

PSYCHEMEDICS
CORPORATION

User ID Password LOGIN
Forgot password?

Customize Your Program

More than just the Leader in Hair Drug Testing, Psychemedics offers a broad range of options to help you achieve a drug free environment, including:

- Hair Alcohol Testing (long term view)
- Alcohol Sobriety Testing
- Instant Testing

We will consult with and guide you every step of the way to help you determine the right test for the right need.

**Welcome to the
Psychemedics Drug Test Results Portal**

SECURE ACCESS TO RESULTS

Psychemedics' Drug Test Results website provides secure access to all test results released by the laboratory in real-time, twenty-four a day, seven days a week. Clients can use the online test results portal to access drug test results and Chain of Custody Forms, view statistics, and download reports.

NEED HELP?

Need access or help getting started?
Contact the Psychemedics Client Services Department at **800-522-7424**.
Forgot User Name or Password?

COI ACCREDITED

Psychemedics Corporation is the world's leading drug testing company using hair. Psychemedics' patented hair analysis technology is trusted by Fortune 500 companies, police forces, courts, schools, and parents all over the world. With millions of tests performed since 1987, we continue to be the leader in hair testing technology.

PQS

Drug Test Results

QUICK START GUIDE

www.DrugTestResults.net

Psychemedics Corporation
5832 Uplander Way Culver City, CA 90230
www.Psychemedics.com
800-522-7424

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I. Online Services Overview

- **Test Results**
View, print and download.
- **SORT RESULTS**
by Subject ID, CCF ID, Date Collected, Date Released, or other fields.
- **CUSTODY & CONTROL FORMS**
View, print and download.
- **HISTORICAL RESULTS**
View, print and download.
- **STATISTICAL REPORTS**
View, export, print, and download.

II. System Requirements

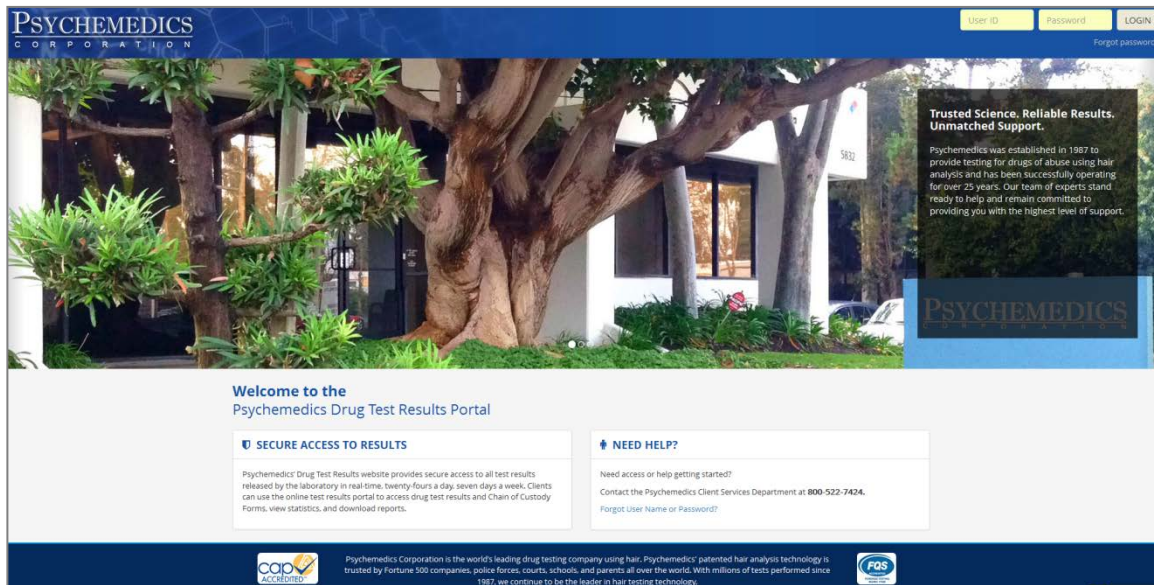
Tools Required

The following tools are required to access Psychemedics' Online Services.

