



## **Student Drug Screen Instructions**

A Drug Screen is a requirement of the School and/or clinical agencies for your program of study. Failure to complete these requirements will prevent you from completing clinical rotations.

### **STEP 1: What to do if you need a Drug Screen?**

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize and pay for a drug screen, as well as locate a specimen collection site. Drug screen collection facilities are listed on the final page of Application Station: Student Edition. Once you complete the Drug Screen please print out all information and be sure to follow the necessary steps within the application.

1. Click the link below or paste it into your browser: <http://www.applicationstation.com>
2. Enter the Code: < **PUOT10SCREEN** > in the Application Station Code field.
3. Click the "SIGN UP NOW" button to create an account.
4. Follow the instructions on the Application Station web site.

*Note – you can use the same username and password created for the background investigation. Please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your drug screen report.*

If you encounter issues with the Application Station: Student Edition or have questions regarding the site, please contact Certiphi's Help Desk at 888-260-1369 Ext 2006 or [itsupport@certiphi.com](mailto:itsupport@certiphi.com).

*If none of the collection sites listed are convenient (within 30 minute drive), please contact Certiphi Screening's Occupational Health Screening Department (i.e. TriTrack and Scheduling Hotline) for assistance with locating an alternate location; phone number 800-803-7859.*

If the initial drug screen is reported as positive/non-negative, you will receive a call from Certiphi Screening's Medical Review Officer (MRO). The MRO will obtain medical proof as to why you test positive. If you are taking any form of prescription medicine, it is wise to proactively obtain proof from your physician to be provided to the MRO when contacted. This will speed up the process of reporting drug test results.

All drug screens conducted for Pacific University Occupational Therapy Program 10 Panel tests for:

#### Drug List:

1. Amphetamines
2. Cocaine Metabolites
3. Marijuana Metabolites
4. Opiates
5. Phencyclidine
6. Barbiturates
7. Benzodiazepines
8. Methadone
9. Propoxyphene
10. Methaqualone

You will receive an email from Certiphi Screening, [studentedition@certiphi.com](mailto:studentedition@certiphi.com), once drug test results are available. Follow the link in the email to access Application Station: Student Edition to view the report.

The cost of the Drug Screen is \$29.00 when using one of the in-network facilities listed within Application Station. Should you choose to use a facility that is considered out-of-network, you will be responsible for paying the surcharge assessed by the facility. Certiphi Screening accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

An electronic copy of the drug screen can be forwarded to any third party; i.e. clinical rotation site. To do so, follow the instructions below.

## **Report Delivery Manager**

Report Delivery Manager (RDM) allows students to distribute an electronic copy of drug screen results to a third party for clinical rotations. RDM can be found in Application Station: Student Edition. Reports are available to students for 36 months. If reports are needed beyond 36 months, students must print a copy to be distributed as needed.

1. Click the link below or paste it into your browser: <http://www.applicationstation.com>
2. Enter the Application Station Code applicable to the report you are trying to forward.
3. To access the Report Delivery Manager, choose the "If you are returning" option on the left side of the home page and click "Sign back in."
4. Enter the username and password created at the time of submitting your background investigation and/or drug screen.
5. Report Delivery Manager can be found at the bottom of the Welcome Back screen.
6. To authorize a new third party to view a background check, click "Create a New Delivery."
7. Read the "Important Notice", type your name and click "Agree."
8. Supply the third party's contact information: Last Name, First Name and Organization. Report Access Keys are generated, including an ApplicationStation Code and Access PIN.

***Certiphi Screening recommends that the student contact the third party and provide the ApplicationStation website address, code and PIN to the contact verbally. This method provides the highest level of security.***

However, the student can also authorize that an e-mail containing this information be sent to the contact at the clinical facility. If you wish to have an email containing the Access Keys to be sent directly to the clinical facility, follow steps 8 and 9.

9. To authorize an e-mail, locate "Other Delivery Options, Option 2" and click "[here to send an email.](#)"
10. Provide and confirm the recipient's e-mail address, and then select either Option 1 or Option 2, which determines what information is sent to the recipient via e-mail.

The system provides confirmation that an e-mail has been sent, along with the ApplicationStation Code and Access PIN for future reference.