Workflow Solutions
Simple, Secure, Fast

FormFox DOT Physical Exam
Step-by-Step Guide for MSS STAFF
Beginning a DOT ePhysical on FormFox

There are three ways to begin a DOT ePhysical on FormFox.

1. If the driver arrives with a printed authorization form or with the authorization barcode on a mobile device, use the ‘Authorization Form or Mobile Device’ button.
2. If the driver doesn’t have an authorization form/barcode, you can begin an exam from scratch using the DOT Physical Exam button.
3. If you’ve set up the driver’s employer in your Account Book, you can use the Account Book button to begin the exam.
Important Note for MSS Logins

If you are unable to complete the Information, Health History, and Vitals tabs due to the software kicking you out of the DOT Exam workflow, please contact your FormFox Administrator.

In order to access the DOT Exam using your collector/administrator login, you must have ‘Allow physical exam access’ enabled in your user details.
Demo: ‘DOT Physical Exam’ Button

Click on the ‘DOT Physical Exam’ button on the home page and enter the donor’s information on the next page. Click ‘Search.’ FormFox will search the system for any pre-ordered exams before showing the ‘Create new Test’ button.

Click ‘Create new Test’ to begin the DOT Physical Exam.

A scheduled test was not found using the search criteria you entered. If you want to create a new test, click the Create New Test button.
Complete the Information and History Tabs with the driver.

Click ‘Submit’ on both tabs to save the entered data.
Answering ‘Yes’ or ‘Not Sure’

If the driver answers ‘Yes’ or ‘Not Sure,’ the exam wizard will require them to provide further explanation.

You have answered Yes and need to provide further explanation. Please include Onset Date, Diagnosis. List all medications (including over-the-counter medications) used recently.

Cancel  Submit
Filling Out the ‘Vitals’ Tabs

Medical Support Staff can complete these four tabs in any order. Please make sure to click ‘submit’ to save the entered data within each section.

A section will turn **green** once complete. If there is information on the tab that requires attention from the Provider, the tab will turn **orange**.
The ‘Weight & Vision’ tab will be completed by the MSS Staff. Click ‘Submit’ to continue.
The MSS Staff will also complete the ‘Hearing’ section. Click ‘Submit’ to continue.

**HEARING**

Check if hearing aid used for test:  □ Right Ear  □ Left Ear  □ Neither

Numerical Readings must be recorded

Record distance from individual at which a forced whispered voice can first be heard:

- Right Ear: [ ] Feet
- Left Ear: [ ] Feet

OR

If audiometer is used, record hearing loss in decibels:

Right Ear:
- 500Hz:
- 1000Hz:
- 2000Hz:

Left Ear:
- 500Hz:
- 1000Hz:
- 2000Hz:

Average: 0

Average: 0
BP & Pulse

‘BP & Pulse’ will also be completed by the MSS Staff. Click ‘Submit’ to continue.

<table>
<thead>
<tr>
<th>BP &amp; PULSE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fields marked with an asterisk (*) are required.</strong></td>
</tr>
<tr>
<td><strong>Numerical Readings must be recorded. Medical Examiner should take at least two readings to confirm BP.</strong></td>
</tr>
<tr>
<td>* Systolic</td>
</tr>
<tr>
<td>Blood Pressure</td>
</tr>
<tr>
<td>* Pulse rhythm regular?</td>
</tr>
<tr>
<td>* Record Pulse Rate</td>
</tr>
</tbody>
</table>

Second Reading (Optional)

| Blood Pressure | Systolic | Diastolic |

Other testing if indicated

[Submit]
The ‘Lab’ Tab is also completed by the MSS Staff. Select ‘Submit’ to continue.

LAB

Fields marked with an asterisk (*) are required.
Numerical Readings must be recorded.

Urine Specimen
- 1.015
- Sp. Gr.
- 0
- Protein
- 0
- Blood
- 0
- Sugar
- Glucose Meter Measurements (mg/dl)

☐ Place Exam on Hold pending further testing. Uncheck when lab results have been entered in the comments section below.

Urinalysis is required. Protein, blood or sugar in the urine may be an indication for further testing to rule out any underlying medical problem.

Other Testing describe and record
FormFox Validations

If a value is entered that is considered outside the normal range, FormFox will ask the collector to indicate if the data entered is correct via a pop-up window. If the collector selects ‘Yes,’ he/she can continue to move forward in the wizard. If the collector selects ‘No,’ he/she will be able to edit the entered information.

The height you entered is outside the normal range. Is this correct?

Yes   No
Suspending the Test (MSS)

MSS Staff will need to suspend the exam before the Provider can access and complete the exam.
Suspending the Test – Open Events

All suspended test events will be moved to the ‘Open Events’ page.

Open Events

Filter By: All Tests

Search where: Donor ID: **9999**  Equal to: ____  Search

Tests highlighted in red need your attention and should be taken care of as soon as possible.

<table>
<thead>
<tr>
<th>Type</th>
<th>Donor Name</th>
<th>Donor ID</th>
<th>Scheduled Date/Time</th>
<th>Account #</th>
<th>Account Name</th>
<th>DotTest</th>
<th>Status</th>
<th>Collector</th>
<th>Suspended Date/Time</th>
<th>Elapsed Time</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY</td>
<td>White, Snow</td>
<td>9999</td>
<td>02/20/2018 04:50 PM</td>
<td></td>
<td></td>
<td>Yes</td>
<td>In Process</td>
<td>Jensik, Pamela</td>
<td>03/27/2018 02:50 PM</td>
<td>00:00</td>
<td>Delete</td>
</tr>
<tr>
<td>PHY</td>
<td>White, Snow</td>
<td>9999</td>
<td>03/27/2018 02:03 PM</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Suspended</td>
<td>Jensik, Pamela</td>
<td>03/27/2018 02:50 PM</td>
<td>00:00</td>
<td>Delete</td>
</tr>
</tbody>
</table>
Revisiting Completed Exams

If you would like to revisit a completed exam that was completed within seven days, you can access the exam by selecting the ‘Search’ button.

You can re-print the Medical Examination Report and/or the Medical Examiner’s Certificate at this time by clicking on either of the buttons found at the bottom of the screen.
Editing a Completed Exam

Only Providers can edit the certification portion of the exam. Please get in touch with the provider that performed the exam if this tab requires editing.

**FormFox Users with Site Administrator access** will be able to make edits to the ‘Information Page.’ If you do not see the ‘Re-open the exam for editing’ button, please contact the provider associated with the exam or a FormFox user with Administrator access.

Click the ‘Re-open the exam for editing’ button.

These Editable Fields Include:

- First Name
- Last Name
- Middle Name
- Date of Birth
- Gender
- Home Phone
- Work Phone
- Home Address
- City, State, and Zip
- Driver License #
- State of Issue
- CLP/CDL Applicant/Holder