

# **PRE-EMPLOYMENT DRUG SCREENING POLICY**

Cheyenne Medical Specialists, P.C.

## **Overview**

To maintain a safe and healthful working environment for employees, Cheyenne Medical Specialists, P.C. requires all candidates offered positions of employment to take a drug screening test and a breath alcohol test. This screening is designed to identify individuals using illegal drugs, or abusing legal drugs.

## **Procedure:**

All offers of employment are contingent upon the applicant passing a urine drug test collected in the laboratory of CMS. All applicants will be notified of this requirement. A written consent from the applicant will be obtained before the drug tests are performed. While the applicant has the right to refuse to submit to the drug tests, CMS shall withdraw its offer of employment upon this refusal. Applicants must report for the drug tests within 48 working hours of offer of employment and are not allowed to begin working until the test results are available. If an applicant does not report for the test within the given time frame, the offer of employment will be withdrawn.

Any applicant who has a confirmed positive test for the presence of any illegal substance will be denied employment. An applicant who has a confirmed positive test for the presence of any unauthorized, but legal, substance may be denied employment. In this case, the Administrator and Supervisor will investigate the positive result. Depending on that investigation, a second drug screen may be authorized. A second positive drug screen will result in denial of employment.

When results are completed, negative results will be forwarded from the laboratory to the appropriate Supervisor to complete the hire. Positive results will be forwarded to the Supervisor and the Administrator who will determine appropriate action. Results will be kept confidential in the laboratory following procedures for MRO services.

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