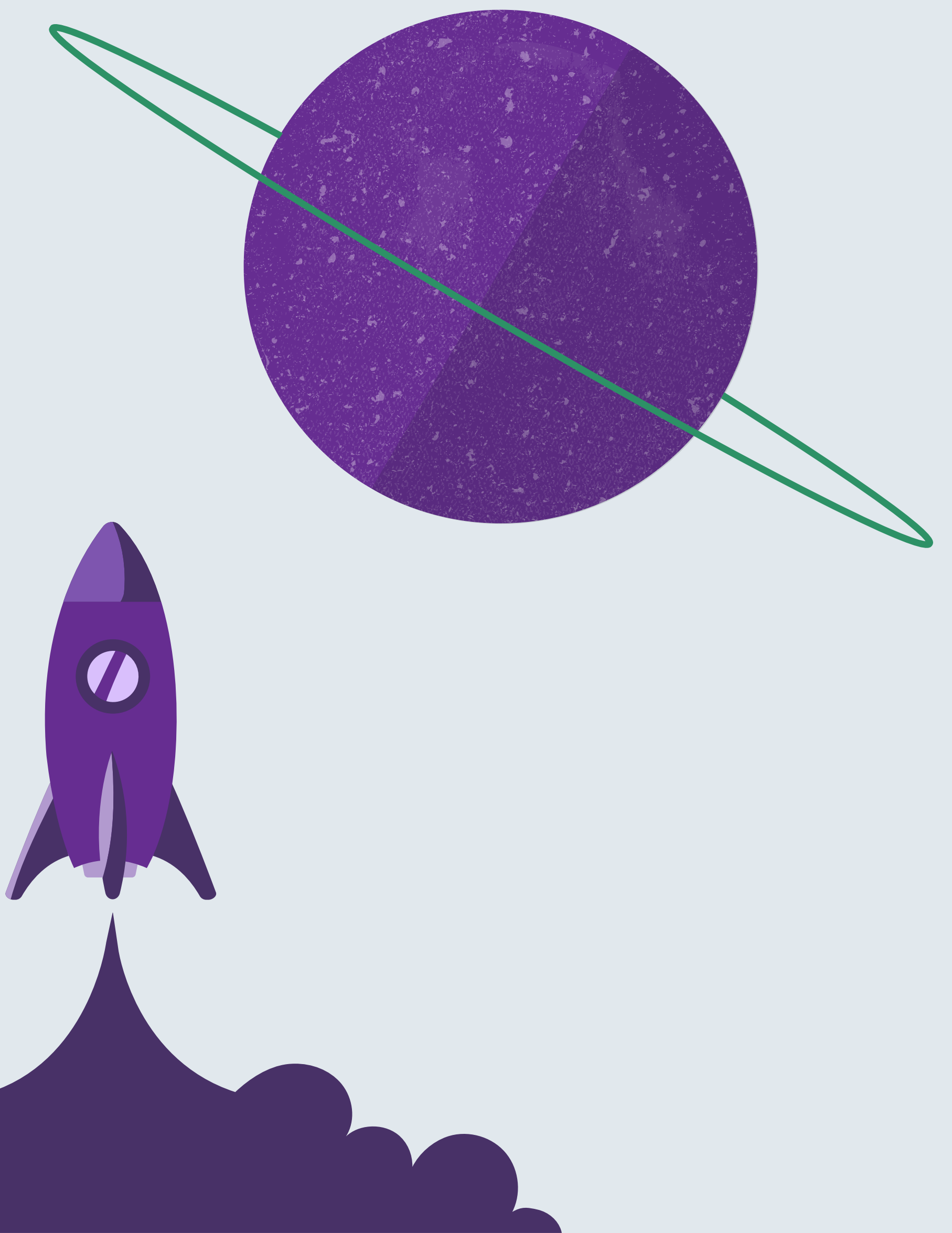


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**Safety Sensitive
Exam Guide**



WHAT ARE SAFETY SENSITIVE EXAMS?



