



POLICY TITLE: Drug-Free Workplace Program

Responsible Department: Employee Health

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SUMMARY & PURPOSE:

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. Baptist Health South Florida is committed to creating and maintaining a workplace free of substance abuse. To that end, Baptist Health has developed a policy regarding the illegal use of drugs and the abuse of alcohol or prescription drugs that we believe best serves the interests of all employees. Our policy clearly states that the illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, we have implemented pre-employment and active employees drug testing. This policy was designed with two objectives in mind:

1. employees deserve a work environment that is free from the effects of drugs and alcohol and problems associated with their use, and
2. Baptist Health has a responsibility to maintain a healthy and safe workplace.

POLICY:

It is the intention of Baptist Health to maintain a Drug Free Workplace in accordance with Florida Statutes § 440.102 and the Rules established by the State of Florida, Department of Financial Services, Division of Workers' Compensation, Drug Testing Rule, Florida Administrative Code (FAC) Chapter 59A-24.

As used throughout this policy, the term "drug" means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed above. As used throughout this policy, the term "drug test" means any chemical, biological, or physical instrumental analysis administered, by a laboratory certified by the United States

Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.

Those laws and regulations, in general, provide that an employee who is injured in the course and scope of his or her employment and tests positive on a drug test forfeits his or her eligibility for medical and indemnity benefits under the Florida Workers' Compensation Act. Furthermore, an employee's refusal to take a drug test will result in the employee forfeiting his or her eligibility for medical and indemnity benefits under Florida Workers' Compensation Act and is grounds for automatic termination of the employee.

SCOPE/APPLICABILITY:

The Drug-Free Workplace Program Policy applies to all job applicants and employees of Baptist Health. For the purposes of this policy, "Job applicant" means a person who has applied for a position with an employer and has been offered employment conditioned upon successfully passing a drug test; "Employee" means any person who works for salary, wages, or other remuneration for Baptist Health.

PROCEDURES TO ENSURE COMPLIANCE:

It is a condition of employment for employees to refrain from being under the influence of or from using illegal drugs, or abusing prescription drugs, while working. The illegal use, sale, manufacture, distribution, or possession of drugs while on the job or on Baptist Health property by an employee will result in immediate disciplinary action, up to and including termination.

Employees, their possessions, and Baptist Health issued equipment and containers under their control are subject to search and surveillance at all times while on Baptist Health premises or on Baptist Health business. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

NOTE: EMPLOYEES ARE RESPONSIBLE FOR ASKING THEIR DISPENSING PHARMACISTS ABOUT THE PHYSICAL AND MENTAL EFFECTS OF ANY MEDICATIONS, INCLUDING SIDE EFFECTS.

This policy specifically prohibits:

- The use, possession, solicitation, sale, manufacture, distribution, or dispensation of drugs and/or prescription medication used in a manner inconsistent with the prescription while working, while on call, while on Baptist Health premises or while performing Baptist Health business;
- Being impaired or under the influence of drugs and/or prescription medication used in a manner inconsistent with the prescription on Baptist Health or customer premises, while working, while on call, or while performing Baptist Health functions.

When an employee experiences side effects from prescribed medication that may impair his/her ability to perform his/her job safely and properly, it is the responsibility of the employee to notify his/her supervisor. When informing his or her supervisor(s) or Human Resources of such side effects, the employee should not identify the medication(s) being used or the reason for its use.

Employees in safety-sensitive positions (i.e. positions in which a drug impairment constitutes an immediate and direct threat to public health or safety, or where a momentary lapse in attention could result in injury or death to another person) are not prohibited from taking prescriptions or over-the-counter medications which:

- (a) have been lawfully prescribed to, or obtained by, the employee;

- (b) are being used by the employee in accordance with the prescription's guidelines (if applicable); and
- (c) before reporting to work under the influence of such medication, the employee has inquired whether the drug manufacturer, dispensing pharmacy or the employee's physician warns against driving, operating machinery or performing other work-related safety-sensitive tasks. If such warnings exist, the employee taking the medication must inform his or her supervisor of such restrictions before reporting to work under the influence of such substances. When informing his or her supervisor(s) or Human Resources of such restrictions, the employee should not identify the medication(s) being used or the reason for its use. Baptist Health will evaluate and respond to this information on a case-by-case basis. Responses may include, among other things, temporary job reassignment or modifications, a request for additional medical documentation and consultation, and/or an instruction that the employee not work until the restriction is removed. Any employee reporting to work in a safety-sensitive position without first advising Baptist Health about warnings accompanying lawfully prescribed or obtained medications will be subject to corrective action up to and including possible termination of employment. An employee's lack of knowledge concerning such warnings will not excuse a violation of this rule where an employee has failed to make the inquiries required by this rule.

