



To: UVa Graduate Medical Trainee (GMT)  
From: Employee Health  
Subject: Pre-employment Drug Screen Instructions

A test kit for the drug screen will be sent to you by GME. You must find a facility that can collect the sample using the chain of custody we provide in the kit. Examples of such facilities may include an urgent care center, doctor's office, student/employee health, etc. The screen must be mailed back to UVA for the test to be run. The collecting facility may not run the test. The kit includes the billing address for us. Take our number with you in case the facility you choose has questions about the collection. If you choose to have an appointment with us prior to orientation we can do your drug screening here onsite, omitting the mail in step. Call us for an appointment if you wish to be screened in our office.

To complete the drug screening process successfully, **you must follow the following instructions, and complete the drug screening process no later than May 8, 2009.**

Drug screen collection instructions:

- Identify collection facility location that will provide chain of custody collection of your **urine sample** for your **drug screen**. (Student Health; Employee Health; Urgent Care Center; etc.)
- Take the enclosed collection materials along with a **Picture Id** and go to the collection facility to submit a **urine sample** for your **drug screen (collection only)**.
- Please take **this instruction sheet** to the facility with you. They may ask you for a billing address which is:  
**Employee Health**  
**P.O. Box 800398**  
**Charlottesville, VA 22908**  
**Attn: Vickie Garrison**
- If you are in the Charlottesville area, please contact Employee Health to schedule an appointment for your drug screen prior to May 8. **CALL 434 924-2013.**

Drug screen will be conducted at UVa Clinical Labs and results will be returned to Employee Health for review by EH's Medical Review Officer. Clearance will be reported to Graduate Medical Education (GME) within one week after the review process is completed. Clearance will **ONLY** be reported to the GME so please do not call EH requesting clearance results. **You will not be allowed to work at UVA until this process is complete.**

If you are unclear about the drug screen collection instructions, or if you encounter difficulty with a collection facility, **contact Employee Health at 434 924-2013.**

Thank you for your cooperation and compliance with UVA's Safety Sensitive Alcohol and Drug Testing Policy.