Safety sensitive is not an industry term, it is a defined term. Only a few jurisdictions have defined the term safety-sensitive, so it is best practice to review any regulations in the states in which you operate. However, safety sensitive exams may include:

- **Random Drug Testing**
- **Post-accident Drug Testing**
- **Reasonable Suspicion Drug Testing**



SCHEDULING SAFETY-SENSITIVE EXAMS

To make a request, click 'Request Services' and complete the required fields on the 'New Service Request' page or generate a new request from the employee's profile.

The image displays two screenshots from the NMS Health software interface. The left screenshot shows the 'New Service Request' form for 'Daisy Corp'. The form is titled 'New Service Request' and includes a breadcrumb 'Requests / Create New Request'. A sidebar on the left contains navigation items: Dashboard, Employee Roster, Request Services (highlighted with a green arrow), Missed Appointments (5), Sensitive Exams (0), Non Responders, Tools, Advanced Search, Status Report, Notification Settings, Administration, and Help Center. The form fields are: First Name (Annel), Last Name (Margo), Country (United States), Address (1 Oak st), City (San Antonio), and State. The right screenshot shows the 'Employee Profile' for 'Annel Margo' at 'Daisy Corp'. It includes contact information: (732) 447-6095 and nina.owens@nmshealth.com. A 'Quick Actions' menu is visible on the right, with 'Create New Request' highlighted by a green arrow. Other actions include 'Get Update from Client Services', 'Download Clearance', and 'All Available Medical Records'.

SCHEDULING SAFETY-SENSITIVE EXAMS

Complete the necessary Employee and Service Information fields and specify the Safety Sensitive protocol name you want to include on this request.

Service Information Required

Company:

Rush Scheduling:
 Rush Schedule this Request (4 Remaining for the month)

Additional Contact:

Pre-Screen:
 I would like to upload records on the employee/candidate's behalf
 I want the employee/candidate to upload their own records
 Pre-screen not required

Protocol:

[What Screenings am I Ordering?](#)

Protocol:

[What Screenings am I Ordering?](#)

Sensitive Exam ⓘ

Alternate Contact

You have the option to include an additional contacts on this request. They will receive notifications regarding any updates made to this request. Remember, this request will remain visible only to you if you choose not to add an additional contact.

Employee Availability Range:

10/23/2023
10/24/2023

Allow Employee to Extend Range Past 10/24/2023

SCHEDULING SAFETY-SENSITIVE EXAMS

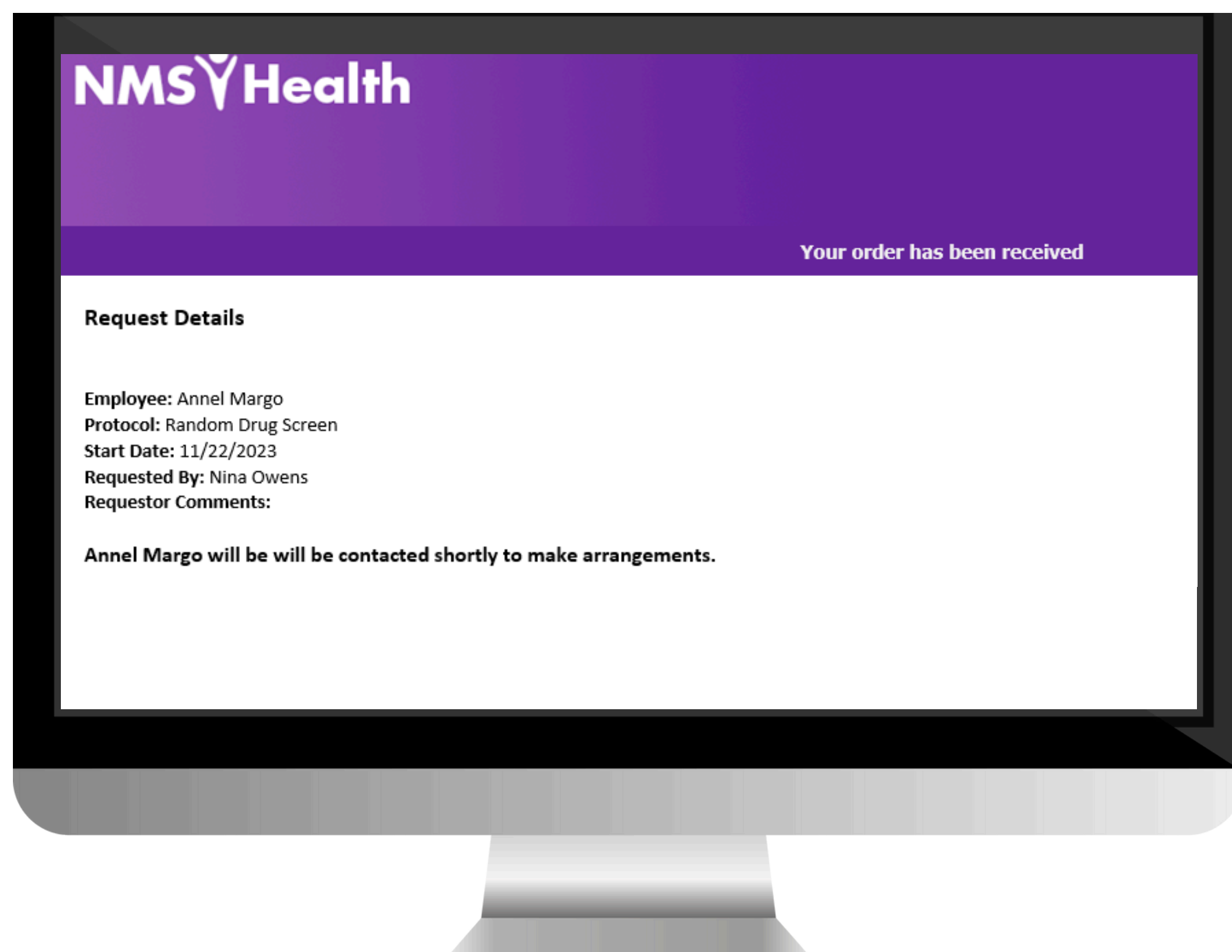
Once you have completed the required fields, click **Submit Request and an NMS Health team member will begin processing your request.**

A rectangular button with a purple background and white text that reads "Submit Request". The button is centered within a light gray rectangular frame.