- For the purpose of this policy, an employee is presumed to be under the influence of drugs if a urine test shows a forensically acceptable positive quantum of proof of drug usage. For the purpose of this policy, an employee is presumed to be under the influence of alcohol if a urine or blood alcohol test shows a forensically acceptable positive quantum of proof of alcohol usage;
- The personal possession (e.g., on the person, in a desk, in a locker) of an open container of alcohol on Baptist Health property or on duty is cause for immediate termination;
- Off-duty use of drugs which adversely affects an employee's job performance, or adversely affects other interests of Baptist Health is prohibited and will result in appropriate disciplinary action up to and including termination;
- Refusal to submit to, efforts to tamper with, or a positive result from a drug test is cause for immediate termination;
- An arrest for possession, use, solicitation for or the sale of legal or illegal drugs, alcohol or prescription drugs must be reported to the employee's supervisor or Human Resources no more than eight (8) hours following the arrest. The aforementioned arrest may subject the employee to disciplinary action up to and including termination. Failure to report such an arrest within the above time frame may subject the employee to disciplinary action up to and including termination. Additionally, any employee arrested for a drug and/or alcohol related incident shall notify his or her supervisor as soon as possible, but no later than 8 hours of the arrest if the arrest occurs: (a) during scheduled working hours; (b) while operating a Baptist Health vehicle on personal business; or (c) while operating a personal vehicle on Baptist Health business.

A. BAPTIST HEALTH WILL PERFORM THE FOLLOWING TYPES OF DRUG TESTING PURSUANT TO THIS POLICY:

PRE-EMPLOYMENT: pre-employment drug testing will be performed on all candidates for employment who have been offered employment with Baptist Health conditioned upon successfully passing a drug test. Candidates with conditional offers of employment will not be cleared to work at Baptist Health until they have successfully passed the drug test.

REASONABLE SUSPICION: Reasonable suspicion drug testing is drug testing based on a belief that an employee is using or has used drugs in violation of the Company's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:

- a) observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of drugs;
- b) abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- c) a report of drug use, provided by a reliable and credible source;
- d) evidence that an individual has tampered with a drug test during his/her employment with Baptist Health;
- e) information that an employee has caused, contributed to, or been involved in an accident while at work (whether or not the employee has caused, or was responsible for, the accident); and/or
- f) evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.

3. **ROUTINE FITNESS-FOR-DUTY:** routine fitness-for-duty drug testing is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of Baptist Health's established policy or that is scheduled routinely for all members of an employment classification or group.
4. **FOLLOW-UP TESTING:** If an employee in the course of employment enters an employee assistance program for drug-related problems, or a drug rehabilitation program, Baptist Health will require the employee to submit to a drug test as a follow-up to such program. For licensed employees, IPN or PRN will conduct follow-up testing. The follow-up testing procedure for unlicensed employee is as follows: upon an employee's successful completion of a program and recommendation to return to work, the employee will be required to submit to a drug test at their own expense, within 24 hours of notification by HR Site, at an approved provider prior to returning to work. The employee will be returned to work by Employee Health upon receipt of a confirmed negative test result. After the employee is returned to work, the employee will be referred by Human Resources to an approved provider for random follow-up drug testing which will be conducted at least twice a year for a 2-year period after completion of the program,, at the employee's own expense. Advance notice of a follow-up testing date will not be given to the employee to be tested.
5. **POST-ACCIDENT/ON THE JOB INJURY:** Any employee who has caused, contributed to, or been involved in an accident while at work (whether or not the employee has caused, or was responsible for the accident) must immediately report the accident to his/her supervisor, who will send the employee to the Employee Health Office for testing in accordance with this policy.

In accordance with the Florida Drug-Free Workplace Act, worker's compensation benefits for the injury may be denied if the results of such drug test are positive.

