

Quick Start Sheet

After Receiving User ID and Initial Password

- The enclosed instructions are to assist collectors with utilizing LabCorp Corporate Solutions Web COC application for workplace drug test collections.

System Requirements

Minimum:

- Internet capable PC
- Laser printer
- Microsoft Internet Explorer 9.0 with security patches and 128-bit encryption
- Adobe Acrobat Reader v11.0

Recommended:

- Adobe Acrobat Reader DC or above
- High-speed Internet connection (DSL, cable, or T1)
- Microsoft Office Excel 2007 or later version
- Microsoft Internet Explorer 11.0 or above

PC Desktop Shortcut

- To add a PC desktop shortcut to the LabCorp Corporate Solutions login page, open Internet Explorer to www.LabCorpSolutions.com → Login.
- The LabCorp Corporate Solutions Login page will open.
- With the LabCorp Corporate Solutions Registered Users Login page open, right click the mouse and select Create Shortcut from the menu.
- A message box will open. Select OK to add an Internet Explorer icon to the PC desktop. The icon title will be "LabCorp Corporate Solutions Registered User Login."

Specimen Collection Scenarios

1. Donor arrives without a paper chain-of-custody form

- A. Donor is pre-registered in LabCorp Corporate Solutions.** Locate donor record within LabCorp Corporate Solutions by entering the donor registration number or other donor demographics and use Web COC to complete the collection.
- B. Donor arrives with LabCorp Web COC Collection Authorization Form.** Create the registration within LabCorp Corporate Solutions using the information provided on the form and use Web COC to complete the collection.

2. Donor arrives with a paper chain-of-custody form

- Donor arrives with pre-printed non-federally regulated COC form or federal Custody and Control Form (CCF) and is not pre-registered in LabCorp Corporate Solutions.** Use the account information on the pre-printed multi-part CCF or COC form to register the donor in LabCorp Corporate Solutions and complete the collection with Web COC.

Print Settings

Complete the following steps prior to your first Web COC collection to ensure proper alignment when printing Web COC forms.

- With the PDF (electronic copy) of this Quick Start Sheet open in Acrobat Reader.
 - In Acrobat Reader select the "File" menu item and then "Print ..." (or select the printer icon).**
 - In the "Print" window:**
 - Select "All"
 - Set "Copies:" to "1"
 - Set "Page Scaling:" to "None"
 - Select "Auto-Rotate and Center"
 - Press the "OK" button
 - Confirm that the PDF document printed correctly
- Web COC form printing requires the use of Web COC paper that includes the tamper-evident specimen seals and standard white printer/copier paper.
- Depending upon your printer's tray options, there may be multiple ways to achieve the proper paper usage for printing Web COC forms.
- The following is one method for proper printing of Web COC forms:
 - Place one sheet of the Web COC paper with the tamper-evident seals in the manual feed tray of your printer to print the laboratory copy of the COC form.
 - Use your printer's primary tray filled with standard copy/print paper to print the remaining copies of the form.
 - Web COC will print a total of three (3) pages per specimen collection for non-federally regulated urine, lab-based oral fluid, hair, point of collection testing (POCT) urine, and non-federally regulated urine Spanish. Web COC will print a total of four (4) pages for Florida Agency for Health Care Administration (AHCA) urine and DOT-like urine specimen collections. Web COC will print a total of seven (7) pages for federally-regulated urine tests.
- Contact LabCorp Technical Assistance if you experience issues with printing of Web COC forms.

Web COC Supplies

Contact LabCorp at 800-833-3984, or OTSSupplies@labcorp.com.

Technical Assistance

800-833-3984, extension 5380



www.LabCorp.com

For more information, visit www.LabCorpSolutions.com.