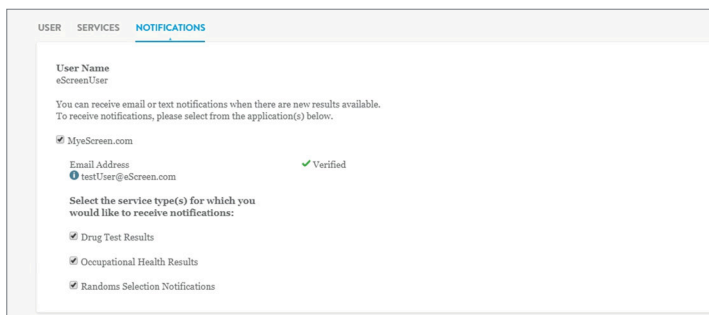
Select the notifications that you would like to receive and click **SAVE**.



### 6. SETUP EMAIL NOTIFICATIONS (CONT'D)

You will receive a verification email. Click the link and log back in to MyScreen.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**.

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



- Click **SCHEDULING AN EVENT**



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

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# SCHEDULING DONORS THROUGH MYESCREEN.COM

## (CONT'D)

**REASON FOR TEST - DRUG TESTING**

☒ Pre-employment    ☐ Periodic Medical    ☐ Followup  
☐ Random    ☐ Promotion    ☐ Transfer  
☐ Post Accident    ☐ Return to Duty    ☐ Reasonable Suspicion/Cause  
☐ Diversion    ☐ Other   

**TYPE OF TEST - DRUG TESTING**

☒ DOT/FEDERAL TESTS    ☐ NON-DOT TESTS  
☐ DOT urine collection for drug test  
☐ DOT Breath alcohol test

**Please select a Regulation**

☐ FAA    ☒ FMCSA  
☐ FRA    ☐ FTA  
☐ PHMSA    ☐ 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**

☒ New Certification    ☐ Other    ☐ Return to Duty  
☐ Recertification    ☐ Site Access    ☐ Surveillance  
☐ Follow-up    ☐ Pre-employment

**TYPE OF SERVICE - OCCUPATIONAL HEALTH**

**Audiogram**

☐ Audiogram (Annual) - for current employees  
☐ Audiogram (Baseline) - for new hires/applicants

**Blood Collection**

☐ CDN - Baker - TB Quantiferon Testing  
☐ Lab- A1c  
☐ 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

Postal Code  Distance  Miles

CLINIC NAME	DRUG	PHONE	ADDRESS	CITY	STATE/PROVINCE	POSTAL CODE
▼ eScreen Test Clinic		8008810722	8140 Ward Parkway	Kansas	MO	64114

# SCHEDULING DONORS THROUGH MYSCREEN.COM

## (CONT'D)

### 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**.

**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:

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

### 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**.

**PRINT ePASSPORT**

**ePASSPORT NOTIFICATION OPTIONS**

Email:

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

☐ 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**


**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**

**ePassport®**  
 Test Scheduling Document

Scan this barcode into eScreen123®



AI5207229648

 Instructions for John Doe

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT CLIENT SERVICES  
 AT 800-881-0722, OPTION 5, OR VISIT [ESCREEN.COM](https://www.escr.com)