

MISSISSIPPI BOARD of NURSING

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COMPLIANCE DRUG TESTING WITH AFFINITY EHEALTH

Dear Compliance Participant,

The Mississippi Board of Nursing has selected Affinity eHealth as the Board Approved alcohol/drug testing provider. This packet contains material describing the program features and activation instructions for your online Affinity eHealth account.

You will be tested a minimum of (1) one time a month, with urine, blood or hair strand tests. You are responsible for payment of all fees associated with drug testing. **You must activate your account with Affinity within 48 hours of signing your compliance affidavit.**

You will be given a form called **IOS PARTICIPANT INFORMATION FORM** during your conference **that your case manager must receive back from you in order to create your account and generate a PIN#**. You cannot activate your account and begin testing until that information has been received. (You can scan and email, fax or send by post) If you have had a PIN # in the past, your case manager will need to communicate with Affinity to get you set back up with that number and a new testing profile.

HOW TO ACTIVATE YOUR AFFINITY ACCOUNT:

Once you have returned the form and received your ten (10) digit PIN number from your case manager, you must activate your Personal Compliance account at <http://www.affinityehealth.com/cms/msbn>. Review the enclosed Affinity welcome letter and Affinity Activation Guide for more information and step by step instructions.

During activation, you will be required to make an initial deposit of \$65.00 to activate your account which will be used towards your first test. Each time you are called to test, you will need to fund your account **PRIOR** to testing and will need the ten (10) digit PIN #.

If you have any questions about this procedure, please contact Affinity at 1- (877) 267-4304 for instructions.

(Updated August 2017)



Activation Guide

Welcome to Affinity eHealth. Your participation in the SPECTRUM system is about to commence. To begin, you must activate your account through the SPECTRUM Online Portal or through the SPECTRUM App prior to your required start date.

www.spectrum360.com

5 Easy Steps to activate your account

To use SPECTRUM, a one-time activation process is required. Once activated, you will have the ability to login to SPECTRUM, or if you require assistance, you can call the Affinity Care Team at 1-877-267-4304.

To begin, go to the www.spectrum360.com home page or the SPECTRUM App on your mobile device. Click the **ACTIVATE ACCOUNT** link to display the Account Activation page. Note: To download the SPECTRUM App on your device, go to the Apple App Store (iOS) or Google Play Store (Android).

1 LOOK UP ACCOUNT

Please enter the details below to retrieve your account.

PIN # *

Select your state from the dropdown menu, then click on the calendar icon to select your date of birth.

Date of birth *

2 CONFIRM DETAILS

Please confirm your details below.

If you notice an error, click Cancel and contact Affinity at 1-877-267-4304.

Name: Anna Smith
 Address: AL
 Pin#: 1780163290
 Date of Birth: 9/1/1980

Cancel

Next

3 TERMS & CONDITIONS

Please carefully review the Terms of Agreement below, then select the checkbox to continue.

PARTICIPANT AGREEMENT

THIS AGREEMENT is made between Affinity eHealth and the Participant.

RECITALS

1. The Participant is under an administrative or disciplinary obligation.

On the **Look Up Account** tab, enter the PIN# provided to you in your welcome letter.

Specify your date of birth by clicking the calendar icon, and selecting the appropriate year, month and date in the drop-downs that appear. Click **Next** to continue.

Review your name, state, PIN# and date of birth. Confirm they are correct by clicking **Next**.

If you notice an error, click **Cancel** and contact Affinity at 1-877-267-4304.

Carefully read the **Terms of Agreement** and, if acceptable, check **I accept the Terms of Agreement**. Click **Next**.

4 ACCOUNT DETAILS

Please enter your account details.

Email *

croslow@affinityplace.com

Email is intended for account registration only and may be used for marketing purposes.

User name *

ASmith1

You will receive an email at this email address once you are activated.

Enter your login details. Make sure your username and password adhere to the guidelines shown onscreen, and write them down for future reference.

Enter a Security Question and Answer for password retrieval. Click **Activate Account**.

Note that your email is stored in your user profile for purposes such as password retrieval. It is not used for marketing purposes.

5 LOGIN

Username / PIN # *

Username / Pin #

Password *

Password

[I FORGOT PASSWORD?](#)

Once activated, use your account login credentials to login. After login, see **Guides and Documents** under the **Helpdesk** menu for a guide to using system features.

ABOUT THE CHECK-IN PROCESS

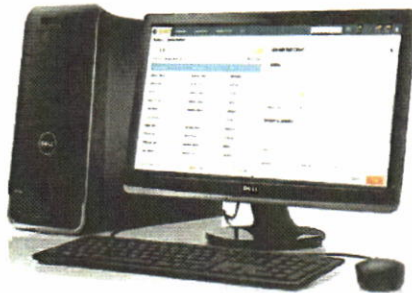
1

Once your account is activated, you will use the Spectrum system to perform your regular check-ins. On the start date of your compliance program, you are required to check-in to be notified of random drug test requirements. The frequency of your check-ins are based on your contract requirements. In most cases, check-ins are required on a daily basis.

If you have questions about your check-in requirements, please consult your program.

When checking in, you have the option of using your computer, mobile device or by calling in to Spectrum's Interactive Voice Response (IVR) system.

Computer



Mobile



IVR



This Quick Start Module covers:

Checking In On Your Computer

Checking In Through IVR

Completing Your Chain of Custody Form

For information about using the Spectrum system on your mobile device, please see the **Mobile Participant Experience** Module.

Checking In On Your Computer

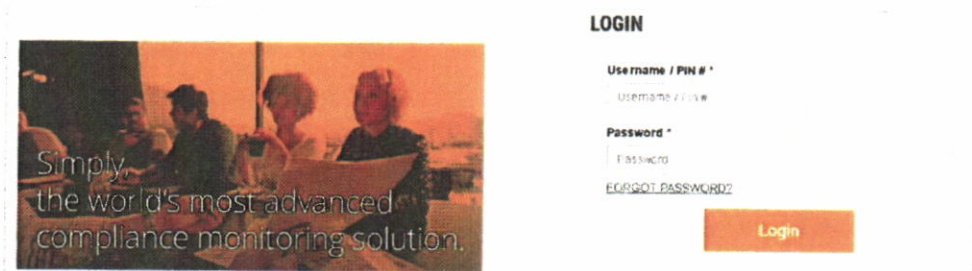
Use your computer or mobile device to check-in to Spectrum whenever and wherever you are. When you check-in online, you can quickly and easily find out if you have been selected for a drug test that day, and obtain and print your required drug test details.

NOTE:

Throughout the system, mandatory fields are marked with an asterisk (*).

➤ **To check-in online:**

1. Visit www.spectrum360.com.
2. Login with the username and password you created when you activated your account.



The Spectrum Home page appears.

3. At the top of the Home page, click the *Check-In* button.

