



SUBSTANCE ABUSE PROGRAM

Online Access Instructions

Verifying Member Eligibility

Developed by Mobile Medical Corporation

The Western Pennsylvania Construction Industry Drug Free Partnership have developed a Substance Abuse Program utilizing the Internet to centralize member eligibility information. Union Representation & Contractors can access the MMC website to verify that members are current under the Western Pennsylvania Construction Industry Drug Free Partnership Substance Abuse Program:

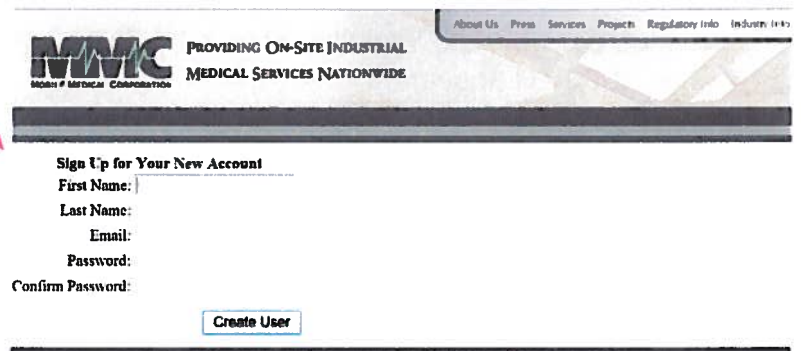
Online Verification System Instructions: Navigation

1. To access the online verification system, go to MMC's website at **www.mobmed.com**
2. Select the **"Contractor Login"** drop down link located on the right side of MMC's home page
3. Select the **"Drug Test Verification"** link



Member Eligibility Verification

4. **NEW USERS:** If you do not have an account please click **"Create New Account"** button to register. Then enter all required information and click **"Create User"** button.





PROVIDING ON-SITE INDUSTRIAL MEDICAL SERVICES NATIONWIDE

5. **Existing Users:** If you are an existing contractor please login with your email and password that you selected upon your account set-up.

Enter Login Information

User Name -OR- Email: Password:

Log In

Forgot your password?

If you need additional assistance, please call the Mobile Medical Office nearest You:

Table with contact information for Pittsburgh, PA; Cleveland, OH; Baltimore, MD; Sacramento, CA; Paramus, NJ; Astoria, NY.

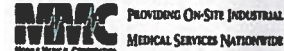


6. **Choose Jobs:** Once you are logged in please select:

MBA709 MBA & Union DRUG FREE Partnership from the drop down menu and click submit.

If the Job is not listed in the job drop down—you will need to add the job by clicking "Add Job" button (See Step 7 & 8)

MBA709 MBA & Union DRUG FREE Partnership This code provides access to search NATIONWIDE for any member current in the Western Pennsylvania Construction Industry Drug Free Partnership Substance Abuse Testing program.



Choose Job

MBA709 - MBA & Union DRUG FREE Partnership

Submit Add Job

Click here to change your password

If you need additional assistance, please call the Mobile Medical Office nearest You:

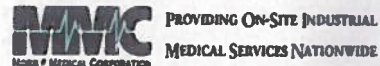
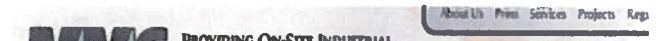
Table with contact information for Pittsburgh, PA; Cleveland, OH; Baltimore, MD; Sacramento, CA; Paramus, NJ; Astoria, NY.

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7. **Enter Job/Program Code—MBA709** provided by MMC

8. **Enter Local Contractor ID—** This is a five digit code provided by MMC

9. **Click Submit—** the Eligibility Search by Skill-Check I.D. will appear.



Contractor Login

Enter Job/Program Code:

Enter Contractor ID:

Submit

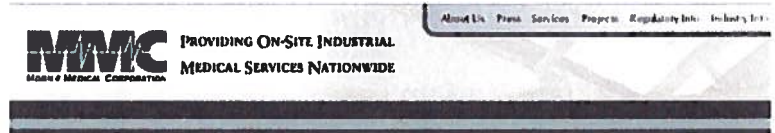
Click here to change your password

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Table with contact information for Pittsburgh, PA; Cleveland, OH; Baltimore, MD.

SkillCheck ID's - The SkillCheck ID is the last name and the last four digits of that member's social security number.