- **Internet Access**
If your company's firewall prevents you from accessing our site, you may need to contact your information technology department to be granted access.
- **Internet Browser**
Psychemedics Online Results website requires either Internet Explorer - Version 9.0 or above, Mozilla Firefox - Version 38.0 or above, or Chrome - Version 43.0 or above.
- **Adobe Acrobat Reader**
Adobe Acrobat Reader, Version 7.0 or higher. This is available free of charge from www.adobe.com and is required to view, print and save reports. If you are unfamiliar with Adobe Acrobat, you may wish to check with your company's information technology department to determine the availability of this software on your workstation.

III. Login

Open your browser (Internet Explorer, Firefox or Chrome) and enter the Online Services URL address: www.DrugTestResults.net.

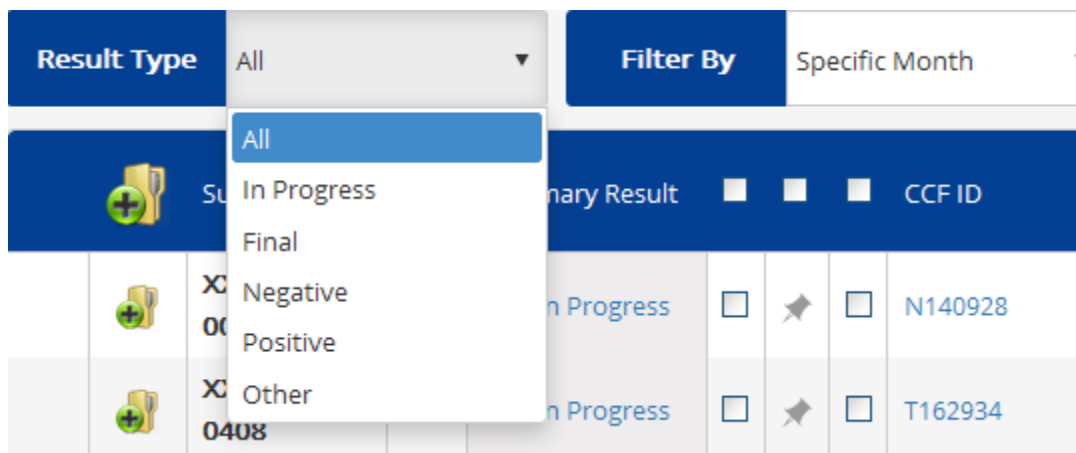


If you do not yet have a User ID and Password, please complete the Online Results Access Account Setup Form at the end of this document and fax it to our Client Services Department at 800-643-2354. You may also contact us by calling 800-522-7424.

IV. Displaying Test Results

A. Search By Sample Status

To display the options, select the drop-down menu from **Result Type**



B. Search By Parameter

Using the drop-down menu from **Filter By** you may search by: Last Week, Last 2 Weeks, Last 4 Weeks, or a specific month.

You may also search by: Subject ID, Subject Name (donor name), CCF ID, and Date Received.

Note: When searching by **Date Received**, the system will display all samples received by the lab 5 days *prior* to the specified date and all samples received by the lab 5 days *after* the specified date.

Result Type		All			Filter By		Date Received	
		Subject ID	First Name	Last Name				
		XXX XX 3243	Vikki	RUX				Last Week
		XXX XX 3423	Carlo	Lemon				Last 2 Weeks
		XXX XX 6543	Kurt	Bothner				Last 4 Weeks
								Specific Month
								Subject ID
								Subject Name
								CCF ID
								Date Received

