

eScreen User Guide

Asurint Client Relations
(800) 906-1674
support@asurint.com
www.asurint.com

Asurint and eScreen Order Process

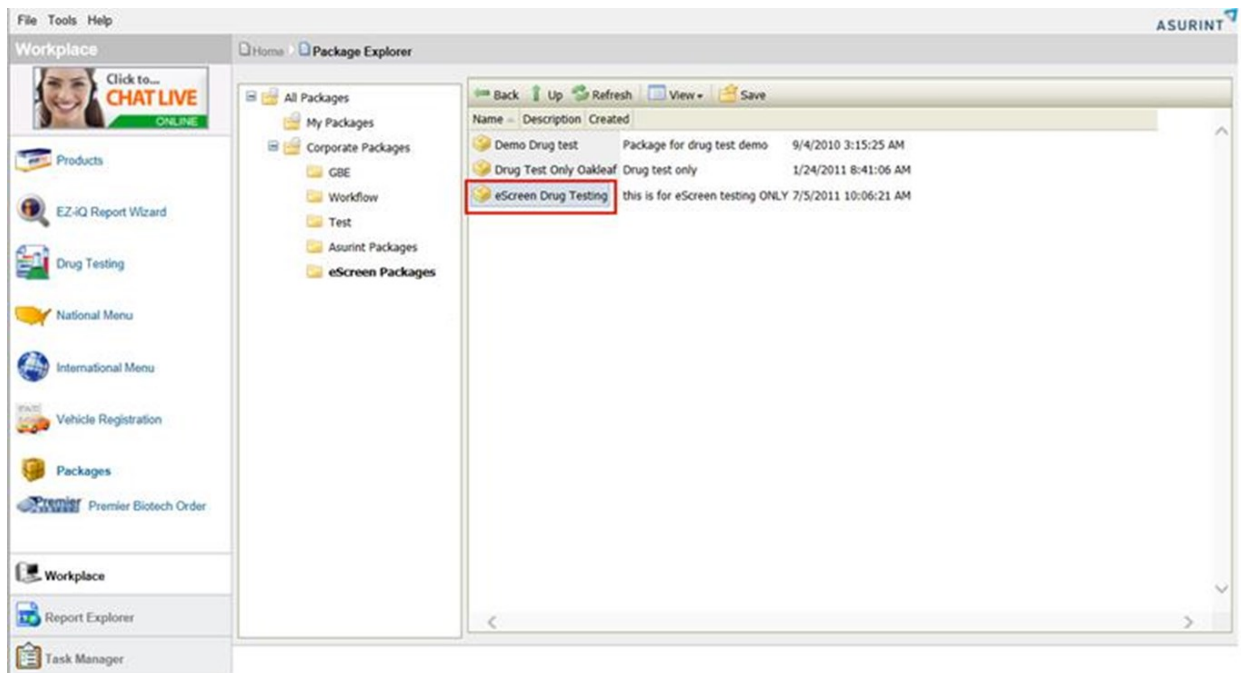
In continued partnership with eScreen, Asurint is:

- Simplifying the scheduling of eScreen products and services
- Providing access to the most updated ePassport document
- Offering real-time updates to any changes made on the eScreen platform

This user guide lays out the screens users will expect to see when scheduling eScreen products and services.


Step 1: *Initiating the Ordering Process*


The ordering process begins with the selection of an Asurint package that includes Drug Testing from the Package Explorer screen:



Step 2: Beginning Your Search

Enter the applicant’s SSN (required), Phone Number (optional) and Email Address (optional) and click the Continue button.

 **iQ Report Wizard**

 Package: **eScreen**

Begin Your Search

Social Security Number: **Date of birth:**

Intended use: Transactions Authorized by Consumer Continue

Search Options

First name: **Middle name:** **Last name:**

Phone Number: **Email Address:**


Reference Number 1: **Reference Number 2:**


Driver's License State: ▼ **Driver's License #:**

DPPA Purpose Code: None specified What's this?

Step 3: Entering Applicant Information

Select the appropriate Gender and select a Primary Name and Date of Birth from the list provided, or manually enter the information and click Continue button.

 **Subject Information**


 Package: **eScreen**

SSN: 111-22-3333 **Issue Dates:** 1/1974 - 12/1974 [Add Address](#)



Issue State: Ohio **Message:** Verified

Gender: Male required


If you do not see a required address listed below, you may add additional addresses by selecting the "Add Address" link above.
Note: Please ensure the subject's current address is properly selected in the addresses listed below. This will be used in creating search recommendations.

