

# **Non-Ohio Employee Injury Care Instructions / Substance Abuse Testing**

FuelMart & Subway

## **Employee Instructions:**

1. Report any work-related injury to Haley Ahrendt at 330-465-6360.
2. Bring the following items to the clinic / hospital: MedTox Non-Regulated Drug Testing Custody and Control Form, Non-DOT alcohol form, FedEx Clinical Pak, FedEx shipping label and this form (injury care instructions).
3. Employee completes the Ports Petroleum Injury and Illness Incident Report. Have witnesses complete the witness statement. Employee provides forms to Manager. Manager scans completed forms to Payroll.

## **Facility Testing Instructions:**

1. Perform a Non-Regulated drug screen and a Non-DOT breath alcohol test.
2. Mail the specimen collection(s) using the provided FedEx Clinical Pak & shipping label to:  
Processing Department  
MedTox Laboratories  
402 W. County Rd. D  
Saint Paul, MN 55222
3. Medical Review Officer (MRO) information:  
Secure Results LLC  
Dr. Martin Pieretti, MRO  
1432 Easton Road, Suite 3C  
Warrington, PA 18976  
Telephone: (215) 343-8300  
Secure Fax: (888) 900-8379
4. Report any non-compliance with testing process (i.e. refusal, attempted adulteration, etc.) or positive breath alcohol result to Haley Ahrendt at 330-465-6360.

## **Medical Facility Injury Care Reporting & Billing**

1. Complete First Report of Injury (FROI) and Physicians Report of Work Ability (WA).
2. Fax the FROI, WA, COC forms & Breath alcohol result to Ports Petroleum Co., Inc. Payroll at (330) 804-9099.
3. Mail the FROI, WA, Employer COC forms, breath alcohol result and testing invoices to:  
Ports Petroleum Company, Inc.  
PO Box 1046  
Wooster, OH 44691  
Attention Pat Conley
4. Fax FROI and WA forms to Medical Administrators, Inc. at (800) 542-9480.
5. Mail injury care claim forms and physician notes to:  
Medical Providers/General:  
Gallagher Bassett Services, Inc.  
PO Box 2831  
Clinton, IA 52733-2831  
Check bill status: (866) 324-5585