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Smarter Workflows

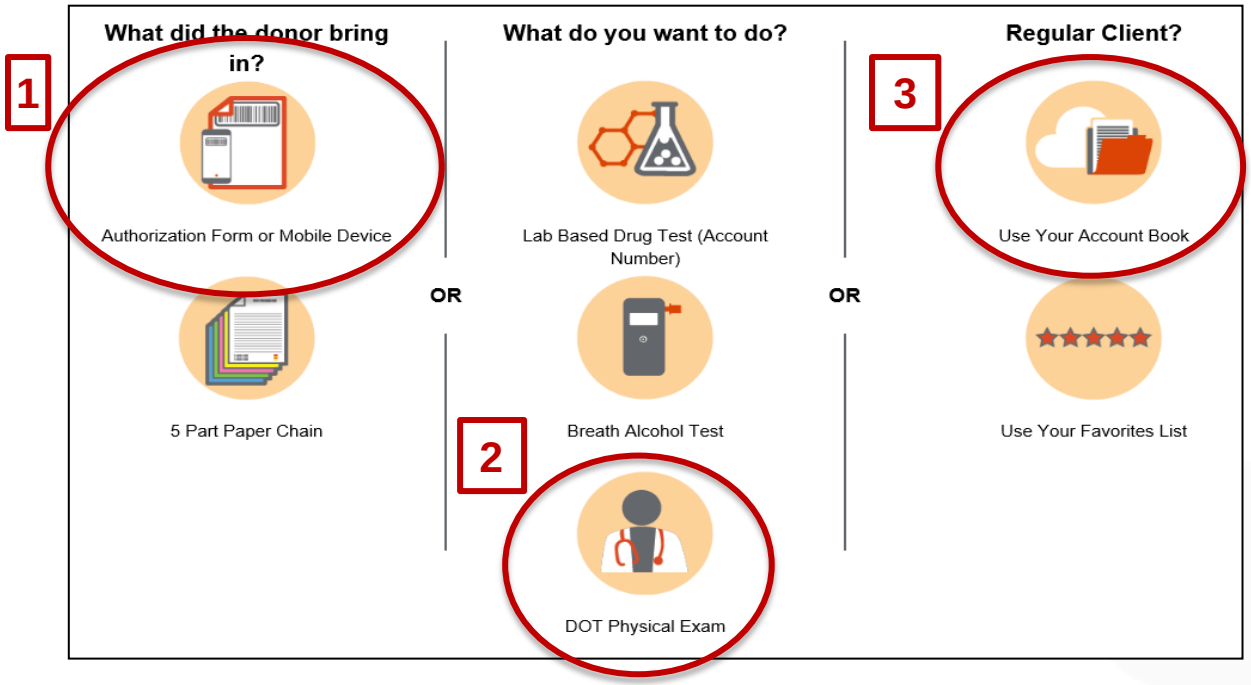
Workflow Solutions
Simple, Secure, Fast

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.

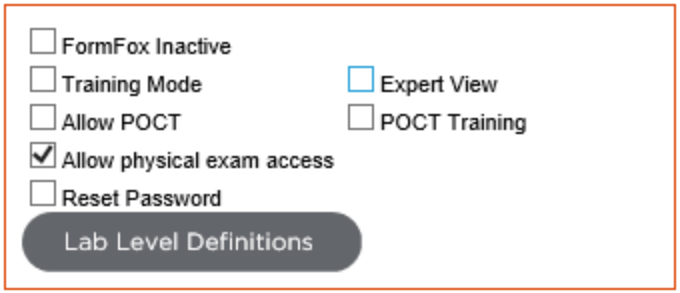


MSS

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.

