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- Substance Abuse Testing
- Third Party Administration
- DOT Compliance
- www.midwesttoxicology.com

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 (Mary Welling, Emily Riley, and Cheryl Mead) at (317)269-3030 or you can email your questions to admins@midwesttox.com.