

# DRUG SCREEN AUTHORIZATION FORM

**ALL FIELDS ARE REQUIRED TO BE COMPLETED:**

The University of Arkansas for Medical Sciences, Department of \_\_\_\_\_ gives permission to have \_\_\_\_\_, SAP App # \_\_\_\_\_ or SAP Employee # \_\_\_\_\_ for position \_\_\_\_\_ tested by MLA. Date: \_\_\_\_\_

**PHOTO ID REQUIRED FOR ALL DRUG SCREENS**

**DRUG SCREEN PANEL REQUESTED**

Check Appropriate Test:

On all **Non-Faculty Pre-Employment** and **Random** test

MLA-10

**Faculty Pre-Employment, Faculty Random** or **For All Employee - Cause/Reasonable Suspicion** test

HP2 - *HP2 tests can take up to two (2) weeks to process.*

Other – Test Requested: \_\_\_\_\_

Check Appropriate Reason for Test:

Pre-employment     Random     For Cause/Reasonable Suspicion including post accident

Department Authorizer (print) \_\_\_\_\_

Date \_\_\_\_\_

Department Authorizer (signature) \_\_\_\_\_

Telephone # \_\_\_\_\_

Pager # (if applicable) \_\_\_\_\_

Slot \_\_\_\_\_

Non-Grant Account # \_\_\_\_\_

Fund \_\_\_\_\_

Center \_\_\_\_\_

**Locations:**

MLA/Baptist Rehab Institute-Medical Tower II  
8:30 am - 4:30 pm (closed 12 - 1 for lunch)  
9501 Lile Drive, Suite 175, LR, AR 72205  
202-1227

Baptist Medical Center Laboratory  
After 4:30 pm  
1<sup>st</sup> Floor Main Hospital

**Note to Supervisors:**

Upon Completion of this form:

1. Make sure the employee/applicant has a map to the collection facility. In the event the applicant is out of the Central Arkansas area, please contact MLA for an alternate collection facility (202-1561).
2. If the employee is clearly impaired, escort the employee and/or make arrangements for UAMS Police to take the employee to the testing facility.
3. Samples for pre-employment testing should be collected **within 24 hours** of notification. Samples for random and for cause/reasonable suspicion testing must be collected **within 2 hours** of notification (wait until it is reasonable for the employee to get to the collection facility within 2 hours prior to notification).
4. Fax this form to **both** of the following locations:

MLA  
**Fax: 202-7382**  
Attn: Carolyn

HUMAN RESOURCES  
**Fax: 296-1825**  
Attn: Kim Finne