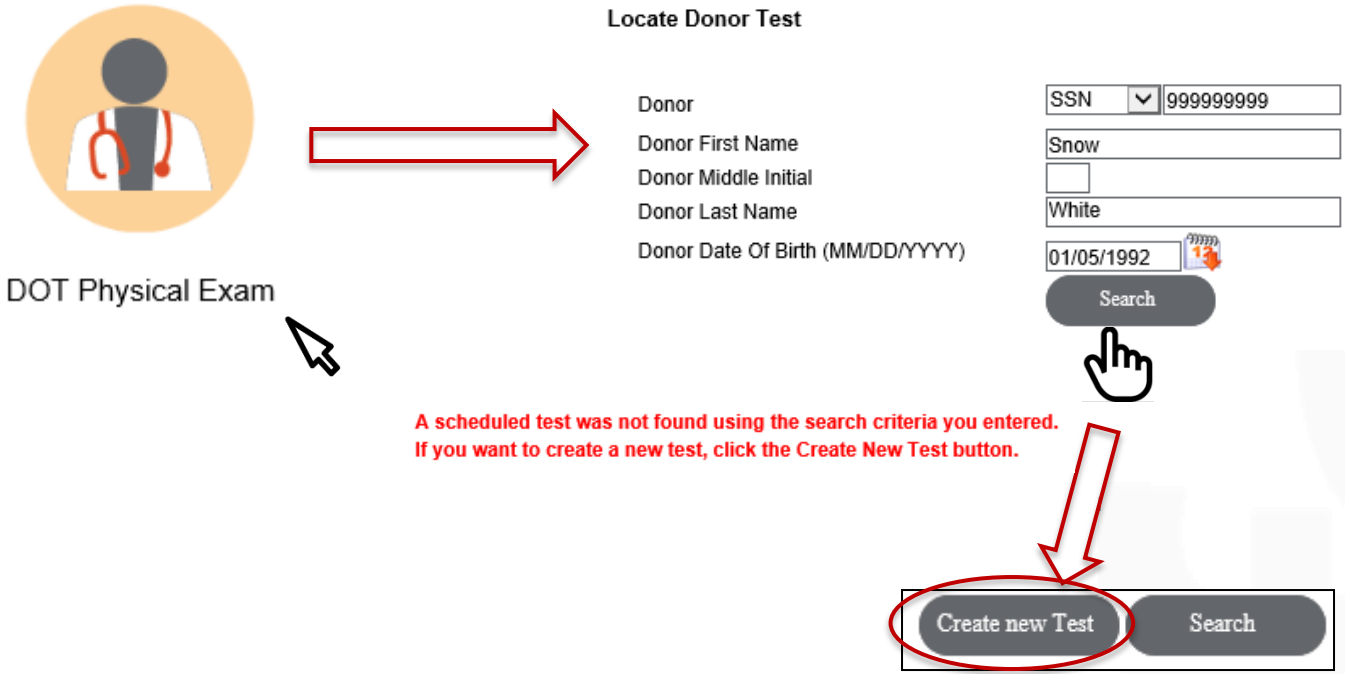
In order to access the DOT Exam using your collector/administrator login, you must have 'Allow physical exam access' enabled in your user details.



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.



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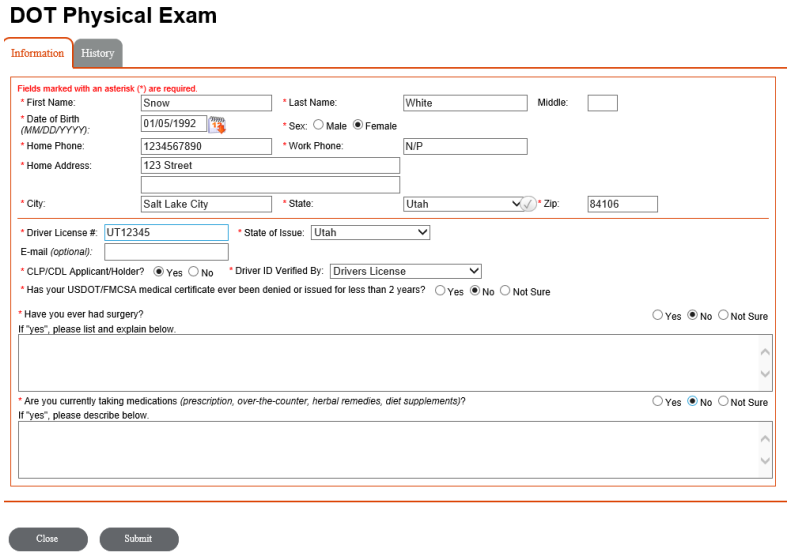
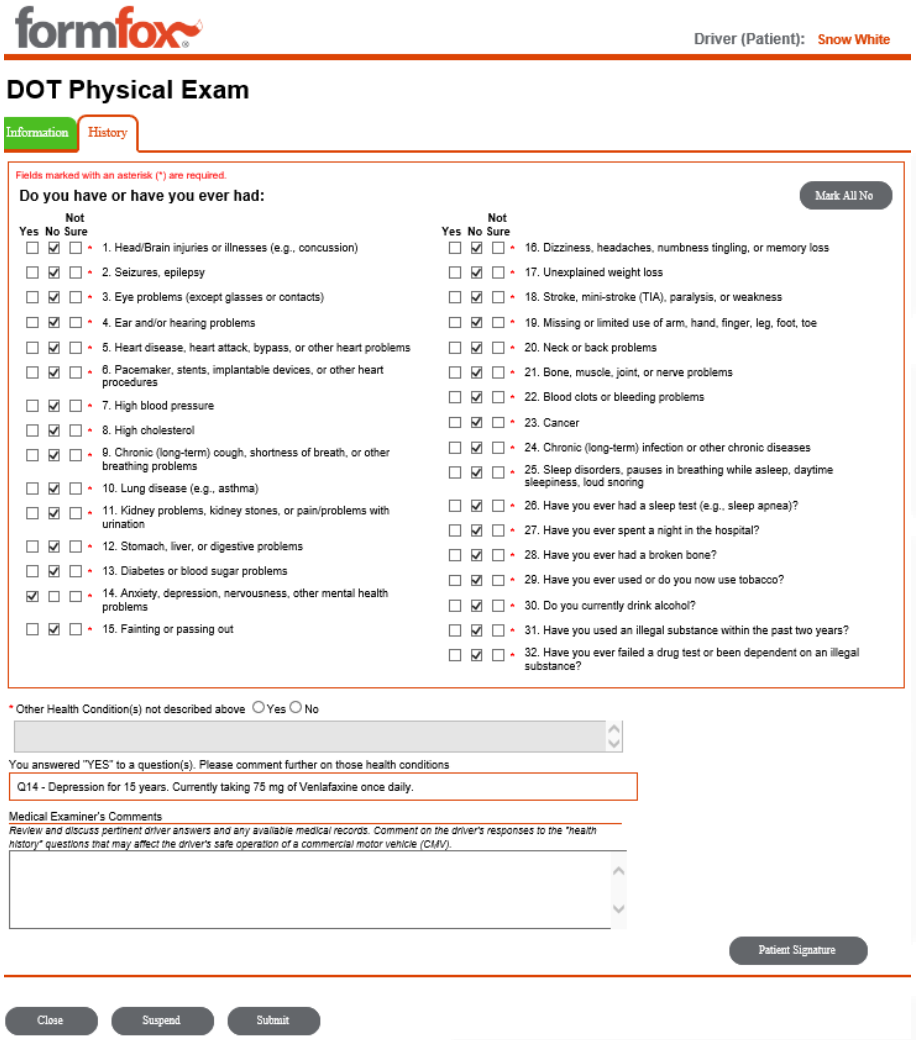
Demo: ‘DOT Physical Exam’ Button





