



## Order Instructions for Background Check & Drug Test

### Step 1

Go to <https://www.castlebranch.com/>

In the upper right hand corner click" **Place Order**"

Package Code: **SJ35bgdt**

Package Cost: **\$77.75**

**Medical Lab Technician**

### Step 2

Enter Personal Information:

Under Student Information enter the following

- Designation: **Undergraduate**
- Degree/Certification: **Medical Lab Technician**
- Expected Date of Graduation: **5/2021**

Complete remaining steps online to place order. During the order process, you will be asked to enter an email address that will become your username. At the end of the order you will be asked to enter a secure password to complete the account creation.

## Drug Test

### What is the process for a drug test?

Within 24 business hours of your order being placed, CastleBranch will register you to take your test with a lab in your area. We will communicate your registration information to you within your account or via an email. You will be responsible for scheduling your appointment at the designated collection site and providing your registration information at the time of collection.

The collection site will ship your specimen to the lab. A negative test result will report out to you within 3 days from collection. If the test is non-negative it will transmit to a Medical Review Officer (MRO) to review. The MRO will contact you if they need information that would impact the results of your test. You will be contacted via the phone number you entered during order placement. You will also be able to view the "Pending MRO" status and the contact information for the MRO within your drug test To-Do List item. Tests that go through an MRO will report out to you within 5-7 days from collection.

Substances Tested: Alcohol, Ethyl (U), Amphetamines (1000ng/mL Screen), Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites (50 ng/ml Screen), Methadone, Opiates (2000 NG/ML Screen), Phencyclidine

**\*Results do not need to be submitted. The results are sent to the nursing admin electronically once you have completed everything.**

For additional assistance or questions, please contact CastleBranch Service Desk at (888) 723-4263.