

SAN MATEO COUNTY
MENTAL HEALTH SERVICES DIVISION

DATE: October 26, 1995

MENTAL HEALTH POLICY NO.: 95-08

SUBJECT: Urine Toxicology Screening

AUTHORITY: Divisional

AMENDED: December 12, 1996 and February 15, 2005

ATTACHMENT: Urine Toxicology Screening Agreement

PURPOSE:

To provide a clear and consistent procedure for obtaining urine specimens for laboratory analysis of alcohol and/or other toxic substances. Especially important are measures to ensure the client's informed consent and to prevent a breach of client confidentiality.

POLICY:

Urine toxicology screening can be a useful component in the assessment and/or treatment of mental health clients. Sound clinical judgment must be exercised in considering the use of this procedure for selected individuals.

PROCEDURE:

1. If not a physician or nurse, the clinical staff member considering the procedure discusses the client and clinic situation with a physician or nurse staff member.
2. The agreed staff member reviews the "Urine Toxicology Screening Agreement" (attached) with the client; both staff member and client sign the agreement.
3. For ongoing urine toxicology screenings, an agreement, unless revoked in writing by the client, is good for one year from the date of signature. To assure a valid agreement, regardless of the date of the original signature, it should be renewed at the same time as the annual assessment, Client Plan, etc.

4. The physician, nurse or staff member instructs the client, provides a properly labeled collection cup, and prepares the laboratory request form. Care must be taken so that staff does not reveal to other clients the reason for obtaining the urine sample.
5. The physician, nurse or staff member, using gloves, bags or otherwise prepares the specimen with its lab request form, and sets it in a refrigerator in a locked or staff supervised storage area to await transportation to the laboratory. (Site specific arrangements for specimen pick-up must be confirmed in advance with the laboratory.) Staff then washes hands thoroughly. (Note: When bagging specimens, place container inside the bag and place the lab slip in the outside pocket of the bag.)
6. Refrigerated specimens may be kept for 12-14 hours. If the specimen has not been picked up for delivery to the lab within these time frames, the specimen shall be disposed of.
7. Staff documents the appropriate planning and intervention notes in the client's chart.
8. Staff documents results of the analysis in the progress notes and files the laboratory report in the chart.

Approved: _____
Gale Bataille, Director
Mental Health Services Division

Approved: _____
Celia Moreno, MD
Medical Director