Complete the Information and History Tabs with the driver.

Click ‘Submit’ on both tabs to save the entered data.

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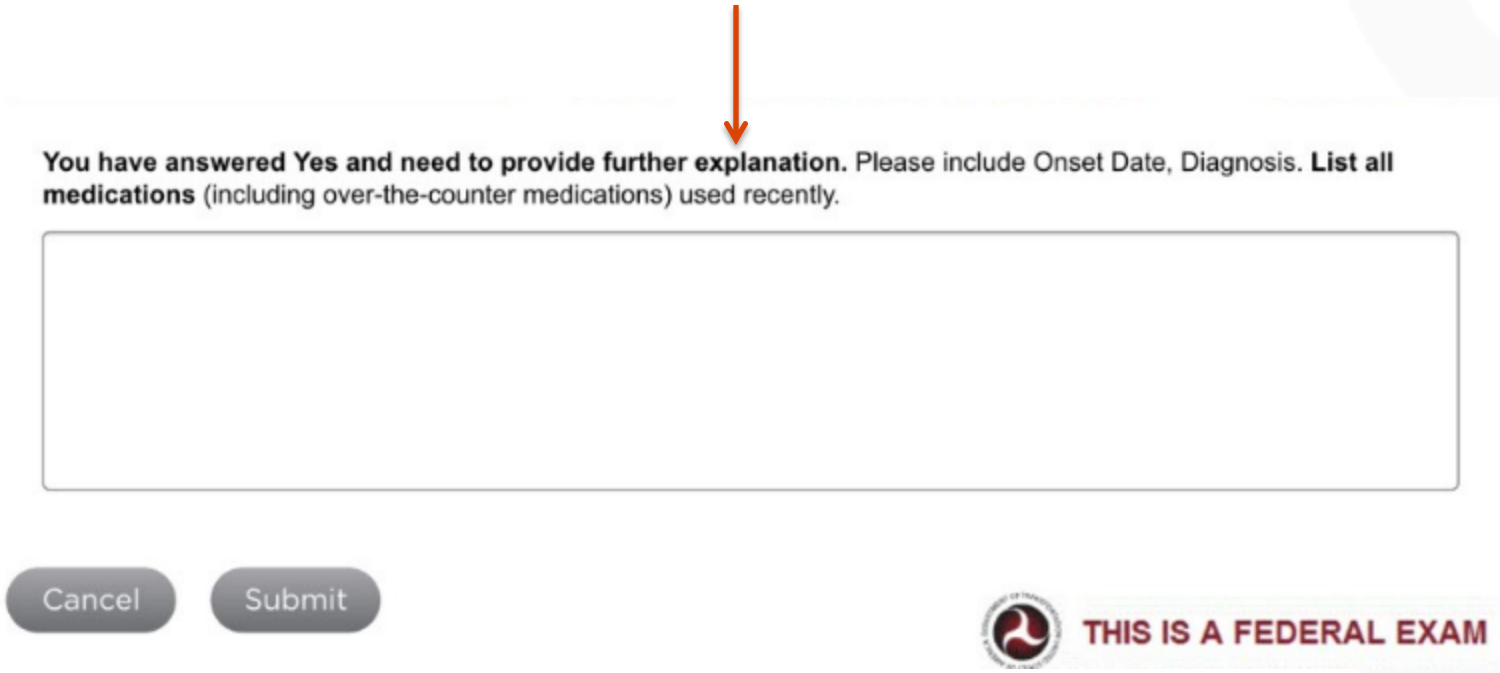
Answering ‘Yes’ or ‘Not Sure’

