

CMCA Random Selection: Batch History – Quick Guide

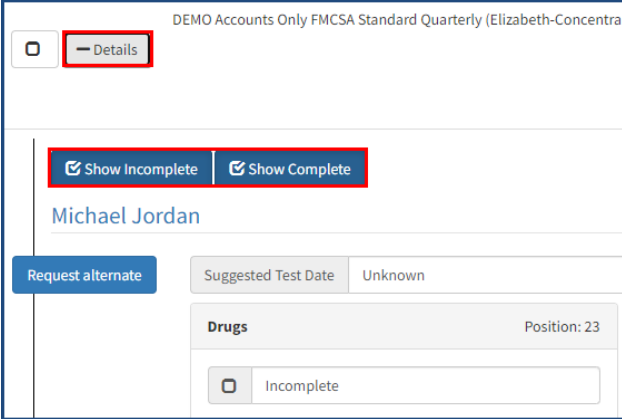

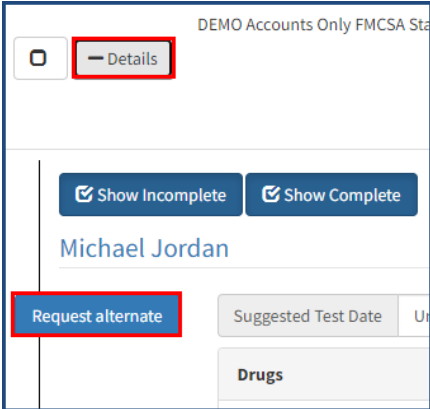
How to Add a Participant to Random Selection

The CMCA Portal helps you manage your organization’s random selection program with features to view information about selected testing.

Random Selection – Viewing Batch History

Use the following steps to view Batch History on the Company record’s Results page.

| # | Instructions | CMCA Screens |
|---|--|--|
| 1 | <p>Access the Results Page</p> <ol style="list-style-type: none"> 1. Click the Companies tab. 2. Click the Inbox icon. <p>Note: This will automatically take you to the Results page.</p> |  <p>The screenshot shows the 'Dashboard' with 'Companies' and 'Participants' tabs. The 'Companies' tab is active. Below the tabs is a search bar and a list of accounts. The 'Concentra Demo Account (CMCADEMO)' is selected, and the 'Inbox' icon is highlighted with a red box and a '2' callout.</p> |
| 2 | <p>Click the Pending Randoms tab.</p> <p>Note: Each random selection batch is displayed with the date, the number of eligible Participants, and a count of pulled, completed, and excused tests, along with a progress bar to provide information at a glance.</p> |  <p>The screenshot shows the 'Results' page for the 'Concentra Account (CMCADEMO)'. The 'Results' tab is active. Below the tabs is a list of random selection batches. The 'Pending Randoms' tab is highlighted with a red box.</p> |

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|---|---|--|
| 3 | <p>Click the Details button to view a list of selected testing.</p> <p>Note: Use the Show Incomplete and Show Complete options to limit the list.</p> <p>If testing is complete, a green check shows next to the individual's name, and the specimen ID and collection date show for each test.</p> |   |
| 4 | <p>Click the Request alternate button to request the selected participant be excused (if applicable)</p> <p>Note: This is used for incomplete testing.</p> <p>If your random selection program does not include alternates, then this will simply request that the selection for this Participant be excused.</p> |  |

5 Choose a **Reason** from the drop-down list and click **Submit**.

Note: If your random selection program has been arranged to use alternates, then after your program coordinator has reviewed the request, they will follow up with the alternate selection.

The screenshot shows a dialog box titled "Choose Reason" with a close button (X) in the top right corner. Below the title bar is a dropdown menu with the text "No longer employed with company" and a downward arrow. At the bottom right of the dialog box are two buttons: a "Close" button and a "Submit" button.