Example: Smith1234
 Martinez1313



**Eligibility Search by SkillCheck™ I.D.
For Job I.D. - MIBA 709**

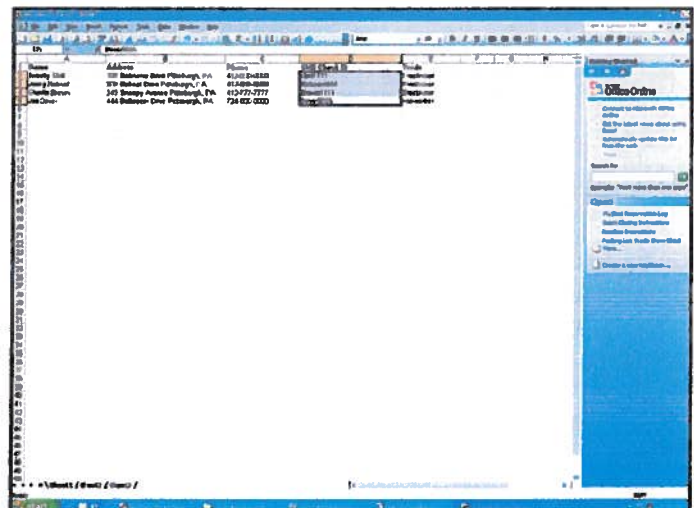
Please enter SkillCheck™ I.D.s below separated by comma (,).

SkillCheck™ ID
Last Name - Last 4 Digits of SSN
Example: Smith0123,McCall6019,Odonell4321

DO NOT INCLUDE spaces, hyphens, or suffixes, including Jr, Sr, or generation (I, II, III).
There is no space between the last name and the 4 social security numbers.

Options for Verifying Member Eligibility...

- You can enter as many SkillCheck IDs as needed during your search.
- For large searches it is recommend that you keep an updated spreadsheet that includes your members SkillCheck ID's.
- For frequent look ups you can cut and paste the **SkillCheck ID's** from your spread sheet right into the Eligibility Search screen.
- **Please note**—the system does not retain the previously searched SkillCheck IDs and it does not autofill either. You have to re-enter your SkillCheck IDs each time you login to verify member eligibility.





10. Entering and Verifying Eligibility

Enter SkillCheck IDs into search field. IDs can be entered in a column or separated by a comma. When finished click submit.

Sample SkillCheck ID's

SkillCheck™ I.D.

Caines3248, Cooper4058, Eastman6420,
Bowling4675, Martinez1234, Pitt9999

Skill Check Data Is Updated M-F @ 4:00 - 6:00 AM EST
Eligibility Search by SkillCheck™ I.D.
 For Job I.D. - IRO:TW3380

Please enter SkillCheck™ I.D.s below separated by comma (,).

SkillCheck™ ID
 Last Name - Last 4 Digits of SSN
 Examples: Smith0123, McCall6019, ODonell4321

DO NOT INCLUDE spaces, hyphens, or suffixes, including Jr, Sr, or generation (I, II, III). There is no space between the last name and the 4 social security numbers.

caines3248, cooper4058, eastman6420, bowling4675, martinez1234, pitt9999

[Click here to change your password.](#)

[To view Annual Renewal information click here](#)

If you need additional assistance, please call the Mobile Medical Office nearest You:
 Pittsburgh, PA Cleveland, OH Baltimore, MD
 Toll Free: 1-888-662-8358 Toll Free: 1-877-688-8358 Toll Free: 1-866-458-8951
 Sacramento, CA Paramus, NJ Astoria, NY
 Toll Free: 1-866-914-3921 1-201-265-3791 Toll Free: 1-855-777-8358

11. **Results**—The report will provide two sets of results those eligible and those with no match:

Results Found

Click on the member's SkillCheck I.D. to get a detailed eligibility report. (*see below*) This report can be printed and stored in their employee file.

Skill Check Data Is Updated M-F @ 4:00 - 6:00 AM EST

Results found on 10/18/2011 at 3:05 PM for:

SkillCheckID	Last Name	First Name	DFWP Status	Source
Cooper4058	Cooper	Hunter	Current	Mobile Medical Corporation Database
Eastman6420	Eastman	Richard W.	Current	Mobile Medical Corporation Database

No matches found on 10/18/2011 at 3:05 PM for:

- caines3248
- bowling4675
- martinez1234
- pitt9999

[Click here to change your password.](#)

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Skill Check Data Is Updated M-F @ 4:00 - 6:00 AM EST
Employee Information:

SkillCheckID: Cooper4058
 Name: Hunter Cooper
 Craft:
 Contractor:
 Union Status: None

Testing Information:

Date	Reason	Test/Training Type	Result Type	Result	Expires
07/2011	Annual	Drug Test 10 Panel (at Collection Facility)		Negative	10/7/2012

No Matches Found

If there is no information on a member the report will read **"NO MATCHES FOUND."** The member may have never tested under the Western Pennsylvania Construction Industry Drug Free Partnership Substance Abuse Testing program, their test may have expired (over a year old) they may have missed a required test or they are ineligible due to a non-negative test result.

Please call your local **Program Coordinator** directly for further assistance or the **MMC Toll Free line @ 1-888-662-8358** which is available Monday—Friday 8:00 am—5:00 pm est.