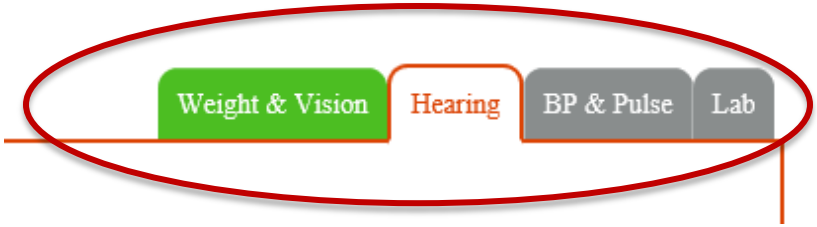
If the driver answers ‘Yes’ or ‘Not Sure,’ the exam wizard will require them to provide further explanation.



Filling Out the ‘Vitals’ Tabs

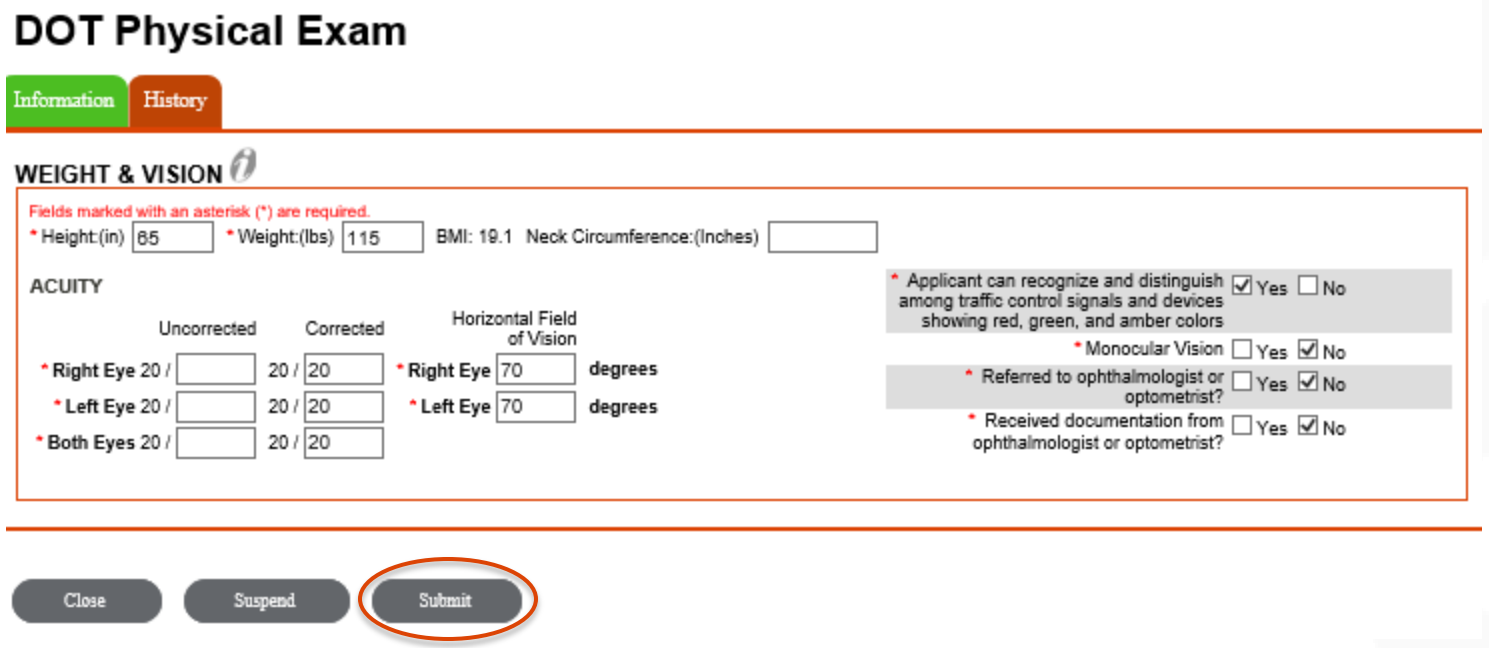
Medical Support Staff can complete these four tabs in any order. Please make sure to click ‘submit’ to save the entered data within each section.

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.



Weight & Vision

The ‘Weight & Vision’ tab will be completed by the MSS Staff. Click ‘Submit’ to continue.