Submit Request

WHAT EMPLOYEES & CANDIDATES CAN EXPECT

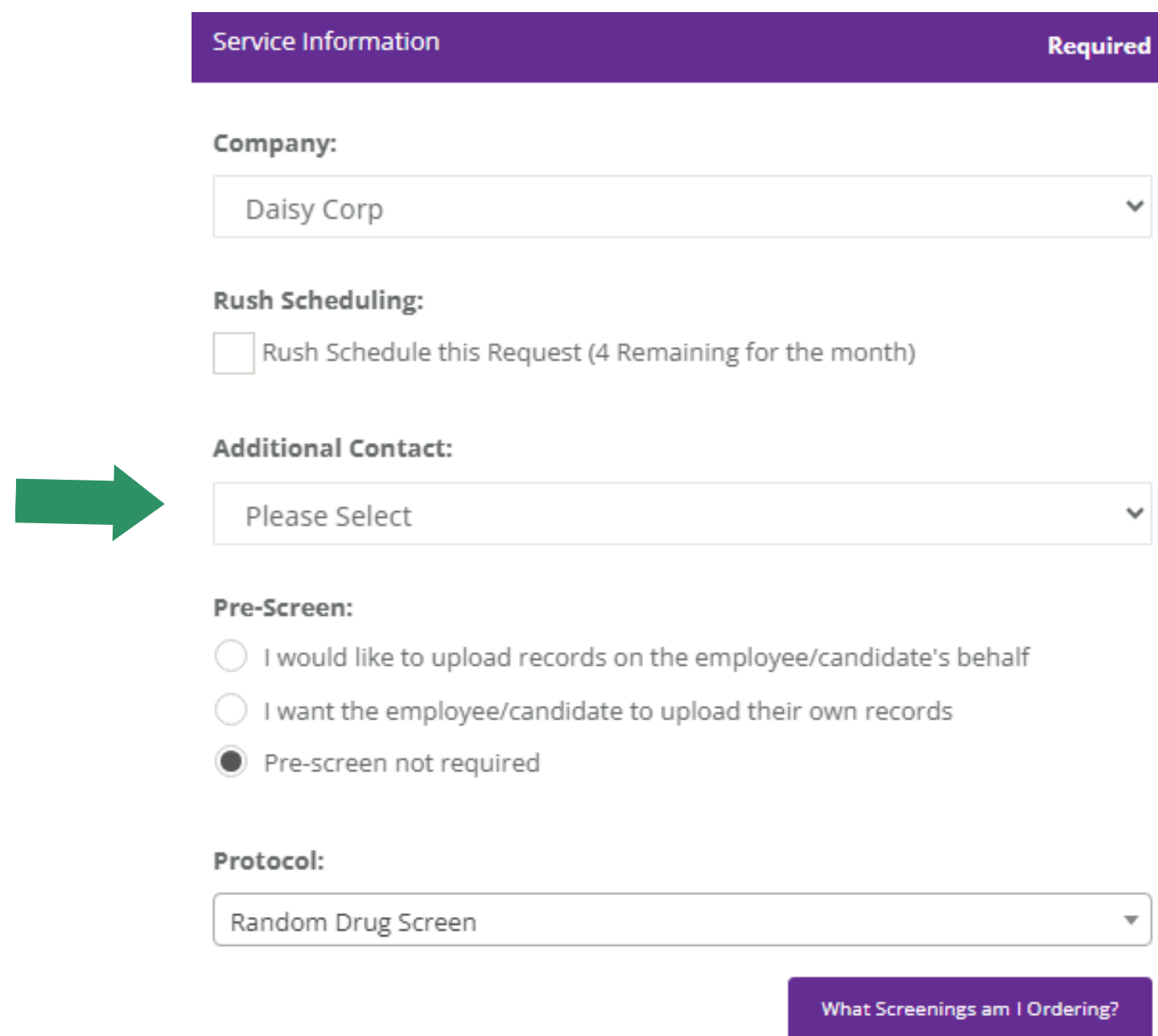
Unlike traditional exams and testing, our team member will work directly with the individual who placed the request. Afterward, it is up to the Requestor of the sensitive exam to share all appointment details with the employee. NMS Health will not contact the employee directly.



SENSATIVE EXAM FAQ

Will other administrators be able to see my request?

The privacy of your request is maintained, and only you and designated individuals can view this request. These designated individuals will be the additional contact you selected when submitting your Sensitive Exam service request.



Service Information Required

Company:
Daisy Corp

Rush Scheduling:
 Rush Schedule this Request (4 Remaining for the month)

Additional Contact:
Please Select

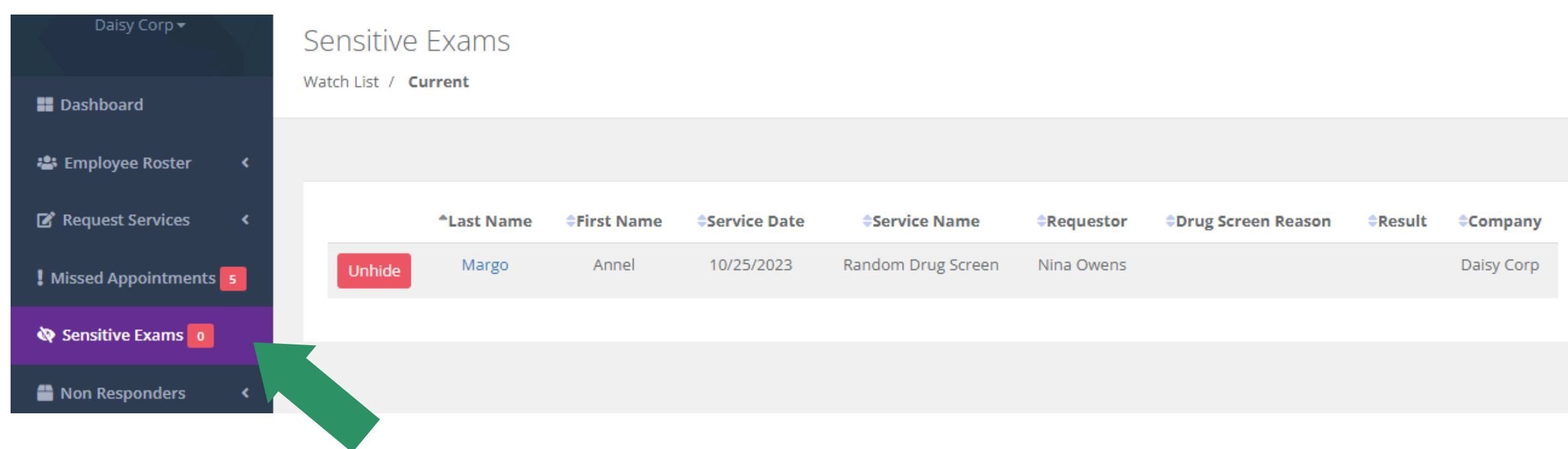
Pre-Screen:
 I would like to upload records on the employee/candidate's behalf
 I want the employee/candidate to upload their own records
 Pre-screen not required

