

Committee for Physician Health  
Medical Society of the State of New York

**Procedure for Urine Monitors**

Please follow ALL steps

**All urines must be random and directly observed  
(fill in specimen bottle at least ½ way)**

Requisition form must be completed as follows:

1. Enter CPH participant ID number
2. Be sure to fill in the “date of collection,” “day,” and “time of collection”
3. Person obtaining urine must give signature on the line labeled “collector signature (mandatory),” and print name.
4. Enter any medication that the participant is currently taking
5. If additional drugs are to be tested for, such as Fentanyl, Sufentanyl, Stadol or Nubain, please print in the box labeled “additional tests”
6. You may remove the second copy of the requisition form for your records.

Specimen bottle label must be completed as follows:

1. Put your account number on the line labeled “ACCT”  
(your account number is represented by the number beginning with the letter “F” and appears at the top of the requisition slip beneath your preprinted address)
2. Put the CPH participant ID number on the line labeled “PAT.” Please make sure this matches the ID on the requisition form.
3. Put the date of collection on the line labeled “DATE”
4. Participant must enter their initials on the line left of “DATE”
5. Peel the label from its protective backing and place it on the bottle

Completing and affixing the red security seal:

1. Participant's initials are entered in the appropriate space on the red seal
2. Date is entered on space given on red seal
3. Red seal is placed securely over specimen container

Packing and mailing specimen:

1. Tighten cap securely and place security seal over top of specimen bottle.
2. Please seal specimen bottle and “absorb pac” in specimen bag and seal bag
3. Put completed authorization form in outer pocket of specimen bag
4. Place sealed and bagged specimen with “absorb pac” and authorization form in specimen box
5. Put specimen box in opaque white mailing envelope. Seal envelope and mail immediately

When you require more kits or forms, please contact Fran Hartigan at Bendiner Lab by e-mail at **fhartigan@bendinerlab.com**. Information Bendiner will require to process your order includes monitor name, address and telephone number, and the CPH # for the participant. Other information that would be helpful includes the Bendiner account number, as well as the frequency of testing. Please remember to send in monitor report forms to CPH on a quarterly basis (March 31, June 30, September 30, December 31).

Thank you for your cooperation and support of the CPH program. Without your assistance, our program would not function effectively.