B. CONSEQUENCE OF REFUSAL TO UNDERGO DRUG TESTING

If a job applicant or employee refuses to undergo drug testing, as defined in Section A above, the job applicant will be denied employment with Baptist Health, and the current employee will be subject to termination. The refusal of employed Licensed Healthcare Practitioners, (as defined in paragraph D of this policy) to undergo reasonable suspicion or post accident drug testing will be reported to the Intervention Project for Nurses ("IPN") or the Professionals Resource Network ("PRN"), as applicable based upon their license.

C. CONFIDENTIALITY

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of Baptist Health's drug-testing program are confidential and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with Florida Statutes §440.102 or in determining compensability under the Florida Worker's Compensation Act.

Baptist Health will not release any information concerning drug test results without a written consent form signed voluntarily by the person tested, unless such release is compelled by an administrative law judge, a hearing officer, or a court of competent jurisdiction pursuant to an appeal taken under this section or is deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding. The consent form will contain:

1. The name of the person who is authorized to obtain the information.
2. The purpose of the disclosure.
3. The precise information to be disclosed.
4. The duration of the consent.
5. The signature of the person authorizing release of the information.

Information on drug test results will not be used in any criminal proceeding against the employee or job applicant.

Baptist Health, its agent, or the laboratory conducting the drug test may have access to a job applicant or employee's test information or may use such information when consulting with legal counsel in connection with actions brought under or related to the Florida Drug-Free Workplace Act or when the information is relevant to its defense in a civil or administrative matter.

D. CONSENT FOR RELEASE OF DRUG & ALCHOL SCREENING RESULTS FOR LICENSED HEALTHCARE PRACTITIONERS

Applicants and Employees of Baptist Health South Florida who are Licensed Healthcare Practitioners, (any person licensed under chapter 457; chapter 458; chapter 459; chapter 460; chapter 461; chapter 462; chapter 463; chapter 464; chapter 465; chapter 466; chapter 467; part I, part II, part III, part V, part X, part XIII, or part XIV of chapter 468; chapter 478; chapter 480; part III or part IV of chapter 483; chapter 484; chapter 486; chapter 490; or chapter 491, Florida Statutes), shall execute, prior to drug testing, a Consent For Release of Drug & Alcohol Screening Results. The purpose of this disclosure is so that Baptist Health South Florida and the employee may fulfill their legal and ethical obligations pursuant to Florida Statutes Chapters 456 and 464 to report licensees who

are in violation of these acts. This Consent for Release of Drug & Alcohol Screening Results authorizes Baptist Health South Florida to release the results of drug & alcohol testing only to the following agencies: 1) the Florida Department of Health; 2) the Intervention Project for Nurses ("IPN"); and/or 3) the Professionals Resource Network ("PRN"); or 4) as may be required pursuant to Florida Statutes §440.102. This consent will be in effect from the date of execution of the Consent for Release of Drug & Alcohol Screening Results until the latter of the following: 1) the successful completion of an IPN or PRN program; or 2) the conclusion of any investigation related hereto by the Florida Department of Health.

E. CONFIDENTIAL REPORTING OF MEDICATION USE

Baptist Health knows that most people need to take medications to combat various illnesses. Job Applicants and Employees must realize, however, that many medications will alter or affect a drug test. An employee could possibly test positive for a drug when taking medications prescribed by a doctor or bought over the counter at a pharmacy. Medications known to alter or affect a drug test are listed below. The name of the Medical Review Officer ("MRO") and the testing laboratory is listed in Section I. Job applicants and employees who want more technical information about medications may consult with the MRO.

To avoid the potential problems created by a false test result, Baptist Health has implemented procedures to enable job applicants and employees to confidentially report the use of medications. Job applicants and employees may report the use of medications either by completing the **FORM FOR APPLICANTS/EMPLOYEES TO CONFIDENTIALLY REPORT THE USE OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS TO THE MEDICAL REVIEW OFFICER**, or by directly contacting the MRO at the telephone number provided in Section I.

The following is a list of over-the-counter and prescription drugs which could alter or affect a test result. Due to the large number of obscure brand names and constant marketing of new products, this list, as follows, is not intended to be all-inclusive.