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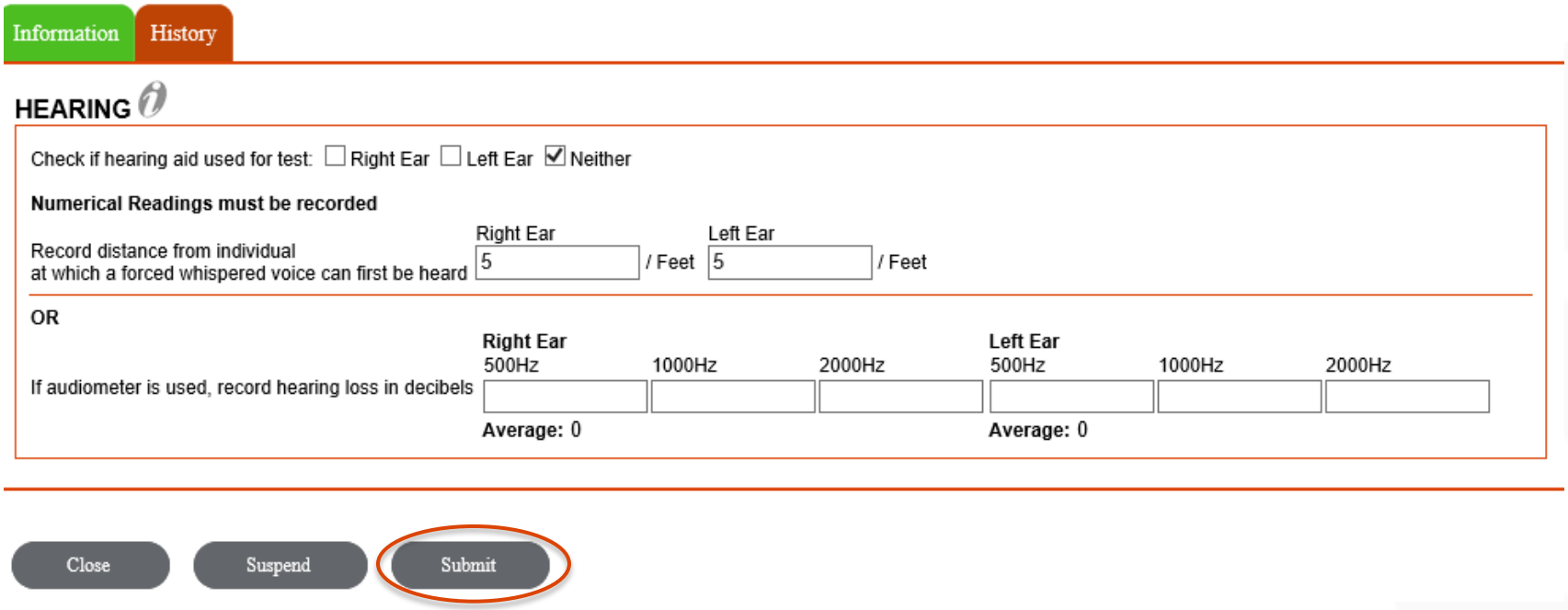
Hearing

The MSS Staff will also complete the ‘Hearing’ section. Click ‘Submit’ to continue.