C. Sort Feature

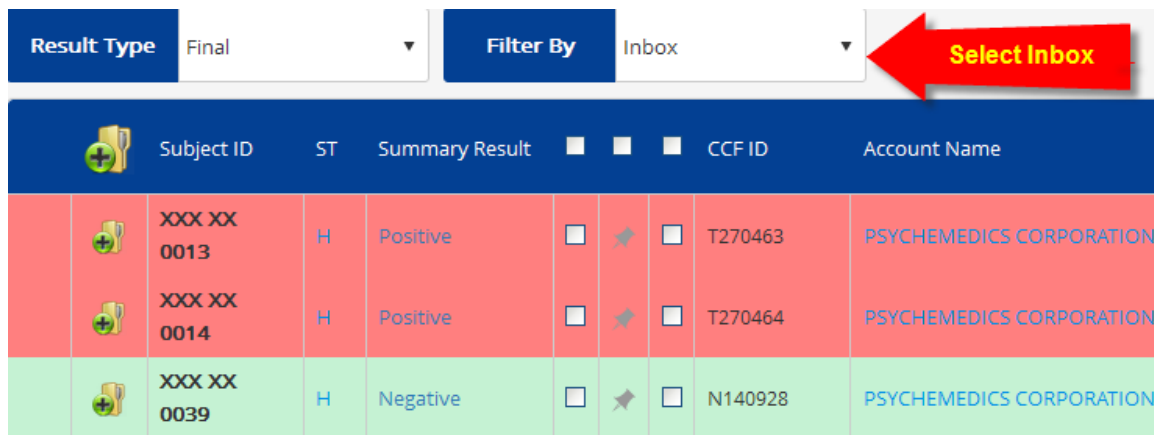
You may click on any header label to sort by ascending order. Click again to sort by descending order.

Result Type		All			Filter By		Specific Month		Month		August 201	
		Subject ID	First Name	Last Name	ST	Summary Result				CCF ID		
		XXX XX 3243	Vikki	RUX		Collected	<input type="checkbox"/>	↕	<input type="checkbox"/>	P00097624		
		XXX XX 3423	Carlo	Lemon		Collected	<input type="checkbox"/>	↕	<input type="checkbox"/>	FF81854		
		XXX XX 6543	Kurt	Bothner		Scheduled	<input type="checkbox"/>	↕	<input type="checkbox"/>			
		XXX XX 6345	Mohammed	Firdouse		Collected	<input type="checkbox"/>	↕	<input type="checkbox"/>	FF81456		

V. Test Results Inbox

Similar to an Email Inbox, your Test Results **Inbox** will contain only results that have not been viewed, meaning you have not clicked on the result label (e.g. “Negative”) in the **Summary Result** column.

Note: Once you click on the result label (e.g. “positive” or “negative”) to view the report, the results will be archived and will no longer appear in the **Inbox**. However, you can still view the report by searching by CCF ID, Subject Name, Subject ID or Date Received via the **Filter By** drop-down menu.

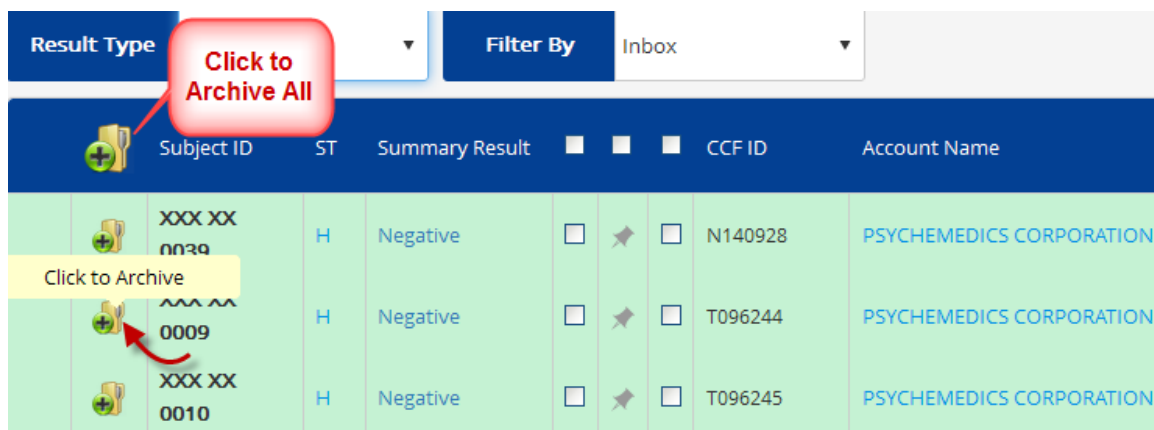


Subject ID	ST	Summary Result			CCF ID	Account Name
XXX XX 0013	H	Positive	<input type="checkbox"/>	➤	T270463	PSYCHEMEDICS CORPORATION
XXX XX 0014	H	Positive	<input type="checkbox"/>	➤	T270464	PSYCHEMEDICS CORPORATION
XXX XX 0039	H	Negative	<input type="checkbox"/>	➤	N140928	PSYCHEMEDICS CORPORATION

