



DISA Global Solutions

Email: DWPremier@disa.com

Phone: (317) 269-3000

www.disa.com

DISA Quick Reference Guide – Ordering a QPassport in Quest ESP System State of IN – Indiana Department of Child Services

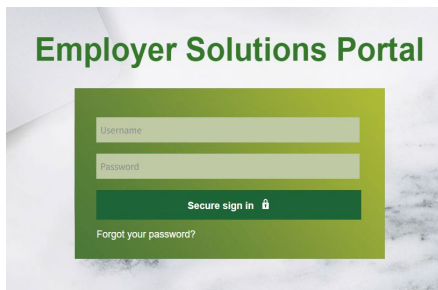
Sign-in to the Quest Employer Solutions Portal (ESP) (<https://esp.employersolutions.com/>)
using the username and password provided:

Username: MIDCSA001

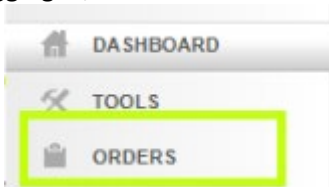
Password: DCSapplicant#27!

IMPORTANT INFORMATION:

- Password **IS** case sensitive
- Do **NOT** copy and paste information (it must be typed in)
- If you are **unable** to log-in **after 2 attempts** or you are experiencing any issues with the steps outlined below, please **contact DISA at 317-269-3000**.
- Do **NOT** click “Forgot Password”



- After logging in, click on “Orders” on the left side of the screen:



Please follow these instructions to schedule your Pre-employment drug screening for Indiana Department of Child Services (DCS).

- “Personal Information”
 - The Primary ID must be full SSN. (Using a number other than full SSN may delay reporting of test results.) **Fields with a *** are required fields as must be completed as part of the ordering process.



- **“Account”**

- Select the DCS County you are applying to work for. (There is an option to scroll through the list of counties, or you can type in “DCS” and the County name to pull up the County.)

Account

Enter a specific account: *

DCS MARION - 10

OR

Select from available accounts: *

☒ DCS MARION - 10 - 11162512

Selected Account:

Name: DCS MARION - 10

Number: 11162512

Address: 302 W WASHINGTON ST
INDIANAPOLIS, IN 46204

- **“Order Code”**

- Drug/Alcohol Type: Click on the checkbox for “Urine (non-Reg)”
- Collection Type: Click on the checkbox for “Split”

Order Code

Drug/Alcohol Type *

Breath Alcohol (non-Reg)

☐ 11070N - REAS SUSP BAT

Urine (non-Reg)

☒ 65105N - SAP5-50/2K-3+6A/OX/T

Add Other Order Code

Collection Type *

☐ Single ☒ Split

☐ Observed

- **“Reason for Test”**

- Select “PRE-EMPLOYMENT” from the dropdown list.

Reason for Test

Test Reason * PRE-EMPLOYMENT

- **“Collection Site”**

- To locate the location for testing, click on the “search” link to start the collection site search.

Collection Site

search clear



- **“Location Search”**

- Postal Code – enter the zip code of desired location for testing.
- Radius – select “10 Closest” from dropdown menu
- Check the box “Electronic Collection Sites Only”
- Click “Search”

Location Search

Address

City

State/Region

Postal Code *

Radius

☒ Electronic Collection Sites Only

- Locate the collection site you would like to use and click “Select Site”

Location Search

search > search results near 46204

1 Any Lab Test Now - Indianapolis - IN274 - \$\$ Preferred
911 N East St
Indianapolis, IN 46202-3425
317-672-6711
Hours of Operation: M-F 7:00 am-4:00 pm; Drug Screen:
M-F 7:00 am-4:00 pm
Drug Testing Hours: M-F 7:00 am-4:00 pm
0.35 miles | [View Details](#) | [Get Directions](#) | [Select Site](#)

2 Nova Medical Center - Indy - IN049 - \$\$ Preferred
500 N Capitol Ave
Indianapolis, IN 46204-1204
317-983-5400
Hours of Operation: M-F 9:00 am-6:00 pm; Drug Screen:
M-F 9:00 am-6:00 pm
Drug Testing Hours: M-F 9:00 am-6:00 pm
0.46 miles | [View Details](#) | [Get Directions](#) | [Select Site](#)

- **“Timing Information”**

- Testing must be completed within 48 hours of scheduling the test.
- Do NOT check the box “Order has no expiration”
- In “Order Expiration Date” field, enter the date 48 hours from the date you are scheduling the test
- In “Order Expiration Time (24hr)” field, enter the time 48 hours from the time you are scheduling the test
- Click “Submit” at the bottom left of the screen

Timing Information

Time Zone ☐ Order has no expiration

Order Expiration Date *

Order Expiration Time (24hr) *



- “QPassport”

- Click on “Email” and email the QPassport to your personal email address.
- The collection site name and contact information are in the bottom section of the form
- Prior to arrival at collection site, it is recommended that you call to confirm hours of operation and/or if an appointment is required.
- Upon arrival at the collection site, present the QPassport (printed or from your phone) and your government issued photo ID.

Save Edit Print Email [Create Another Order](#)

QPassport

QPassport ID: Q0316059

Organization	Donor Details
DISA GLOBAL SOLUTIONS INC 10900 CORP CTR DR STE 250 HOUSTON, TX 77041 Phone: 281-673-2400	Donor Name TEST PERSON Donor ID XXXXX6789

Collection Site	Medical Review Officer
IU Health Urg Care - Downtown-IU Health 222 W Michigan St Indianapolis, IN 46204 3177790303 Operation Hours M-Su 8:00 am-8:00 pm Drug Screen Hours M-Su 8:00 am-8:00 pm	TERRI HELLINGS MD 2800 BLACK LK PL STE A PHILADELPHIA, PA, 19154 Phone: 800-624-3784 Fax: 215-543-6601

[Get Directions](#)

To find a collection site location and to make an appointment, visit
www.questdiagnostics.com/psc

For questions on what to expect at your drug test, visit our website at
www.EmployerSolutions.com/mydrugtest

Donor Instructions
Please bring this confirmation and your driver's license or other government issued photo ID to the collection site for identification.