Left Dept. At:

CITY OF BALTIMORE Human Resources Administration DRUG AND ALCOHOL TESTING ORDER



All information MUST be provided. Employee must bring Photo Identification with the completed "Original – Medical Services" copy of this form.

The employee/candidate named below is scheduled to report for drug and alcohol testing at the City of Baltimore Occupational Medical Services (Mercy Clinic), 323 N. Calvert St; (410-332-9773; Fax: 410-332-0614)

i i		Date of Request	. 1 1	
Employee/		SSN:	-	
Candidate Name:				
Home Address:		Home Phone:		
City:	State:	Zip:	DOB:	Gender:
Department:		Work Phone:		
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Bureau:		Division:		
Fund &		Occupation/		
Cost Center:		Job Title:		
Appointment Date for Service:				
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				OMOTIONAL
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In ALL CASES of positive Drug/Alcohol Test results, the department's Designated Human Resources Authority will be notified by the Department of Finance, Office of Risk Management, Division of Occupational Safety.

Requestor (Agency) keeps a photocopy and sends the testing order form (original copy & Safety copy) to Occupational Medical Services (Mercy Clinic). Requestor sends the DHR – DP copy directly to 201 E. Baltimore St.