Protocol:
Random Drug Screen

[What Screenings am I Ordering?](#)

Where can I find my safety sensitive requests in pod?

To access Sensitive Exams, navigate to the left-hand menu on the platform. You will find the option to view Sensitive Exams there.

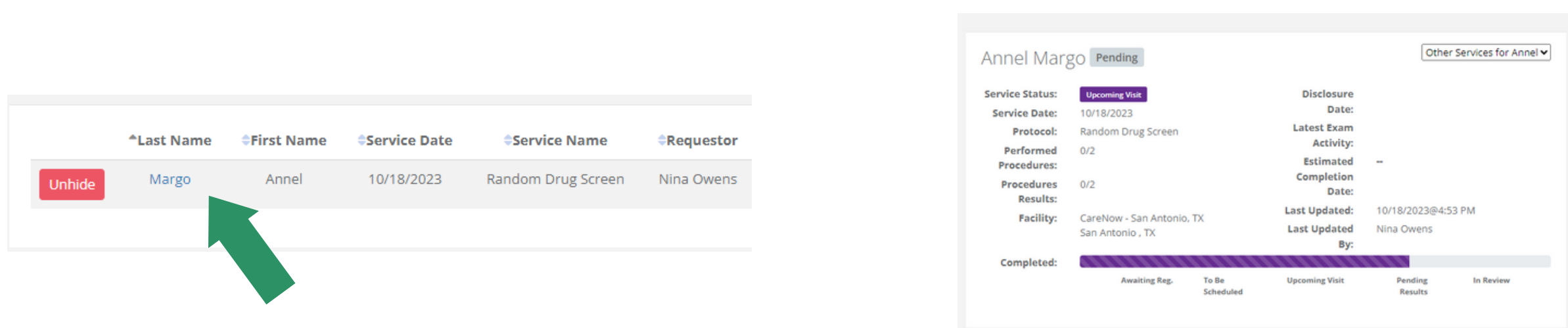


Sensitive Exams
Watch List / Current

Unhide	Last Name	First Name	Service Date	Service Name	Requestor	Drug Screen Reason	Result	Company
Unhide	Margo	Annel	10/25/2023	Random Drug Screen	Nina Owens			Daisy Corp

Will I be able to view individual requests?

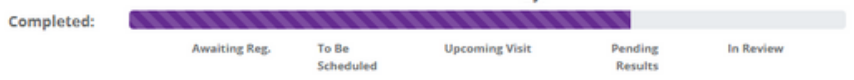
To view your request, go to the Sensitive Exams and click on the candidate's last name. This will take you to the Service Details page where you can view the exam's progress.



^Last Name ^First Name ^Service Date ^Service Name ^Requestor

Unhide	Margo	Annel	10/18/2023	Random Drug Screen	Nina Owens
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Annel Margo Pending Other Services for Annel