Alcohol	All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).
Amphetamines	Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin.
Cannabinoids	Marinol (Dronabinol, THC).
Cocaine	Cocaine HCl topical solution (Roxanne).
Phencyclidine	Not legal by prescription.
Methaqualone	Not legal by prescription.
Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Barbiturates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic,

All references to Policies must go to the BHSF Master Copy on the BHSF Intranet; do not rely on other versions / copies of the Policy.

	Butisol, Mebaral, Butabarbital, Butalbital, Phrenilin, Triad, etc.
Benzodiazepines	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.
Methadone	Dolophine, Metadose.
Propoxyphene	Darvocet, Darvon N, Dolene, etc.

F. DRUG-TESTING PROCEDURES

The collection of specimens and the performance of the drug tests shall be done in accordance with the Florida Drug-Free Workplace Act and the Rules adopted by the Florida Agency for Healthcare Administration, Chapter 59A-24-FAC.

Baptist Health may test for any or all of the following drugs/alcohol at the cutoff levels established by the Agency for Healthcare Administration (Chapters 59A-24-FAC), which are listed below.

1. Initial Screen. The initial screen for all drugs shall be an immunoassay except that the initial test for alcohol shall be an enzyme oxidation methodology.
 - a) Levels on initially screened urine specimens which are equal to or exceed the following shall be considered to be presumptively positive and submitted for confirmation testing:

Amphetamines	1,000 ng/mL
Cannabinoids (11-nor-Delta-9-tetrahydrocannabinol-9-carboxylic acid)	50 ng/mL
Cocaine (benzoylecgonine)	300 ng/mL
Phencyclidine	25 ng/mL
Methaqualone	300 ng/mL
Opiates	2,000 ng/mL
Barbiturates	300 ng/mL
Benzodiazepines	300 ng/mL
Methadone	300 ng/mL
Propoxyphene	300 ng/mL

The only specimen for alcohol testing shall be blood and the initially screened specimen shall be considered presumptively positive and submitted for confirmation testing if the level is equal to or exceeds 0.04 g/dL.

2. Confirmation Test. All specimens identified as presumptively positive on the initial test shall be confirmed using mass spectrometry/mass spectrometry (MS/MS) or gas chromatography/mass spectrometry (GC/MS), except that alcohol will be confirmed using gas chromatography. All confirmations shall be done by quantitative analysis.
 - a) Levels on confirmation testing for urine specimens that are equal to or exceed the following shall be reported as positive:

Amphetamines (amphetamine, methamphetamine) ¹	500 ng/mL
Cannabinoids (11-nor-Delta-9-tetrahydrocannabinol- 9-carboxylic acid)	15 ng/mL
Cocaine (benzoylecgonine)	150 ng/mL
Phencyclidine	25 ng/mL
Methaqualone	150 ng/mL
Opiates	
Codeine	2000 ng/mL
Morphine	2000 ng/mL
6-Acetylmorphine ²	10 ng/mL
Barbiturates	150 ng/mL
Benzodiazepines	150 ng/mL
Methadone	150 ng/mL
Propoxyphene	150 ng/mL

The alcohol level on confirmation testing for blood which is equal to or exceeds 0.04 g/dL shall be reported as positive.

3. Reporting Results. Results of all drug tests performed by the laboratory will be sent directly to the MRO for final verification of the drug test results. In the event the drug test is positive, prior to reporting the result to Baptist Health, the MRO will contact the job applicant or employee for an explanation. Job applicants and employees who are notified by the MRO of a positive confirmed drug test result may contest the result to the MRO within 5 days of receiving notification of the test result. If the MRO determines that the explanation is acceptable, the MRO will report a negative drug test result to Baptist Health. In the event that the explanation provided by the job applicant or employee is unacceptable to the MRO, the MRO will report a verified confirmed positive drug test result to Baptist Health.

Employees are advised that the following are unacceptable explanations for a positive confirmed test result and will be rejected by the MRO: 1) expired prescriptions (i.e. prescriptions which are older than one (1) year from the date of the prescription and are unaccompanied by documentation from prescribing physician indicating continued supervised use); 2) prescriptions which are written for anyone other than the employee; 3) over-the-counter herbal or 'natural' products, including but not limited to supplements, vitamins, foods, drinks, teas and herbs containing disclosed or undisclosed controlled substances, for which the employee does not have a valid prescription; or 4) over-the-counter controlled substances purchased in a foreign country.

