Process for submitting test results for MICCS cards

1. Company must have an account set-up with Midwest Toxicology Services, Inc. Please contact our administrative assistants for information if you do not have an account set-up yet, 317/269-3030

2. Test results can be submitted by the following methods:
   a. FAX – 317/262-2222 – Please note on the FAX cover sheet that the results you are submitting are for the MICCS program.
   b. E-mail – team2@midwesttox.com - This team processes the submitted test results.
   c. Mail – Midwest Toxicology Services, Inc., Attn: MICCS/Team 2, 603 E Washington St, Suite 200, Indianapolis, IN 46204

3. The result needs to be from a SAMHSA certified lab, reviewed by a Medical Review Officer (MRO), and dated within the last year. The results should include your company’s name, employee’s name, employee’s ID/SSN, lab information and panel information.

4. Once results are received and verified, we will enter the result in our MICCS database and print a card (see below for notes on submitting pictures).

5. We will mail a card along with an invoice for the database entry & card fee.

6. PLEASE NOTE - Please be sure to forward positive results as well. Although the donor will not be able to get a MICCS card, they must go through the steps with a substance abuse professional that are required by the MICCS policy in order to work on any site that requires the MICCS card. By submitting a positive result, their test will be entered into the MICCS database. The only way for the individual to get their card valid to work on a MICCS jobsite again is to go through the steps required.

Pictures for MICCS cards:

NOTE: All MICCS cards must have a photo on them before we will print the card. Pictures can be submitted in the following ways:

1. Take your own digital photos and email (jpeg format is preferred) to Team 2 at team2@midwesttox.com.

2. Mail (same address as above) a photo – Polaroid or snapshot – and we will scan it into our computer application.

If you have any questions about this information, please contact our administrative assistants at (317)269-3030 or you can email your questions to admins@midwesttox.com.