

Random Testing

January 1 starts a new year of selections.



January, 2008

A newsletter for employer-clients

e-Brief

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Good ideas at work.

It's a brand new year and yes, that means it's a brand new year for your federally-regulated random testing pool or consortium. To start the year off on the right foot, we thought it would be good to offer some tips to make sure the end of the year is as easy as the beginning of the year.

Remember, a **consortium** is a group of employers and their employees who are grouped together in one large pool. To make sure the consortium is compliant with the requirements of 50% tested for drugs and 10% tested for alcohol (FMCSA) each employer is responsible for getting their selected employees in for their random test.

If your company has 15 or more drivers, we recommend that you consider establishing your own **company pool**. Since each employee has an equal chance of being selected during each selection period, you'd probably save money if you have to test 50% of a smaller company pool, than risk the odds that more of your drivers will be chosen each month in a larger pool.

Here are some tips to make sure you remain compliant all year long:

- ◆ **Keep your driver/employee list updated**
One of the infractions most noticed by DOT auditors is whether or not a driver has been added to the random testing pool and when they were added. It's very important to let us know right away when you add or delete a driver/employee. We are happy to provide you with a list of the drivers/employees we have for your company so you can compare it with your actual driver/employee list. Just ask!



- ◆ **Send your driver/employee in as soon you receive the notification.**
Federal regulations state that you must complete your random test *before* the next random selection is made. Since we alternate dates in the month when the random draw is made, it's best to send the selected driver/employee in as soon as you receive the notification.



Why do my drivers seem to get chosen more than once a year?

Random selection means exactly that—random. When we run our random selection software, each driver/employee has an equal chance of being selected for a drug and/or alcohol test.

Whether or not a driver/employee has been selected in the past is NOT taken into account when the random selections are made.

Theoretically an employee could be chosen 12 times in a year or could never be chosen. Random means that the selections are made without regard for any previous selections.

HWNW launches new website design, new features.



After six years with the same website design, HealthWorks Northwest has updated its groundbreaking website for customers. Our new website takes all of the most popular areas and simplifies them.

The new design is simpler, and easier to navigate. HealthWorks Northwest launched its customer-friendly website six years ago and was the first occupational health clinic to fully integrate an internet site for its customers. **Other occupational health services soon copied our format.** But that's OK, we were flattered!

A few years ago HealthWorks added a member-area to the website which allowed customers to access results and other documents via a secure portal on its website. **Customers loved it!**

Today, hwnw.org has simplified its access to forms, brochures and other information critical to its customers. We've added a new area for customers that allows them to download free drug-testing templates and other documents customers request most often.

And coming soon, customers will be able to conduct background checks on prospective employees.

It's easy (and FREE) to enroll.

Do one of the following:

- ◆ Call us at 360.578.2527
 - ◆ Send an email to steve@hwnw.org
 - ◆ Fax us your request to 360.575.1460
- All we need is your name and email address. We'll do the rest.
Then sit back and take life a little easier!

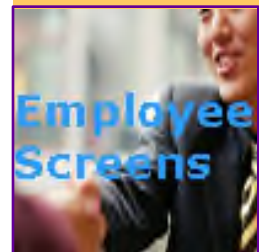
Are

you enrolled in our online reporting program?

If not, here are some great reasons why you should consider receiving your results

online at our members-only site on www.hwnw.org.

- ◆ **You'll get documents in your email inbox usually within 24 hours.** No one goes through your US Mail deliveries and looks at your confidential records
- ◆ **You control who has access to these records.** With our secure log in process, you determine who views your company records.
- ◆ **You can download records or store them online.** Our members-only area has redundant back up systems in place allowing you to either download your documents or archive them on our server. Either way, it's your choice.
- ◆ **It's not email.** You do not receive results as an email attachment—which as you know is not a secure transmission. When documents are posted, you receive an e-card from us notifying you that you have a document waiting.
- ◆ You have access 24/7. You can access your account from anywhere in the world at any time. If you need to look up a document you can do that too. You can work from home, from your hotel room or from your office.



Coming Soon!

Employee background checks made easy! Online reports, confidential log in and fast results.

February, 2008