



SUBSTANCE ABUSE PROGRAM

Online Access Instructions

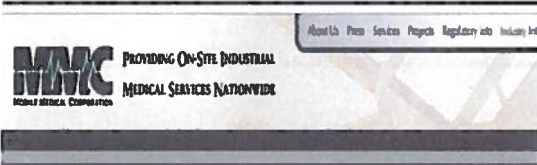
Verifying Member Eligibility

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:

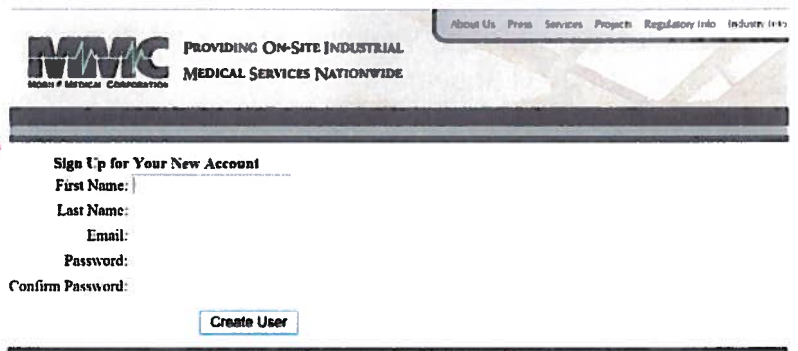
Online Verification System Instructions: Navigation

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



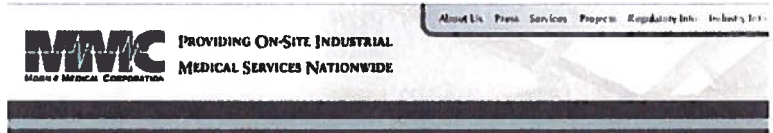
Member Eligibility Verification

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.



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**

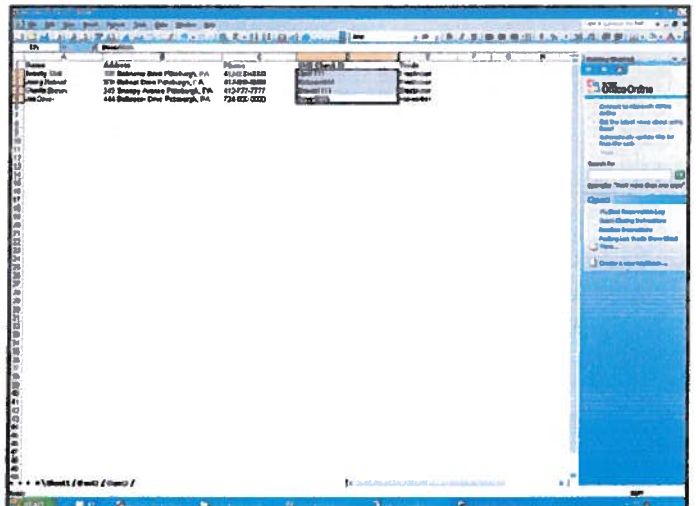
Please enter SkillCheck™ I.D.'s below separated by comma (,).

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,O'Donnell4321

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

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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.