

# Drug Testing

## Electronic Registration Overview Guide



### Preparing For Your Test:

1. Place an order that contains a drug test.
2. You will receive a drug test registration form **within 24 business hours** of order placement as a download in your myCB To-Do List drug test requirement (which can be viewed by clicking the blue plus sign) *or* via email.

Email registrations will be sent by either: **OTSWebApp**, with the subject line “**Drug-screen registration;**” OR by **Support**, with the subject line “**Form Fox Authorization.**” Contact our Service Desk if you have not received the form after 24 business hours.

3. Your electronic registration form will provide you with a list of collection sites or will direct you to a website to locate a collection site near you. **Collection site hours and services are subject to change;** we recommend that you contact the location prior to visiting to confirm availability and schedule an appointment. If you cannot find a site near you please call our service desk at the number provided in the footer; a third party site will be selected and a COC form will be mailed to you.
4. Bring your electronic registration form **and a government issued photo id** to the appointment.



### Results:

1. Negative results will be made available in your myCB account within **2-3 business days** after your specimen is received by the lab.
2. Non-Negative results will take longer to be made available, as they will require you to contact a medical review officer (MRO). Documentation of current medications must be received and reviewed by the MRO to correlate with any drugs reported from the test. **Medications must have been prescribed prior to the drug test for approval.**

#### MRO Contact Information:

Doctor's Review Service  
Phone: (800) 526-9341  
Fax: (516) 797-1293