A. Manual Archive

You may archive Released Results manually by clicking on the **Archive** icon (see red arrow below); the results will not appear again in your Inbox. (*In rare circumstances, a result will reappear in your Inbox if the laboratory subsequently updates the result*).

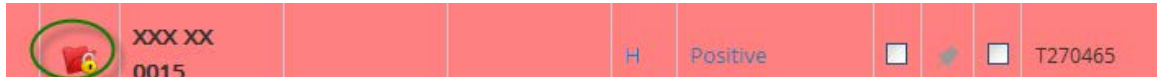
Note: you may easily **Archive All** results displayed by clicking the “Select All” icon next to the Subject ID.



Subject ID	ST	Summary Result			CCF ID	Account Name
XXX XX 0039	H	Negative	<input type="checkbox"/>	➤	N140928	PSYCHEMEDICS CORPORATION
XXX XX 0009	H	Negative	<input type="checkbox"/>	➤	T096244	PSYCHEMEDICS CORPORATION
XXX XX 0010	H	Negative	<input type="checkbox"/>	➤	T096245	PSYCHEMEDICS CORPORATION

To un-archive results and bring them back to your inbox, filter by subject ID (or CCF ID or subject name). When it finds the result click on the red folder with the lock.

Note: if you don't have the subject ID/CCF ID or name, you can filter by last 4 weeks and it will show all results, both archived and non-archived.



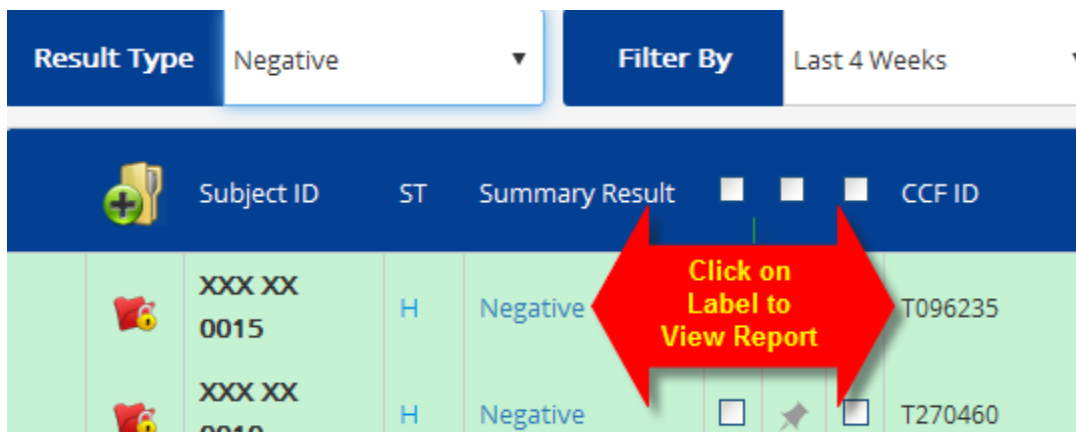
VI. Viewing and Printing Results and Custody & Control Form (CCF)

You may select one or more results reports and/or CCFs and view them/print them all at once (or save the report as a PDF).

A. Viewing a Single Results Report and/or CCF

Click on the result (e.g. "Negative") or on the CCF ID number (e.g. "T096235") to select the desired report or CCF.

All selected reports and CCFs will open in a new window (or in the same window based on your preferences) as a multi-page file (make sure to disable your pop-blocker). From there you can view, print and/or download the report as a PDF file.



B. Viewing Multiple Results Reports and Custody & Control Forms (CCFs)

To view several results reports or CCFs at once **OR** ALL reports AND ALL CCFs together that are displayed on that page, make the desired selections (check off one box for the results reports, another box for the CCFs or click on middle "pin" icon which selects both the reports and CCFs); or click on one of the "Select All" icons at

the top of the column. Then click on **DOWNLOAD**. The results will be generated along with the corresponding CCF if the CCF was also selected.