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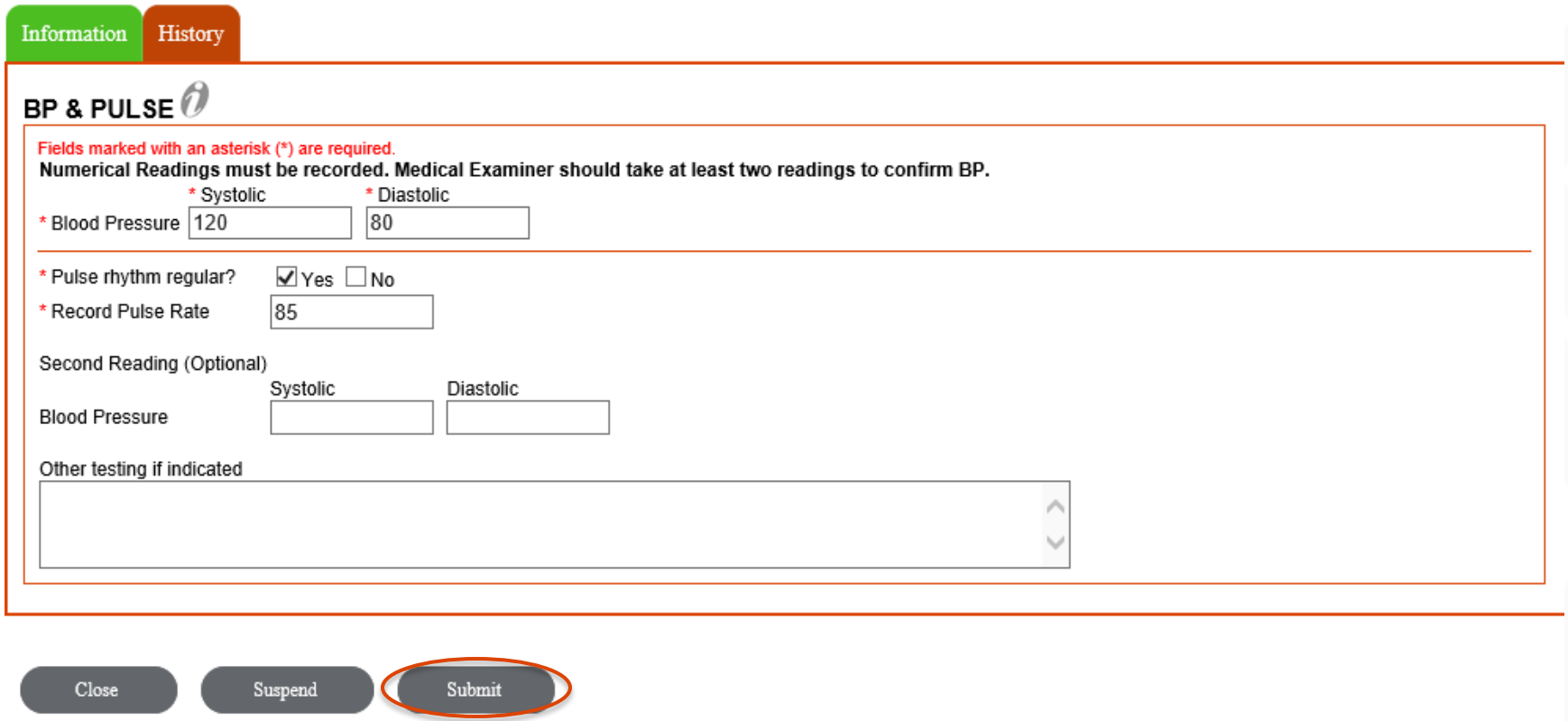
BP & Pulse

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



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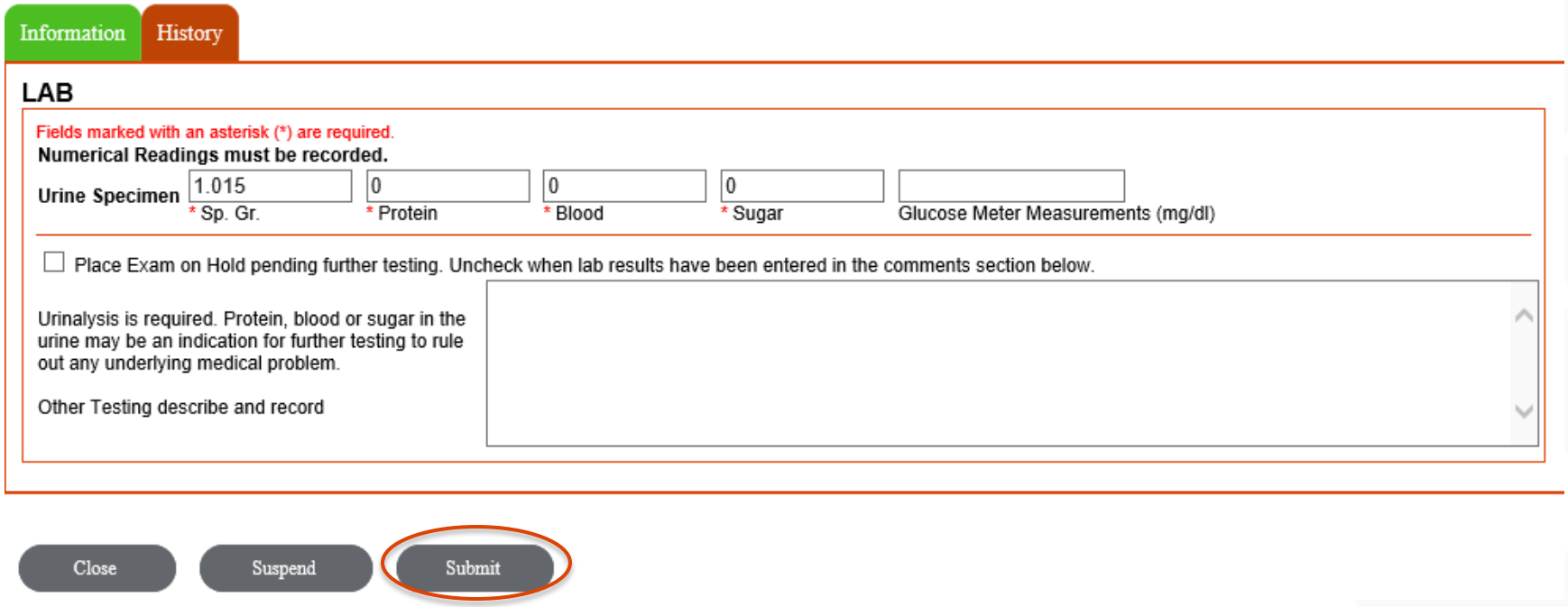
Lab