Within 5 working days after receipt of a positive confirmed test result from the MRO, Baptist Health shall inform an employee or job applicant, in writing, of such positive test result, the consequences of such results, and the options available to the employee or job applicant. Baptist Health shall provide to the employee or job applicant, upon request, a copy of the test results.

Within 5 working days after receiving notice of a positive confirmed test result, an employee or job applicant may submit information to the employer explaining or contesting the test result, and explaining why the result does not constitute a violation of the employer's policy.

If the employee's or job applicant's explanation or challenge of the positive test result is unsatisfactory to Baptist Health, a written explanation as to why the employee's or job applicant's explanation is unsatisfactory, along with the report of positive result, shall be

provided by Baptist Health to the employee or job applicant. All such documentation shall be kept confidential by Baptist Health and shall be retained by the employer for at least 1 year.

G. CONSEQUENCES FOR APPLICANTS AND CURRENT EMPLOYEES WITH CONFIRMED POSITIVE DRUG TEST RESULTS

1. **Applicants.** Applicants for employment with Baptist Health will not be hired.
2. **Current Employees:**
 - a) **Healthcare Practitioners:** Healthcare Practitioner Employees *who have been employed at BHSF for at least one year and are in good standing* (have had their first performance evaluation with an overall fully meets score and is not on corrective action), and who agree to participate in the IPN or PRN program will be given one (1) opportunity to be placed on a Personal Leave of Absence (LOA) pending a return to work recommendation from the IPN or PRN program. (Employees who have a qualifying serious health condition may be eligible for Family Medical Leave Act (FMLA) leave). The employee will be issued a First and Final Warning for violation of the Drug-Free Workplace Program Policy, which will include an action plan to be completed by the employee prior to being cleared to return to work. After being cleared by the Employee Health Office, the employee will be required to sign a Return to Work Agreement prior to engaging in any work activities on behalf of Baptist Health. **Employees, who have not been employed at BHSF for at least one year and/or are not in good standing, refuse to participate in the IPN or PRN program, who fail to receive a return to work recommendation from the IPN or PRN program, or who refuse to sign the Return to Work Agreement, will be terminated.**
 - b) **Non-Healthcare Practitioners:** Non-Healthcare Practitioner Employees *who have been employed at BHSF for at least one year and are in good standing* (have had their first performance evaluation with an overall fully meets score and is not on corrective action), will be given one (1) opportunity to sign an agreement with the Baptist Health Employee Assistance Program (EAP) to enter and successfully complete an approved addiction treatment program. Employees must contact LifeWorks and complete any program prescribed by the LifeWorks Substance Abuse Case Manager. Employees will be placed on a Personal Leave of Absence (LOA) pending their successful completion of the prescribed LifeWorks program. (Employees who have a qualifying serious health condition may be eligible for Family Medical Leave Act (FMLA) leave). The employee will be issued a First and Final Warning for violation of the Drug-Free Workplace Program Policy, which will include an action plan to be completed by the employee prior to being cleared to return to work. Upon program completion and provider return to work recommendation, an employee will be referred by HR Site to an approved provider for a drug test prior to returning to work. The employee will be responsible for paying for the drug test and will be returned to work by Employee Health upon receipt of a confirmed negative test result. After being cleared by the Employee Health Office, the employee will be required to sign a Return to Work Agreement prior to engaging in any work activities on behalf of Baptist Health. **Employees, who have not been employed at BHSF for at least one year and/or are not in good standing, refuse or fail to participate in or complete the prescribed LifeWorks program, who have a positive drug screen on the return to work drug test, who refuse to sign the Return to Work Agreement, or who refuse to cooperate with random drug testing upon return to work, will be terminated.**

