Employer Solutions Portal

Quick-reference guide for online drug test ordering

Quest Diagnostics™

Follow the steps in this guide to generate electronic orders for both federal and non-regulated drug testing. Easily create your electronic custody and control form (eCCF), select a collection site, and send a donor authorization form—all within the Employer Solutions Portal (ESP).

Step One

Log into the Employer Solutions Portal at **ESP.EmployerSolutions.com** using the username and password provided to you.
Note: For best performance use the Google Chrome® browser.

Username

Password

Step Two

The dashboard can be customized to provide you with a variety of information.
To place a new order, select *Orders* in the left navigation menu.

USERS (9)

TOOLS

ORDERS

RESULTS

Step Three

Enter all required information indicated by a red asterisk (*****). The *Primary ID* is typically the donor's social security number or other identifying data which is unique to the donor. No special characters are allowed in this field.

Note: Creating an order template can reduce the number of steps required to place an order from ten to as few as four. Please contact our ESP Product Support Team at ESP@QuestDiagnostics.com to assist you in creating Order Templates and Quick Order Templates.

Personal Information

Primary ID*
First Name*
Middle Name
Last Name*
Primary Phone*
Secondary Phone
Date of Birth
Gender   ○ Male   ○ Female

Step Four

Choose an *Account* from the list of accounts by selecting the checkbox next to the account. Regulated testing accounts are denoted in red, non-regulated drug testing accounts are in black.

If you have permission to access numerous accounts, you can enter a specific account rather than scrolling through the list.

Enter a specific account:*

OR

Select from available accounts:*

○ Display All   ○ Display Regulated   ○ Display Non-Regulated

< Back

☐ **ESP XML MRO TESTING DOT - 70070002**

☐ ESP XML MRO TESTING DOT - 70070002

Selected Account:
Name: ESP XML MRO TESTING SAP
Number: 70070001
Address: 10101 RENNER BLVD
LENEXA, KS 66219

Step Five

Select the *Order Code* associated with the account you have chosen for testing and Verify the Collection Type.

Breath Alcohol (Reg)

☐ **11067N - BAT - REGULATED**

Urine (Reg)

☐ **65304N - DOT DRUG PANEL W/TS**

Add Another Order Code

Collection Type*   ○ Single   ○ Split

☐   **Observed**

Step Six

Select the *Reason for Test* from the drop-down menu.

Reason for Test

Test Reason*   PRE-EMPLOYMENT ▼

Select One
PRE-EMPLOYMENT
RANDOM
REASONABLE SUSPICION/CAUSE
POST ACCIDENT
PROMOTION
RETURN TO DUTY
FOLLOW UP TEST
OTHER

Step Seven *Optional*

Type a *Site Code* or use the *Search* link to find a collection site. Enter your location search details and click Search to see collection sites matching your criteria.

To choose a collection location click the *Select Site* link. If the collection site selected is a Quest Diagnostics Patient Service Center, you may elect to schedule a specific appointment date and time.

You are <u>not</u> required to select a collection site.

Step Eight

Select the *Order Expiration Date* and *Time*. This information will default to the settings determined by your organization, but you can change it. If you have selected a collection site, the *Time Zone* will default to the collection site's time zone.

Step Nine

Select the *Submit* button to create your order and view the Authorization Form. If you select *Cancel*, your progress will be canceled and you will be taken back to the home screen.

Step Ten

Use the buttons at the top of the page to *Save, Edit,* or *Print* the Authorization Form. Select *Email* to electronically send the form to the donor.

Use the *Create Another Order* link and follow these steps to create additional orders.

Several features are available to you that can reduce the number of steps required to place an order from ten to as few as four. Please contact our ESP Product Support Team at ESP@QuestDiagnostics.com to assist you in creating Order Templates and Quick Order Templates.

Employer Solutions Portal | 1.800.877.7484