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



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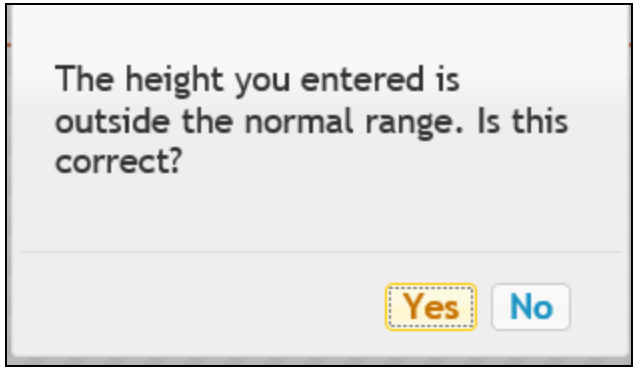
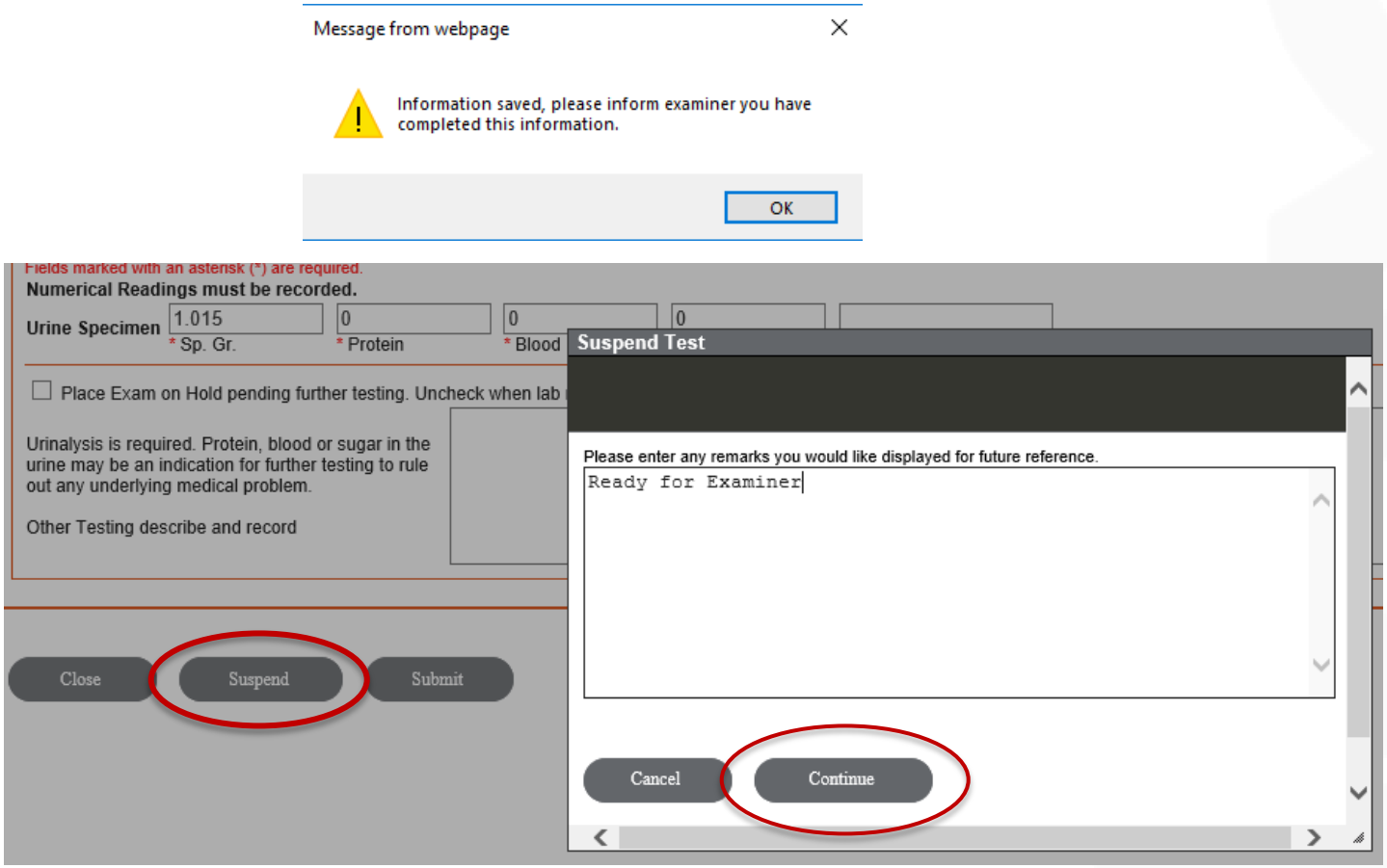
FormFox Validations

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.



