

# Drug Screen Invoicing Policy Statement

SMACNA-KC

**Policy Effective Date: 08/24/2004**

**Purpose:** To institute a formal and uniformed system that will enable a contractor to quickly and efficiently submit and invoice for pre-employment drug screening of the contractor's tradesmen, be it journeyman or apprentice.

**Policy Guidelines:**

- Invoices are to be sent at monthly intervals; no more than twelve (12) invoices per calendar year shall be submitted.
- A flat fee of \$50.00 shall be billed by the contractor for each individual pre-employment drug screen, be it journeyman or apprentice. (Note: no reimbursement will be offered through SMACNA for office personnel.) This will be the contractor's responsibility to track and invoice for.
- The first page of the invoicing packet shall be a contractor's invoice for the total billing amount of the package. Total billing amount will consist of the \$50.00 flat fee per individual listed as their own separate line item on the invoice, with a grand total noted at the bottom of the invoice.
- The second document set that will need to be attached with the contractor invoicing statement will be the Local #2 referral form and the invoice from the testing clinic. The referral form and invoice from the clinic shall be paired together for each individual eligible for pre-employment drug screening. This set of documents will be a reference guide to track pre-employment drug screening and prohibit any site specific drug testing invoices.

- All social security numbers of the tested individual on each piece of documentation shall be blacked out prior to the invoice being sent to SMACNA.
- Attached is a sample documentation packet for your review.

Should you have any questions or concerns please feel free to contact me.

Sincerely,

Safety Director/SMACNA KC

Att: Example documentation packet

NAME of Company  
1234 Overthere St.

Pre-Employment Drug Screening  
Invoice

Employee Name ..... \$50.00  
Employee Name ..... \$50.00  
Employee Name ..... \$50.00  
Etc....

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Grand Total of Invoice ..... \$150.00

Second set of documentation will consist of the Local #2 referral form and the pre-employment drug screen invoice for that respective individual paired together.