First Name	Middle Name	Last Name	DOB
 P JOHNNY	<input type="text"/>	APPLESEED	<input type="text" value="9/26/1974"/>

[Add Alternate Name](#)

Select primary  and alternate  names for your search:

The following addresses were found using SSN.

 The current address is indicated in **bold blue** text.

1.) JOHNNY APPLESEED


- 1234 EUCLID AVE, CLEVELAND, OH 44115-1234 (3/1/2014)**
- 8500 PENA BLVD, DENVER, CO 80249-6340 (1/1/2010)
- 1539 1ST ST, NAPA, CA 94559-2222 (1/1/2003)

9/26/1974 (Approx. Age: 40)

2.) JOHN Q APPLESEED

Step 4: *Submitting the Order*

On the Order Summary page, the Requested Products group box will always display eScreen Services, *not* the individual services to be ordered. Click Finish button to submit the order.


 **Order Summary**

Package: eScreen

SSN: 111-22-3333
Reference 1:
Reference 2:

NOTE: You must click the Finish button below to submit your order.

Requested Products

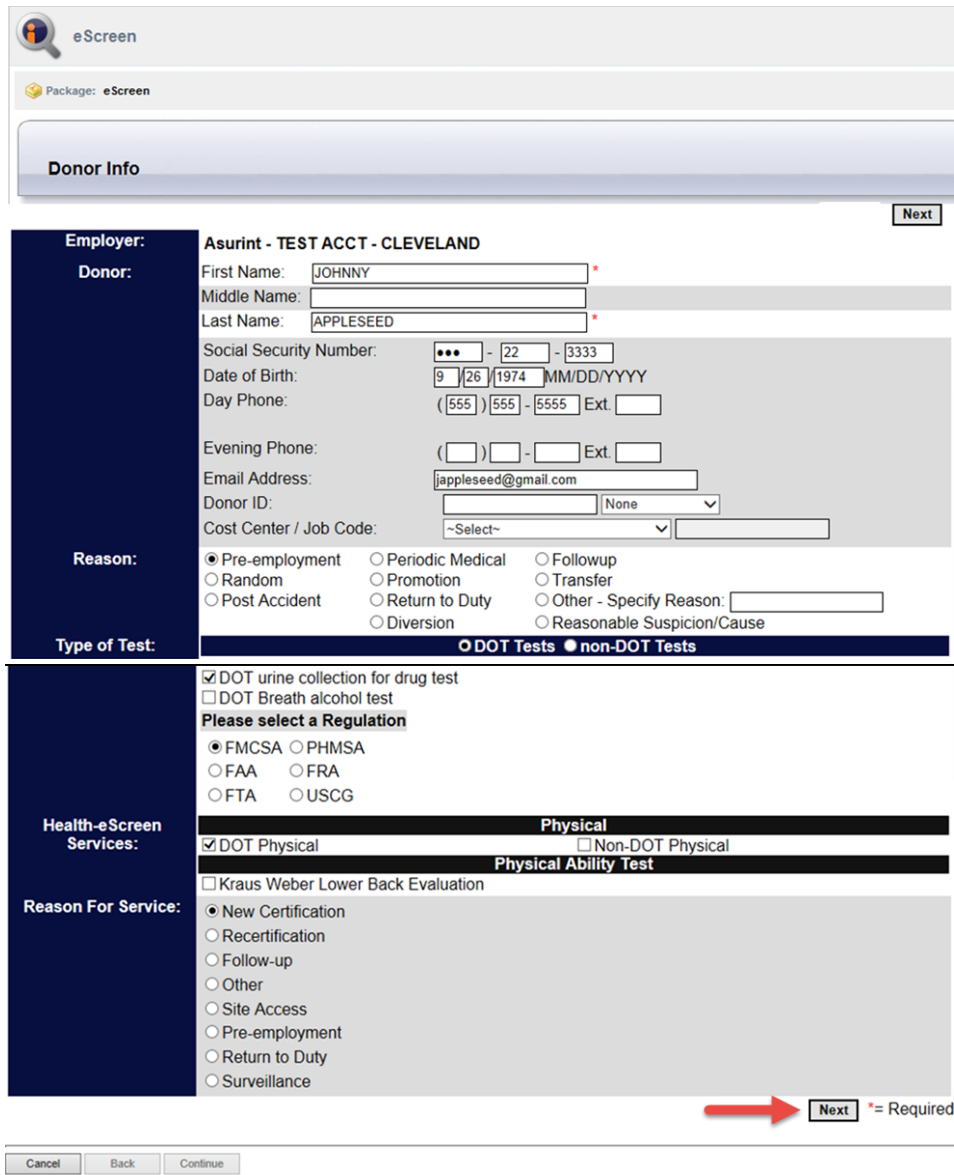
 appleseed, johnny DOB: 9/26/1974

	Price	Court Fee	State Fee	Total
<input checked="" type="checkbox"/> VeriFynd	\$4.25			\$4.25
<input checked="" type="checkbox"/> eScreen Services	\$0.00		\$0.00	
Grand Total:				\$4.25