The screenshot shows a table with columns: Subject ID, ST, Summary Result, and CCF ID. Two rows are visible, both with 'Negative' results. A 'DOWNLOAD' button is at the bottom left, with a red arrow pointing to it. A callout bubble points to a 'Select All' icon in the table header, with the text 'Click "Select All"'. The 'Result Type' dropdown is set to 'Negative' and the 'Filter' dropdown is empty.

Subject ID	ST	Summary Result	CCF ID
XXX XX 0039	H	Negative	N140928
XXX XX 0009	H	Negative	T096244

VII. Scheduling a Drug Test

A. Scheduling a Collection

You may schedule a drug test via the **Schedule Test** tab. This function allows you to self-schedule an e-chain collection. Once the drug test is scheduled, the system gives it a status of **Scheduled**.

Note: This function works only with e-chains, specifically with FormFox-enabled collection sites.

The screenshot shows the 'DRUG TEST RESULTS PORTAL' interface. The 'SCHEDULE TEST' tab is selected and highlighted with a red dashed arrow. The table below has columns: Subject ID, First Name, Last Name, ST, Summary Result, CCF ID, and Account Name. The 'Summary Result' for the third row is 'Scheduled', which is circled in red. The 'Result Type' dropdown is set to 'All' and the 'Filter By' dropdown is set to 'Inbox'.






Subject ID	First Name	Last Name	ST	Summary Result	CCF ID	Account Name
23423423423	Carlo	Lemon		Collected	FF81854	IT Demo Holdings, LLP
923423493243	Vikki	RUX		Collected	P00097624	IT Demo Holdings, LLP
test	test	test		Scheduled		IT Demo Holdings, LLP

Choose the account and test panel, then enter the donor information. The system defaults to the address of the account selected. If you wish to change the **Search From Address** click on **Input Search From Address** (you can search by zip code or by full street address or both). The system will return a list of e-chain enabled sites closest to the address.

Finally, click on the **Schedule Test** tab. The system will email a test order (in PDF format) to the donor's email (see example on next page). The employee/candidate should bring the drug test order to the collection site.

Test Order Details


Periodic/Random

Account Code	DEMO01 (Demo Client Location #1) 
Test Panel Code	811 (Client Preferred)  A-STD-5P
Reason for Test	Periodic/Random 
Test Order Expires on	10/17/2015 
Subject ID	(Max 15 charaters) <input type="text"/> SSN 
Subject First Name	(Max 20 charaters) <input type="text"/>
Subject Last Name	(Max 25 charaters) <input type="text"/>
Subject Phone	() ___-___ (Phone Number) <input type="text"/>
Subject Email	Email address <input type="text"/>

* Drug Test Collection Request Form will be sent to this email address

Search From Address DEMO01 (Demo Client Location #1)
5832 Uplander Way, CULVER CITY, CA 90230
 [Input Search From Address](#)

Selected Collection Site Anzavista Drug & Alcohol Testing
8726 S Sepulveda Blvd Suite E, LOS ANGELES, CA 90045
[View Collection Sites Below](#)

 **Schedule Test**

Sample Drug Test Order AKA Drug Test Collection Request



Employer Information



Authorization Barcode

Demo Client Location 1
Account Code : 10053418
5832 Uplander Way
CULVER CITY, CA 90230
Phone : (310) 216-7776



