

University Physicians & Surgeons, Inc.
Pre-employment Physicals and Screenings
January 1, 2011

It is the policy of University Physicians & Surgeons, Inc. (UP&S) to perform pre-employment physicals and alcohol/drug screenings on prospective or current employees within the limitations set forth in this policy. UP&S's purpose for pre-employment physicals is to determine proper placement and reasonable accommodation if appropriate. Alcohol/drug screening is performed to prevent hiring or retaining individuals who may violate UP&S's policy prohibiting the use of illegal drugs and alcohol in the workplace. UP&S shall notify prospective applicants for employment of this policy if they are interviewed for employment and if interest is expressed in hiring them. Such applicants will be provided an opportunity to review this policy and will be given a copy upon request. Employment at UP&S is conditional upon satisfactory results from the applicant's pre-employment physical and alcohol/drug screening; continuation of employment is contingent upon satisfactory results from any appropriate alcohol/drug screening. UP&S reserves the right to modify or amend this policy from time to time in its discretion.

Pre-employment Physicals and Drug/Alcohol Screening (Physical/Screening)

Effective January 1, 2011, as a condition of employment, all individuals who are offered regular full-time, regular part-time and supplemental positions with UP&S will be required to submit to a pre-employment physical and to alcohol/drug screening (which is further discussed below). Pre-employment physical/screening is conducted post-offer and should be conducted prior to the hire date or within 7 business days of employment. The hiring department will schedule the pre-employment physical/screening and pay any fees associated with the physical/screening. The hiring department will also request the applicant to complete the applicant agreement, consent and authorization form below and file it in the department's personnel file.

All offers of employment with UP&S are conditional upon the results of the physical/screening. Applicants who refuse to consent to the physical/screening or who test positive for prohibited alcohol/drugs will have the job offer revoked and will not be eligible for any other positions at UP&S for a period of one year.

All pre-employment physicals/screenings will be conducted at or coordinated by University Family Medicine. University Family Medicine will maintain records of all physical examinations and screening results. The results of the physical examination shall be transmitted to the applicant at the same time as the hiring department in the form of a follow-up letter. Information received during this process will be maintained in confidential manner; those reporting the results will not divulge or circulate to others the actual documents received or generated in connection with the pre-employment physical/screening but will rather summarize and characterize the results to the hiring department. With regard to the drug/alcohol screening, the report should indicate that (1) the screening indicates the applicant is not in violation of the prohibited alcohol/drug policy; (2) there is information in the screening that is cautionary in nature; or (3) the results of the screening bar employment. The hiring department is encouraged to discuss any results falling in categories 2 or 3 with the Office of Compliance & Risk Management prior to taking action.

Drug/Alcohol Screening (Screening)

Applicants for employment on or after January 1, 2010 must comply with the pre-employment drug/alcohol screening as stated above. Individuals employed by UP&S are subject to this drug/alcohol screening policy when UP&S has a reasonable, good-faith, and objective suspicion that the employee is under the influence of prohibited alcohol/drugs. Under such circumstances, UP&S reserves the right to request an employee to submit to alcohol/drug screening. Employees who refuse to submit to drug/alcohol screening or who test positive for prohibited alcohol/drugs may be disciplined up to and including the termination of their employment with UP&S. For the purpose of this policy, the term

“prohibited alcohol/drugs” includes alcohol; any drug prohibited by federal law; any prescribed drug consumed by the individual, but not prescribed to the individual; any drug that is not legally obtainable; and/or any drug that is legally obtainable, but, is not being used for the prescribed purpose or is not being taken according to the prescribed dosages.

Those individuals subject to the screening policy have the right to know the results of the tests, to request confirmatory tests, and the opportunity to challenge the results afforded. Confirmatory tests may be conducted at the individual's expense by a provider approved by UP&S.

UP&S and/or its authorized medical provider will collect appropriate samples (urine, breath, blood, hair, etc. as directed by UP&S) in such a fashion as to avoid unreasonable intrusion into individual's privacy rights while maintaining the integrity of the testing result. UP&S will also undertake to protect the individual's confidentiality rights, except as reasonably necessary or appropriate to communicate within UP&S or as required by law.

Adopted by UP&S BOD on August 10, 2010

APPLICANT AGREEMENT AND CONSENT TO PRE-EMPLOYMENT PHYSICAL AND
DRUG/ALCOHOL SCREENING AND AUTHORIZATION TO USE AND DISCLOSE INFORMATION
OBTAINED DURING PHYSICAL SCREENING

I acknowledge receipt of the UP&S policy on pre-employment physicals and drug/alcohol screening and agree to submit to the physical/screening and to furnish a sample of my urine, breath, hair and/or blood, etc., as directed by UP&S, for analysis. I understand and agree that if I refuse to submit to this prospective employment physical/screening, if I test positive for prohibited alcohol/drugs, or if I otherwise fail to cooperate with the testing procedures, I will not be considered for employment. I further authorize and give full permission to have UP&S and/or its authorized medical provider send the specimen or specimens collected to a laboratory for a screening test for the presence of any prohibited alcohol/drugs under this policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to UP&S. I have been assured that refusal by me to authorize use and disclosure of physical and screening results information will not affect my ability to obtain future or present health care treatment from UP&S.

I hereby release and will hold harmless UP&S, its medical providers, and any testing laboratory UP&S might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from the alcohol/drug screening, including loss of prospective employment or any other kind of adverse job action that might arise as a result of the alcohol/drug screening, even if a UP&S or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I further release and will hold harmless UP&S, its medical providers, and any testing laboratory UP&S might use for any alleged harm to me that might result from the release or use of information or documentation relating to the alcohol/drug screening, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraphs above.

This policy and authorization have been explained to me in a language I understand, I have been given a copy of this authorization and have been told that if I have any questions about the test or the policy, they will be answered.

Signature of Applicant

Date

Applicant's Name - Printed

UP&S Representative

Date