H. ADDITIONAL RIGHTS AND RESPONSIBILITIES OF EMPLOYEES/JOB APPLICANTS

1. **Right to Retest Specimen.** During the 180-day period after written notification of a positive test result, the employee or job applicant who has provided the specimen shall be permitted by Baptist Health to have a portion of the specimen retested, at the employee's or job applicant's expense, by another laboratory chosen by the employee or job applicant. Such retesting shall be done as specified in Florida Statute §440-102 (5)(g).
2. **Responsibility to Notify Testing Laboratory.** It is the responsibility of the employee or job applicant to notify the testing laboratory of any administrative or civil actions brought against them pursuant to Chapter 440, Florida Statute's Drug Free Workplace requirement.
3. **Right to Consult with Medical Review Officer.** Employees and job applicants have the right to consult with a Medical Review Officer for technical information regarding prescription and non-prescription medication.
4. **Applicants' Right to Reapply for Employment.** Applicants for employment with BHSF who test positive pursuant to this policy may reapply for employment with BHSF *no earlier than one (1) year* after the date the applicant is denied employment with BHSF because of a positive drug screen.

I. DRUG TESTING LABORATORY, COLLECTION SITES AND MEDICAL REVIEW OFFICER INFORMATION

Your Drug Testing Laboratory is:

**DSI LABORATORIES
12700 WESTLINKS DRIVE
FORT MYERS, FLORIDA 33913
Telephone: 239-561-8200**

Your Collection Sites are:

LABCORP FACILITIES

**2720 SW 97th Avenue, Suites 204 & 205
Miami, Florida 33165
305-220-2636**

**951 S Le Jeune Road, Suite 302
Miami, Florida 33134
305-443-6886**

**10720 Caribbean Blvd., Suite 430
Cutler Bay, Florida 33189
305-969-1045**

**7150 W 20th Avenue, Suite 213
Hialeah, Florida 33016
306-826-7784**

**100 NW 170th Street, Suite 205
North Miami Beach, Florida 33169
305-651-2788**

**4200 N 29th Avenue
Hollywood, Florida 33020
954-342-4789**

**5333 N Dixie Highway, Suite 109
Fort Lauderdale, Florida 33334
954-772-7590**

**302 NW 179th Avenue, Suite 103
Pembroke Pines, Florida 33029
954-433-8764**

**7061 Cypress Road, Suite 101
Plantation, Florida 33317
954-581-0187**

BAPTIST HEALTH SOUTH FLORIDA

**West Kendall Pre-employment Office
Baptist Medical Plaza at West Kendall
13001 N. Kendall Drive, Suite 300
Miami, FL 33186
786-596-3802 (Office)
786-596-3813 (Fax)
Hours: Monday-Friday, 7 a.m.-2:00 p.m.**

**Baptist Hospital Employee Health Office
Medical Arts Building
8940 N. Kendall Drive, Suite 202-E
Miami, FL 33176
786-596-6140 (Office)
786-596-0673 (Fax)
Hours: Monday-Friday, 7 a.m.-4:30 p.m.**

**South Miami Hospital
Employee Health Office
6200 SW 73 Street
South Miami, FL 33143
786-662-8837 (Office)
786-662-5202 (Fax)
Hours: Monday-Friday, 7 a.m.-4:30 p.m.**

**Doctors Hospital Employee Health Office
5000 University Drive, 2nd Floor
Coral Gables, FL 33146
786-308-3572 (Office)
786-308-3571 (Fax)
Hours: Monday-Friday, 7 a.m.-4:30 p.m.**

Homestead Hospital Employee Health Office
975 Baptist Way
Homestead, FL 33033
786-243-8009 (Office)
786-243-8011 (Fax)
Hours: Monday-Friday, 7 a.m.-4:30 p.m.

Mariners Hospital Employee Health Office
91500 Overseas Highway, mm 91.5
Tavernier, FL 33070
305-434-1626 (Office)
305-434-1618 (Fax)
Hours: Monday-Friday, 7 a.m.-4:30 p.m.