Step 5: *Selecting eScreen Products*

- Information entered on the Asurint page (Subject Name, SSN, Date of Birth, Email Address, and Phone Number) will auto-populate in the corresponding fields on the eScreen Donor Information screen.
- Test scheduling options and default values are set based on your account configuration.
- Review *only* the following fields to ensure they are set for each required drug test (if applicable):
 - a. Reason
 - b. Type of Test
 - c. Health eScreen Services
 - d. Reason for Service

NOTE: You must use the eScreen navigation buttons to navigate through the eScreen workflow



Donor Info Next

Employer: Asurint - TEST ACCT - CLEVELAND

Donor:
 First Name: JOHNNY *
 Middle Name:
 Last Name: APPLESEED *
 Social Security Number: - 22 - 3333
 Date of Birth: 9 / 26 / 1974 MM/DD/YYYY
 Day Phone: (555) 555 - 5555 Ext.
 Evening Phone: () - Ext.
 Email Address: jappleseed@gmail.com
 Donor ID: None
 Cost Center / Job Code: ~Select-

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

Type of Test: DOT Tests non-DOT Tests

Health-eScreen Services:
 DOT urine collection for drug test
 DOT Breath alcohol test
Please select a Regulation
 FMCSA PHMSA
 FAA FRA
 FTA USCG

Reason For Service:
 DOT Physical Non-DOT Physical
Physical Ability Test
 Kraus Weber Lower Back Evaluation

Reason For Service:
 New Certification
 Recertification
 Follow-up
 Other
 Site Access
 Pre-employment
 Return to Duty
 Surveillance

→ **Next** * = Required

Cancel Back Continue

Step 6: *Previously Scheduled Donors Page*

The Previously Scheduled Donors page will only appear in the workflow if the applicant was previously scheduled for tests.