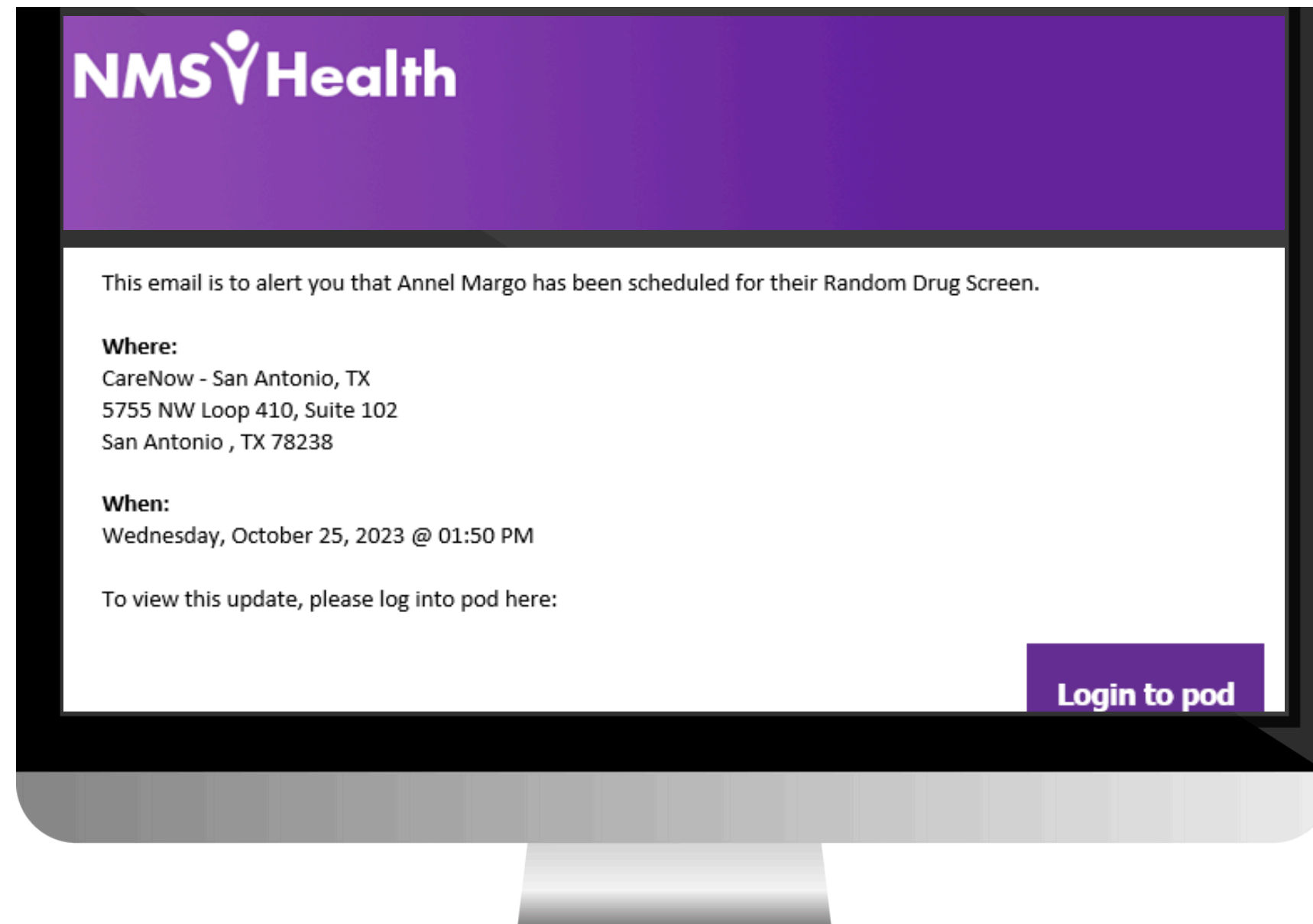
Service Status: Upcoming Visit
Service Date: 10/18/2023
Protocol: Random Drug Screen
Performed Procedures: 0/2
Procedures Results: 0/2
Facility: CareNow - San Antonio, TX
Completed: 

Disclosure Date:
Latest Exam Activity: --
Estimated Completion Date:
Last Updated: 10/18/2023@4:53 PM
Last Updated By: Nina Owens

SENSATIVE EXAM FAQ

How will I be notified?

Notifications will be delivered to the email address that is associated with your pod account.



Who can I speak to if I still have questions?

If you have any questions about sensitive exams, you can reach out to clientservices@nmshealth.com or click 'Get Updates from Client Services' on the employee's profile page within the platform.