Your MRO is:

STEPHEN I MERLIN MD
SUBSTANCE ABUSE CONSULTANTS, PC
3031 SCOTSMAN DRIVE
SUITE 17
COLUMBIA, SC 29201
Telephone: 800-887-9550
Facsimile: 803-419-1123

J. IMPORTANT TELEPHONE NUMBERS

1. RESOURCES

- a. **Lifeworks**
<http://www.Lifeworks.com>
1-888-456-1324
- b. **IPN**
<http://www.ipnfl.org/>
<http://www.ipnfl.org/ipnemployerinformation.html>
Address: P.O. Box 49130 • Jacksonville Beach, FL 32240 •
Phone: 904-270-1620 • Fax: 904-270-1633
To make a referral and/or confidential consultation --- Call IPN @ 1-800-840-2720
- c. **PRN**
<http://www.flprn.org/>
Address: P.O. Box 1020 • Fernandina Beach, Florida 32035-1020 •
Phone: 800-888-8PRN (8776) • 904-277-8004 • Fax: 904-261-3996
admin@flprn.org

2. NATIONAL ASSISTANCE

- a. **CSAP Workplace Helpline 1-800-WORKPLACE 1-800-967-5752**
This Center for Substance Abuse Prevention's toll free service operates from 9:00 a.m.-8:00 p.m. EST. Technical assistance is available for business owners, managers, and union leaders on the development and implementation of comprehensive drug-free workplace programs.
- b. **National Clearinghouse for Alcohol and Drug Information 1-800-729-6686**

This toll-free service has information available on all aspects of substance abuse, from prevention materials and videos to specific program guidelines and resources within your state. Many publications offered are free from the Clearinghouse.

- c. **Drug Information Hotline 1-800-662-4357**
(Spanish) 1-800-662-9832
 - d. **Employee Assistance Professionals Association (EAPA) (703) 522-6272**
EAPA provides information on how to select EAP's, and the value they can provide.
 - e. **AIDS Treatment Information Service 1-800-448-0440**
 - f. **Al-Anon/Alateen Family Groups 1-800-356-9996**
 - g. **Alateen (212) 302-7240**
 - h. **Alcoholics Anonymous 1-800-252-6465**
 - i. **American Council on Alcoholism Helpline 1-800-527-5344**
 - j. **800 Cocaine - (Information and Referral Hotline) 1-800-COCAINE**
 - k. **MADD (Mothers Against Drunk Driving) (214) 744-6233**
 - l. **Nar-Anon Family Group Headquarters (310) 547-5800**
 - m. **Narcotics Anonymous (818) 773-9999**
 - n. **National Council on Alcoholism and Drug Dependency 1-800-NCA-CALL**
 - o. **Partnership for a Drug-Free America (212) 922-1560**
2. **STATE ASSISTANCE**
- a. **Drug/Alcohol Abuse Helpline (24 Hours) 1-800-362-2644**
 - b. **Drug Abuse Alcoholism & Cocaine (Toll Free) 1-800-333-4444**
 - c. **Drug/Alcohol Abuse & Information (24 Hour Emergency Service) (850) 487-2930**
 - d. **Drug/Alcohol Abuse (24 Hour Crisis line & Treatment) 1-800-283-2600**
 - e. **Florida AIDS Hotline 1-800-352-2437**
3. For information regarding drug testing standards, procedures, laboratory certification, qualifications of Medical Review Officers, collection sites, please call:
- The Agency for Health Care Administration..... (850) 487-3109**
4. For information and questions regarding the State of Florida's Workers' Compensation Drug-Free Workplace Program, please call:

The Division of Workers' Compensation, Customer Service Center..... (850) 413-1601

5. For information and questions regarding Unemployment Compensation Hearings, please call:

The Division of Unemployment Compensation, Bureau of Appeals.....(850) 921-3511

6. For a listing of Employee Assistance Programs and Drug Rehabilitation Programs in your area, you may:

**Check the local listings in your Telephone Directory,
Contact your County Health Department,
Call your local Chamber of Commerce, or
Obtain a Directory of Programs from the Florida Alcohol and Drug Abuse Association, Inc. (for prices call).....(850) 878-2196**

SUPPORTING/REFERENCE DOCUMENTATION:

N/A

RELATED PROCEDURES AND ASSOCIATED FORMS:

- Baptist Health South Florida Consent to Drug & Alcohol Screening and Release Of Baptist Health South Florida
- Baptist Health South Florida Consent For Release Of Drug & Alcohol Screening Results For Licensed Healthcare Practitioners
- Confidential Report Of Medication Use to Medical Review Officer
- Baptist Health South Florida Documentation Of Basis For Reasonable Suspicion Testing
- Drug Screen Form

ENFORCEMENT & SANCTIONS:

Violation of this policy may lead to denial of employment with Baptist Health South Florida, and/or disciplinary action up to and including termination.