eScreen

Package: eScreen

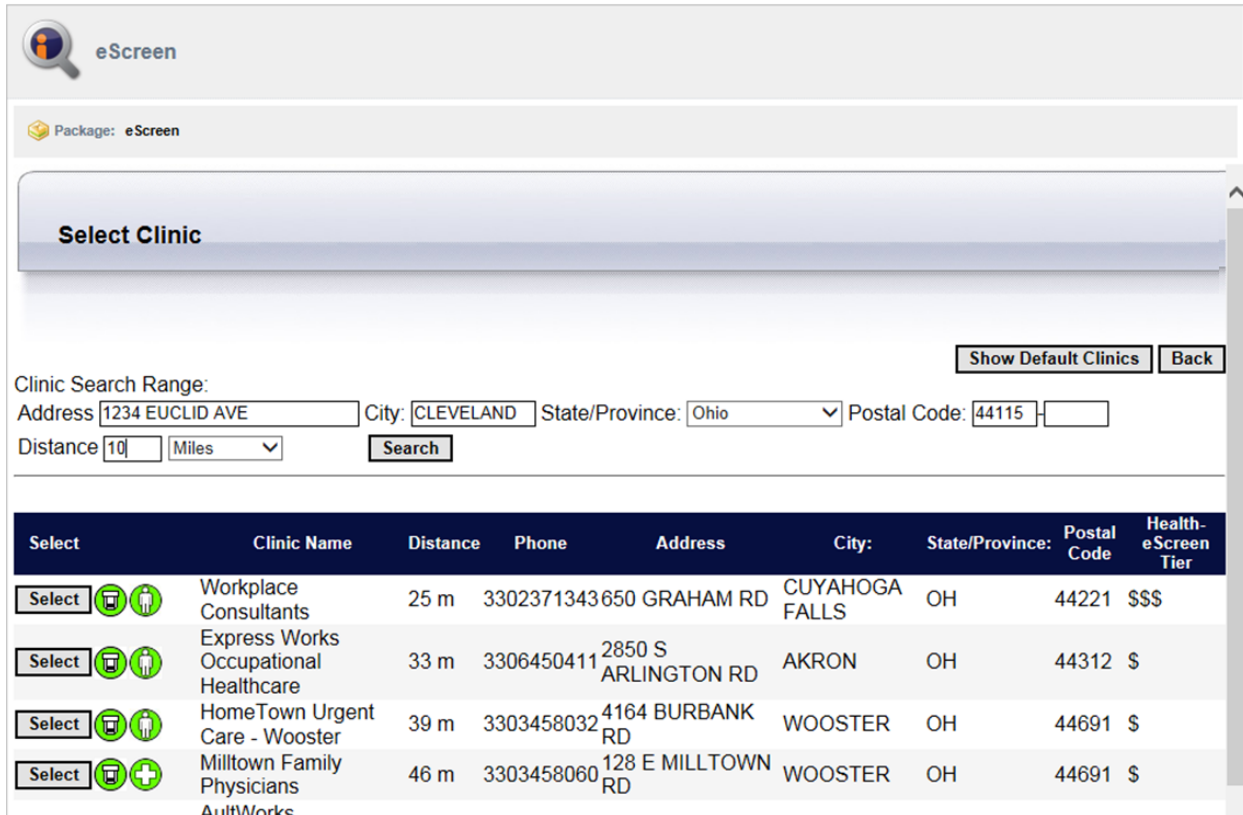
Previously Scheduled Donors

Test Type	Name	Scheduled Date	Start Date	End Date	Site	Status
Drug	JOHNNY APPLESEED	9/22/2014 12:28:52 PM	9/22/2014 12:28:48 PM	9/24/2014 12:28:00 PM	8783	Scheduled
Drug	JOHNNY APPLESEED	9/22/2014 12:28:52 PM	9/22/2014 12:28:48 PM	9/24/2014 12:28:00 PM	8783	Scheduled

Step 7: *Select Clinic Page*

If your account has default clinics assigned, click the **SHOW DEFAULT CLINICS** button to display and select desired clinic.

- To select the desired clinic, click the **SELECT** button to the left of the desired clinic:



Package: eScreen

Select Clinic

Clinic Search Range:

Address City: State/Province: Postal Code:

Distance Miles

Select	Clinic Name	Distance	Phone	Address	City:	State/Province:	Postal Code	Health-eScreen Tier
<input type="button" value="Select"/>	Workplace Consultants	25 m	3302371343650	GRAHAM RD	CUYAHOGA FALLS	OH	44221	\$\$\$
<input type="button" value="Select"/>	Express Works Occupational Healthcare	33 m	3306450411	2850 S ARLINGTON RD	AKRON	OH	44312	\$
<input type="button" value="Select"/>	HomeTown Urgent Care - Wooster	39 m	3303458032	4164 BURBANK RD	WOOSTER	OH	44691	\$
<input type="button" value="Select"/>	Milltown Family Physicians	46 m	3303458060	128 E MILLTOWN RD	WOOSTER	OH	44691	\$
	AultWorks							

- To search for additional clinic options, enter Address and Distance and click the **SEARCH** button.

Clinic Search Range:

City: State/Province: Postal Code:

Miles 

Step 8: Settings Information Page

Review the Configuration, Hours Type and Notifications sections and click the **CONFIRM SCHEDULED EVENT** button.

Settings Information

Note: By pressing "Confirm Scheduled Event", you are scheduling this event.

Configuration: Immediate (Start time is current time.) Future (Start time must be specified.)

Hours Type: **Immediate**

Donor has Business Days to complete test.
 (Please select donor time zone)

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.

Step 9: Print ePassport Page

You can print the ePassport by clicking the "[Click to view document](#)" link. Click the **DONE** button in the upper right corner to complete the order submission process.

Print ePassport

ePassport Notification Options

Email:
 Do you want to send a text message reminder along with the email?

Instructions:

Print out this sheet and send with the Donor to the Clinic.
 OR
 Email the ePassport to the donor.

Note: If you select the option to send a text message reminder to the donor, the donor will receive a text message instructing them to check their email to download the ePassport.

If you are unable to view the report below, please [click here](#)


[Click to view document](#)


For optimal functionality we recommend using Internet Explorer.

Note: If browser shows a "[Click to view document](#)" link (green box), utilize this link. **DO NOT** use the "If you are unable to view the report below, please [click here](#)" link (red box). Based on the browser you are using, this link will prevent you from returning to the Asurint website.