12715143

Donor Information

Test Details

Donor Name : James Moreno
Donor ID : *****4567
Phone : 3108462175

Reason For Test : Periodic/Random
Account Code : 10053418

Service(s) to be Performed

Service
Single Hair

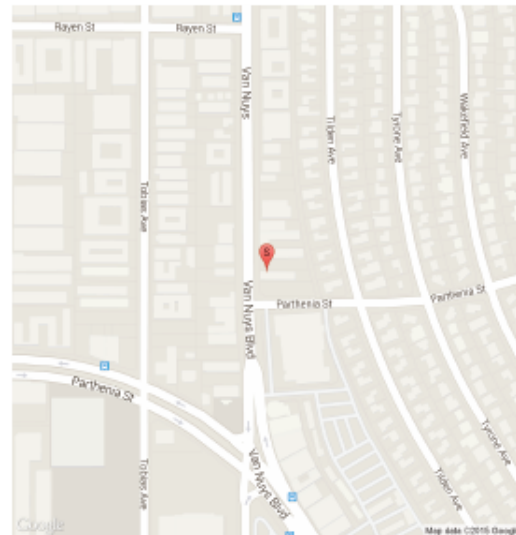
Laboratory
Psychemedics

Laboratory Test
811 - A-STD-5P

Collection Site Information

Express Collections

8780 Van Nuys Blvd Ste C, PANORAMA CITY, CA 91402
Phone : (818) 891-2235
Fax :
Hours : Sat: 9am-12:15pm; Mon-Fri: 9am-5:45pm



Please bring your government issued photo-ID for identification at the collection facility.

Please bring this Collection Request form to the collection facility!

B. Managing the Drug Test Order

When the drug test is in the **Scheduled** status, you are able to email the test order to the employee/candidate; or you can download or delete it. Simply click on the **Menu** icon and select the desired option.

Note: the test order will expire after 30 days if no collection takes place.

Result Type	Filter By	Subject ID	First Name	Last Name	ST	Summary Result
All	Inbox	XXX XX 3243	Vikki	RUX		Collected
		XXX XX	Carlo	Lemon		Collected
		XXX XX	Kurt	Bothner		Scheduled
		XXX XX	Mohammed	Firdouse		Collected
		XXX XX				

VIII. Statistical Reports

- A. Click **STATISTICAL REPORTS** on the Menu Bar to display the Statistics Reporting Menu displayed below.
- B. You may choose any of the available reports and specify which Locations, Drug Classes or Date Ranges should be included in the report. A **CUSTOMIZE** option is available to further customize the reports.
- C. Once you run the reports, you have the option of printing and exporting to Excel.

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DRUG TEST RESULTS PORTAL | TEST RESULT | **STATISTICAL REPORTS** | RESOURCES | CONTACT US

- POSITIVE RATE REPORT**: A summary report of all results released by the laboratory. [RUN] [CUSTOMIZE]
- TURN AROUND TIME REPORT**: A report showing the average amount of time that it took for results to be released by the laboratory. [RUN] [CUSTOMIZE]
- POSITIVE RATE REPORT BY ACCOUNT WITH SUBSTANCE BREAKOUT**: A summary report of individual accounts, including a breakout of the individual substances. [RUN] [CUSTOMIZE]
- POSITIVE RATE REPORT BY ACCOUNT**: A summary report of individual accounts. [RUN] [CUSTOMIZE]
- POSITIVE RATE REPORT WITH SUBSTANCE BREAKOUT**: A summary report of all results released by the laboratory, including a breakout of the individual substances. [RUN] [CUSTOMIZE]

Sample Positive Rate Report

PSYCHEMEDICS CORPORATION Positive Rate Report by Year and Month
 Information Technology Department Reporting Services
 Data Current as of 06/11/2015 2:00 AM Client Code : mgmgra Created: 06/11/2015 4:33 PM

Account: MGM GRAND HOTEL, INC.
 Report Period: 5 Year(s) including Current Year to Date
 Sample Type(s): Hair
 Date Type: Certified
 Test Results: As Released by Laboratory
 Selected Class(es): ALL
 Include Substances: True

	Samples	QNS	Invalid	Processed	Negative	Positive	Poly Drug	Pos Rate	COC	Cocaine	Benzoylcegonine
2011 Totals	1229	1	5	1223	1107	116	7	9.5%	9	9	5
2012 Totals	1100	2	2	1096	1002	94	6	8.6%	13	13	12
2013 Totals	1568	2	3	1563	1428	135	13	8.6%	24	24	21
2014 Totals	1379	2	6	1371	1258	113	7	8.2%	16	16	16
2015 Totals	817	6	0	811	750	61	4	7.5%	11	11	11
Total:	6,093	13	16	6,064	5,545	519	37	8.6%	73	73	65

IX. User Preferences

Click **Preferences** (top right corner) to view or configure default settings for your account.

