

**Drug Screen Invoicing
Policy Statement
SMACNA-KC**

Policy Effective Date: 8/24/2004
Revised: 3/8/2011

Purpose: To institute a formal and uniform system that will enable a contractor to quickly and efficiently submit and invoice for pre-employment drug screening of the contractor's tradesmen, be it journeyman or apprentice.

Policy Guidelines:

- Invoices are to be sent at monthly intervals; no more than 12 invoices per calendar year shall be submitted. Previous year invoices may be submitted until January 31st of the following year.
- A flat fee of \$50.00 shall be billed by the contractor for each individual, **pre-employment** drug screen, be it journeyman or apprentice. (Note: no reimbursement will be offered through SMACNA-KC for office personnel). It will be the contractor's responsibility to track and invoice their drug testing reimbursements.
- The first page of the invoicing packet shall be a contractor's invoice for the total billing amount of the packet. Total billing amount will consist of the \$50.00 flat fee per individual listed as their own separate line item on the invoice, with a grant total noted at the bottom of the invoice.
- The second document set that will need to be included along with the invoice is the Sheet Metal Local #2 referral form and the invoice from the clinic where the test was conducted. The referral form and invoice from the clinic shall be paired together for each individual eligible for pre-employment drug screening reimbursement. This set of documents will serve as a reference guide to track pre-employment drug screening and prohibit any site specific drug testing invoicing.
- Any social security numbers appearing on the documentation shall be blacked out prior to sending the invoice to SMACNA-KC.

If you have any questions, please contact Stacey Smyly, SMACNA-KC Executive Director at (816) 421-3360 or stacey@smacnkc.com.

SMACNA-KC

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