



Workflow Solutions
Simple, Secure, Fast

FormFox DOT Physical Exam
Step-by-Step Guide for
DETERMINATION
PENDING EXAMS

Please be sure that all tabs have been completed before marking an exam as determination pending.

- 1: To mark an exam as determination pending, it is important that you select the determination pending radio dial.
2. Mark the 'Return to medical examiner's office for follow up' box. It will automatically generate a return date.
3. Type in the reason for selecting a 'Determination Pending' status in the 'Reason Text' field.

Information History

CERTIFICATION

Note Certification Status Here

Meets standards in 49 CFR 391.41; qualifies for 2 year certificate
 Does not meet standards (specify reason)

Meets standards but periodic monitoring required due to Driver qualified only for:
 3 months 6 months 1 year Other

Wearing Corrective lenses
 Wearing hearing aid
 Accompanied by a waiver/exemption (specify type)
Explain if "other"

Skill Performance Evaluation (SPE) Certificate
 Driving within an exempt intracity zone (See 49 CFR 391.62)
 Qualified by operation of 49 CFR 391.64
 Intrastate only Grandfathered from State Requirements

Determination Pending (specify reason):
 Return to medical examiner's office for follow up on (must be 45 days or less): 5/11/2018
 Medical Examination Report Amended (specify reason below):
 Incomplete Examination (specify reason below):

Reason Text
Please provide the reason for determination pending status here. |

Medical Examiner's name: Pamela Jensik
Address: 123 Pamda Avenue
City, State, Zip: Pamdville, UT 55555
Telephone Number: 1234567890

Medical Examiner's Signature
Patient Signature

Send Medical Examiner's Certificate to the following email address:
Send Medical Examination Report to the following email address:

3. Capture both signatures (examiner and patient)
4. Open the medical examination report
5. Click the 'Suspend' button at the bottom of the page to continue

Medical Examiner's name: Pamela Jensik	
Address: 123 Pamda Avenue	
City, State, Zip: Pamdaville, UT 55555	
Telephone Number: 1234567890	

3

Medical Examiner's Signature	<input checked="" type="checkbox"/>	<i>EXAMINER</i>
Patient Signature	<input checked="" type="checkbox"/>	<i>patient</i>

Send Medical Examiner's Certificate to the following email address:

Send Medical Examination Report to the following email address:

Select Medical Examination Report and Medical Examiners Certificate buttons to generate these documents.

4

Medical Examination Report	Medical Examiner's Certificate	Suspend	Finish
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5 ↗

Enter remarks and click continue.

Suspend Test

Please enter any remarks you would like displayed for future reference.

Determination Pending

Cancel Continue

When a driver with a determination pending exam returns to your site, please follow these steps.

Click on the 'Open Events' button.

The screenshot shows a web interface for 'Open Events'. On the left is a vertical sidebar with buttons: 'Home', 'Pending List', 'Open Events (1)', and 'Search'. The 'Open Events (1)' button is circled in red, with a red arrow pointing to it from the text above. The main content area is titled 'Open Events' and contains a 'Filter By' dropdown set to 'All Tests', a 'Search where' dropdown set to 'Donor ID', an 'Equal to' input field, and a 'Search' button. To the right of the 'Search' button is a blue link labeled 'Pending Determination Exams', which is also circled in red with a red arrow pointing to it from the text below. Below the search controls, there are two lines of red text: 'Tests highlighted in red need your attention and should be taken care of as soon as possible.' and 'No tests were found using the status you selected.'

Then click on the Pending Determination Exams link located next to the 'search' button.

The next step is to select the driver off the 'Open Events' list. Click on the donor's name.

- Home
- Pending List
- Open Events (1)
- Search

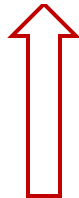
Open Events

Filter By

Search where Equal to [View all](#)

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

Type	Donor Name	Donor ID	Scheduled Date/Time	Account #	Account Name	DotTest	Status	Collector	Suspended Date/Time	Elapsed Time	
PHY	Fox_Form	*****9999	03/27/2018 04:02 PM			Yes	Suspended	Jensik, Pamela	03/27/2018 04:21 PM	00:06	Delete



Verify the driver by their last name and photo ID/employer representative.
Click the 'Submit' button to open the exam.

Open Events

Filter By All Tests

Search where Donor ID Equal to Search [View all](#)

Tests highlighted in red need your attention and should be taken care of as s

Type	Donor Name	Donor ID	Scheduled Date/Time	Account #	Accou
PHY	Fox, Form	*****9999	03/27/2018 04:02 PM		

Check Donor ID

Check Donor ID

Please verify you are attempting to collect for the following donor:

Form Fox - 999999999

Enter donor last name, verify donor id, and click submit

Donor verified by photo id or employer representative

Cancel Submit

The final step is to amend the exam. You do this by clicking on the certification tab.



You will mark the 'Medical Examination Report Amended' box (1) before you select a certification status (2). You will need to specify a reason in the text box for this change (3).

Information History

CERTIFICATION

Note Certification Status Here

Meets standards in 49 CFR 391.41; qualifies for 2 year certificate
 Does not meet standards (specify reason)

Meets standards but periodic monitoring required due to

Wearing Corrective lenses
 Wearing hearing aid
 Accompanied by a waiver/exemption (specify type)

Enter reason for amending exam.

Skill Performance Evaluation (SPE) Certificate
 Driving within an exempt intracity zone (See 49 CFR 391.62)
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 Intrastate only Grandfathered from State Requirements

Determination Pending (specify reason):

Return to medical examiner's office for follow up on (must be 45 days or less):

Medical Examination Report Amended (specify reason below):

Incomplete Examination (specify reason below):

Reason Text

Please provide the reason for determination pending status here.

You can then open and print the MER (4) and the MEC (5). If you are the provider that made the original determination, there is no need to re-sign. However, if you were not the provider to make the original determination, you will need to sign. Click the finish button when the exam has been completed (6).

Medical Examiner's name: Pamela Jensik
Address: 123 Pamda Avenue
City, State, Zip: Pamdaville, UT 55555
Telephone Number: 1234567890

Medical Examiner's Signature



P. Jensik

Patient Signature



Patient

Send Medical Examiner's Certificate to the following email address:

Send Medical Examination Report to the following email address:

Select Medical Examination Report and Medical Examiners Certificate buttons to generate these documents.

Medical Examination Report

Suspend

Reprint Medical Examiner's Certificate

Finish

Provider