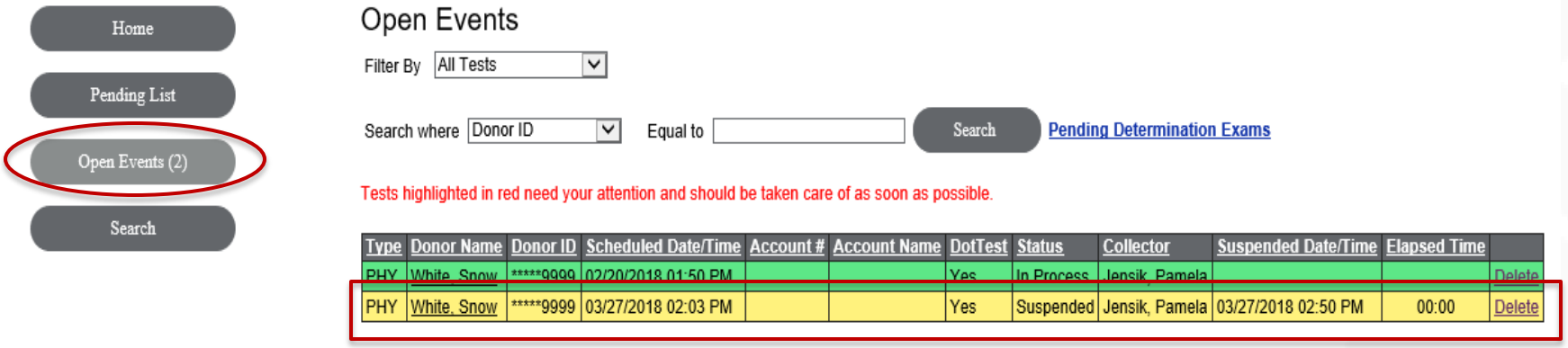
Suspending the Test (MSS)

MSS Staff will need to suspend the exam before the Provider can access and complete the exam.



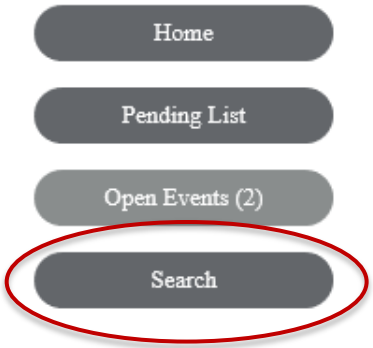
Suspending the Test – Open Events

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



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.

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Editing a Completed Exam

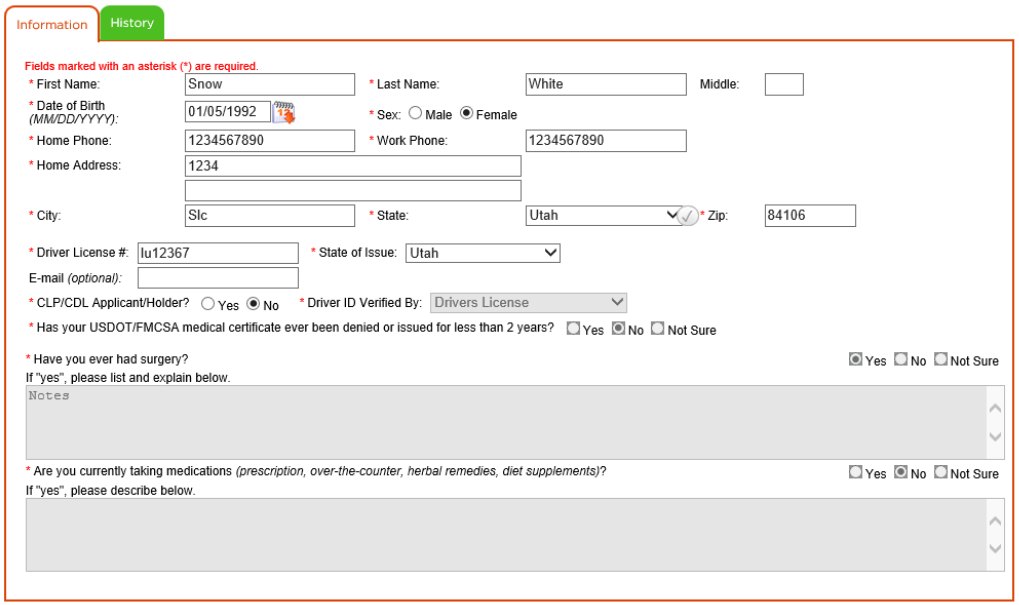
Only Providers can edit the certification portion of the exam. Please get in touch with the provider that performed the exam if this tab requires editing.

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



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