Step 10: *Order Confirmation Page*

- On the Order Confirmation Page, the Description box will always display eScreen Services, *not* the individual services ordered.
- To view the most up-to-date version of the ePassport .pdf, click the “[click here](#)” link.
NOTE: If the ePassport is not available, a new window will open stating “eScreen ePassport is unavailable at this time. When available, it can be accessed via ‘Click here to view ePassport’ link in the body of the report.”



 **Order Completed**

 **Package: eScreen**

SSN: 111223333
 Request Date: 9/22/2014
 Reference 1:
 Reference 2:

Thank you for your order. You may check the status of your order by going to the Report Explorer for the subject(s) below.

Ordered Searches

 **appleseed, johnny**  [view report](#) DOB: 9/26/1974

DESCRIPTION	TURNAROUND	PRICE
VeriFynd	Instant	\$4.25
eScreen Services click here	1-3 Days	\$0.00


Start New Search

Asurint Report View

The products are shown in the Products column of the Summary Information table.

NOTE: When confirmation from eScreen completes, the products are updated to reflect the specific scheduled tests. (ex: ESCREEN DRUG TESTING, ESCREEN PHYSICAL). If the eScreen scheduling notification was not returned, "eScreen Services" will show in the Products column.

Background Check Report


VERIFY EVERY HIRE
800.906.1674
support@asurint.com

Search Information

Subject: APPLESEED, JOHNNY SSN: 111-22-XXXX DOB: 09/26/XXXX Reference 1: Reference 2: Phone:	Order ID: 18356420 Customer: Asurint Order Date: 10/16/2015 2:56:03 PM Completion Date: Package: test escreen only Email:
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Summary Information

Products	Coverage	Status	Expected Date	End Date	Result	Notes
VeriFynd		Completed	10/16/2015	10/16/2015	Completed	
ESCREEN DRUG TESTING		New	10/21/2015			View
ESCREEN PHYSICAL		New	10/21/2015			View

* Based on your applicant's address history, Asurint searched these additional counties that fell outside of your specific recommendations. These counties were included at no additional cost.

If test results are not complete you can click the [Click Here To View ePassport](#) link to view the ePassport.

Click Here To View ePassport	ESCREEN DRUG TESTING
End of Section	
Click Here To View ePassport	ESCREEN PHYSICAL
End of Section	

Sample Asurint Report:

ESCREEN DRUG TESTING

escreen Specimen Result Certificate

Attention: Home Services - WellHome		Verification Date 2/3/2011 - 8:33:49 PM	
Collection Site: 11521 - 8317375143		Medical Review Officer: Dr. Stephen Kracht 7500 W. 110th St, Ste 500 Overland Park, KS66225 888-382-2281	
Donor Name: Date of Test:	APPLESEED, JOHNNY 2/2/2011	Donor SSN: Donor ID:	XXX-XX-3333 835470820366347094
COC ID Number: Laboratory:	71284214 CRL	Reason for Test:	Preemployment
		Regulation: Specimen Type:	DOT Urine

Drugs Tested:

Drug Name	Result	Screening Cutoff	Confirmation Cutoff	Quantity
Marijuana	N	50 ng/mL	45 ng/mL	
Cocaine	N	300 ng/mL	450 ng/mL	
Amphetamines	N	1000 ng/mL	1200 ng/mL	
Opiates	N	2000 ng/mL	2000 ng/mL	
PCP	N	25 ng/mL	20 ng/mL	

Final Result Disposition: **Negative**

Remarks:
No Dilute

End of Section

ESCREEN PHYSICAL

escreen Physical Result Certificate

Exam Date: 09/20/2014

Client Information: Home Services - WellHome D DAYTONA BEACH FL 32119		Clinic Information: Occupational Medical Services 4807 BENSON AVE BALTIMORE MD 21227 555-555-5555	
Donor Information:	Exam Information:	Drivers License Information:	
Donor Name: Donor SSN:	APPLESEED, JOHNNY XXX-XX-3333	Exam Date: Exam Reason: Exam Type:	09/20/2014 New Certification DOT Physical
		Drivers License Number: Drivers License State: Drivers License Class:	V622143009731 MD C

Final Exam Disposition:
Meets standards in 49 CFR 391.41; qualifies for 2-year certification
Expiration Date: 04/15/2015

Notes:

End of Section

User Guide Availability

This eScreen User Guide will be available to you every time you log in.

In the Help menu, navigate to Training Guides and select “eScreen User Training Guide”. The user guide will open in a new browser window to walk you through the process.

