



Step 1

On the menu on the left side...

- HOME
- INBOX
- MESSAGING
- REPORTS
- HEALTH-eSCREEN SERVICES
- SCHEDULING
- HELP
- DOCUMENTS
- RANDOMS
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

go to 'Reports'...

- HOME
- INBOX
- MESSAGING
- REPORTS
- HEALTH-eSCREEN SERVICES
- SCHEDULING
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- DOCUMENTS
- RANDOMS
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

'Find Results'

- REPORTS
- FIND RESULTS
- DRUG TEST SUMMARY REPORT
- DRUG TEST TURNAROUND TIME
- DRUG TEST DOT MIS
- DRUG TEST STATISTICS

Step 2

You will now see this screen...

FIND RESULTS

Default fields have been populated, you may enter additional search criteria to further refine search results.

Note: eScreen annually archives OHS documents that are greater than 3 years old. Contact your account management team for assistance retrieving archived results.

Donor First Name

Donor Last Name

Confirmation #

Chain of Custody #

Social Security Number

Status

Client Account

Client Name

☐ Name Contains

Filter Service Type By

Service Date

Drug Test Reason for Test

Occupational Health Reason for Test

Search Across All Accounts

SEARCH

Here you have a few different ways of searching for Results...

1. You can just click 'SEARCH' at the bottom and you will see the most recent results.
2. You can search directly by First Name and Last Name and click 'SEARCH' at the bottom.
3. If you still do not see the results you are looking for, you will need to change the 'Service Date.'

FIND RESULTS

Default fields have been populated, you may enter additional search criteria to further refine search results.
Note: eScreen annually archives OHS documents that are greater than 3 years old. Contact your account management team for assistance retrieving archived results.

Donor First Name	Donor Last Name	Client Account	Client Name
<input type="text"/>	<input type="text"/>	<div>All</div>	<input type="text"/> <input type="checkbox"/> Name Contains
Confirmation #	Chain of Custody #	<input type="text"/>	
<input type="text"/>	<input type="text"/>	Filter Service Type By	Service Date
Social Security Number	Status	<div>All</div>	<div>3/29/2022 - 4/28/2022</div> <div>30 Days</div>
<input type="text"/>	<div>All</div>	Drug Test Reason for Test	Occupational Health Reason for Test
		<div>All</div>	<div>All</div>

Search Across All Accounts

No

SEARCH

Once you click 'SEARCH' and find the donor that you are looking for, you will see right away if they were POSITIVE or NEGATIVE...

To view the report click directly on the donors name...

From here you can download or print the results. In the upper right hand corner, if you click on 'View CCF' you can also see the chain of custody form.