

## Health Professionals' Services Program Program Guidelines

**Title: Requests for Submission of Toxicology Reports to Other Providers**

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### **Guideline:**

1 The Health Professionals' Services Program (HPSP) upon written request accompanied by the  
2 appropriate release form signed by the licensee will send a monthly toxicology report to the requested  
3 providers. The toxicology report includes the date of the test and whether the result was positive and  
4 for what substance or negative. If the licensee requests that a second provider be sent test results,  
5 there will be a \$10 monthly charge. Licensee must provide a signed release of information for each  
6 provider to receive testing results. With the written request and authorization(s), the licensee must  
7 approve a \$10 monthly charge on licensee's credit card or send a \$10 certified check or money order to  
8 HPSP to cover the cost of sending results to multiple providers. The licensee must include in the request  
9 the name and complete address of the provider who should receive the toxicology results. HPSP is able  
10 to send reports on a monthly basis only.

11 Procedures: When a licensee requests that toxicology results be sent to a provider, the following must  
12 occur:

- 13 1. Licensee must state that licensee is requesting that toxicology results be sent to a specific  
14 provider, including name and complete address, on a monthly basis.
- 15 2. Licensee must give approval to charge \$10 to credit card or to include a certified check or  
16 money order with the request, if the licensee is requesting results to be sent to more than one  
17 provider.
- 18 3. Licensee has to sign the appropriate consent to release the toxicology result.
- 19 4. Administrative Case Coordinator must scan letter and release form into Netsuite and task  
20 Assistant Case Coordinator to send toxicology results of licensee to the provider on a monthly  
21 basis.
- 22 5. Assistant Case Coordinator must use the Monthly Testing report template and task AM on a  
23 monthly basis when the report is sent. A copy of the report must be scanned to Netsuite.
6. The report must be sent to the provider through the BOX or through USPS marked personal and confidential.
7. If a provider is to receive reports on several HPSP licensees, the provider must receive a separate report for each licensee.