DEMO CLIENT, INC. ▾

- Preferences
- Change password
- Log out

A. Download All Reports as Files

With this option selected, you will be prompted to save reports as a PDF file whenever printing reports.

B. Show All Reports in New Window or Tab

By default, Reports appear in the current Window. You may check this option if you prefer reports to appear in their own Window.

C. Automatically Archive Viewed Reports

Select this option to automatically flag samples as “Viewed/Archived” whenever you include them in a report. Only samples that have not yet been Viewed/Archived will appear in your Inbox.

D. Initial Results Screen: Inbox or Standard Screen

Select Inbox or Standard Screen for initial display of results at Login.

E. Standard Screen Settings

If you select Standard Screen as the Initial Display, you may configure the Initial Sort Order and Filters here.

General Settings	
Download All Reports as File	<input type="checkbox"/>
Show All Reports in New Window or Tab	<input checked="" type="checkbox"/>
Automatically Archive Viewed Reports	<input type="checkbox"/>
Initial Results Screen	<input type="radio"/> Inbox <input checked="" type="radio"/> Standard Screen
Results Screen Maximum Samples Per Page	20 <small>must be between 10 and 100 - default is 50</small>
Standard Screen Settings	
Initially Display	<input checked="" type="radio"/> 4 Weeks <input type="radio"/> 2 Weeks <input type="radio"/> 1 Week
Initially Display	<input type="radio"/> Pending <input type="radio"/> Final <input checked="" type="radio"/> All
Initial Sort Order	<input type="radio"/> Subject ID <input type="radio"/> Result <input type="radio"/> CCF ID <input type="radio"/> Account <input checked="" type="radio"/> Collected <input type="radio"/> Received <input type="radio"/> Released

F. Privacy Settings

The donor’s information will be displayed based on the selected privacy settings.

Note: Privacy settings affect only the information displayed on your computer screen. It does not change the information contained in the results reports.

When finished, click on **SAVE SETTINGS** to save your preferences. Then click **TEST RESULT** on the Menu Bar to go back to the main page.

Privacy Settings

Show Full Name and Subject ID

Show Initials and Full Subject ID

Show Full Name and Last Four Digits of Subject ID

SAVE SETTINGS

X. Resources

Click **RESOURCES** on the Menu Bar to access *links* on Frequently Asked Questions and the Collection Training Manual, plus other services.

XI. Contacts

Click **CONTACT US** on the Menu Bar for access to your Account Team. This section will show your Client Services Account Manager and your Sales Representative.

We welcome your questions, comments and suggestions. Please contact your account representative or call us at 800.522.7424.

XII. Online Access Account Setup Form

See next page for the Psychomedics Online Access Account Setup form. Please complete and fax it to: **800.643.2354**.

Contact Information for the Result Recipient authorized to view results online:

**All fields required*

Name: _____

Phone: _____

Email: _____

Client Code(s): _____

Please specify a Username and Password below.

Requested User Name :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8 character minimum 12 character maximum

The User Name

- *may be composed of any combination of letters, numbers and the underscore*
- *is not case-sensitive*
- *must be between 8 and 12 characters in length*
- *may not exactly match the Password*

Requested Password:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8 character minimum 12 character maximum

The Password

- *must contain at least one letter and one number, but otherwise may be composed of any combination of letters, numbers and the underscore*
- *is case-sensitive*
- *must be between 8 and 12 characters in length*
- *may not exactly match the User Name*

Unless you specify otherwise, all results will be available via our Online Services at www.DrugTestResults.net. If you do not want the Result Recipient with this Username/Password to view or print Positive results, we can display an alternate client-specific message in place of "Positive."

Alternate message to display if result is positive:

Example: "Please contact our Medical Review Officer, John Doe, at 1-800-123-4657 regarding test results for this sample."

Please FAX this completed form to 800.643.2354

If you have any questions, please contact our Client Services Department by calling 800.522.7424