



FormFox DOT Physical Exams: Determination Pending

Updated June 2019

Overview

This document will walk through how to mark an exam as determination pending and how to amend/complete an exam that was placed in a determination pending status.

How to place an exam into determination pending

*All tabs must be completed before marking an exam as **determination pending***

1. Select the 'Determination Pending' radio button.
2. Mark the 'Return to medical examiner's office for follow up on' box. A return date will automatically pre-populate.
3. Type in the reason for selecting a determination status in the 'Reason Text' field.

The screenshot shows the 'CERTIFICATION' tab of a medical exam system. The 'Determination Pending' radio button is selected and circled with a red '1'. The 'Return to medical examiner's office for follow up on' checkbox is checked and circled with a red '2', with a date of 07/26/2019 pre-populated. The 'Reason Text' field is circled with a red '3' and contains the text '*Enter reason for determination pending in this text box.*'

How to place an exam into determination pending

4. Capture the examiner and patient signatures.
5. Open the Medical Examination Report.
6. Click the 'Suspend' button at the bottom of the page to continue.

Medical Examiner's name: Pamela Jensik
Address: 123 Any Street
City, State, Zip: Orlando, UT 32830
Telephone Number: 3333333333

④

Medical Examiner's Signature @Kammerer

Patient Signature Patient

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

Send Medical Examination Report to the following email address:

BILLING INFORMATION

Generate Result Letter

- ⑤ Select Medical Examination Report and Medical Examiners Certificate buttons to generate these documents. ⑥

Medical Examination Report Medical Examiner's Certificate Suspend Finish

Examiner must distribute exam documents



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How to place an exam into determination pending

7. Enter remarks for suspending the test and click 'continue.'

SUSPEND TEST

Please enter any remarks you would like displayed for future reference.
Enter reason for suspending test.

Cancel Continue

How to complete an exam with a determination pending status

When an individual with a determination pending exam returns to your site, you will access the exam from your 'Open Events' list.

- 1. Click on the 'Open Events' button.
- 2. Then click on the 'Pending Determination' button.

The screenshot shows a web interface for 'Open Events'. On the left, there is a vertical sidebar with three buttons: 'Home', 'Pending List', and 'Open Events (14)'. The 'Open Events (14)' button is circled with a red '1'. The main content area has the heading 'Open Events' followed by the text 'Click here to view exams pending determination' and a button labeled 'Pending Determination', which is circled with a red '2'. Below this, there is a text instruction: 'The grid below displays the status of events at your clinic.' This is followed by a filter section with 'Filter Events by Status' set to 'All Tests' and a search section with 'Search Events Using' set to 'Donor ID' and a search button. At the bottom, a table with columns: Type, Donor Name, Donor ID, Scheduled Date/Time, Account #, Account Name, DotTest, Status, Collector, Suspended Date/Time, and Elapsed Time is partially visible.

How to complete an exam with a determination pending status

3. The next step is to select the individual from the 'Open Events' grid. Click on the individual's name to continue.

Open Events

Click here to view exams pending determination Pending Determination

The grid below displays the status of events at your clinic.

Filter Events by Status

Search Events Using of Search

Type	Donor Name	Donor ID	Scheduled Date/Time	Account #	Account Name	DotTest	Status	Collector	Suspended Date/Time	Elapsed Time	
PHY	Test, Test	13	05/16/2019 08:35 AM			Yes	Suspended	Gleed, Justin	05/16/2019 08:39 AM	630:46	Delete
PHY	Fox, Fred	*****9999	06/11/2019 03:14 PM			Yes	Suspended	Jensik, Pamela	06/11/2019 03:24 PM	00:01	Delete



How to complete an exam with a determination pending status

4. Reopen the exam by entering the individual's last name and verifying the ID. Click the 'submit' button.

Open Events

Click here to view exams pending determination Pending Determination

The grid below displays the status of events at your clinic.

Filter Events by Status All Tests

Search Events Using Donor ID of

Type	Donor Name	Donor ID	Scheduled Date/Time	Account #	Account
PHY	Test, Test	13	05/16/2019 08:35 AM		
PHY	Fox, Fred	****9999	06/11/2019 03:14 PM		

CHECK DONOR ID

Check Donor ID

Verify you are collecting for this Donor:

Fred Fox - 999999999

Enter donor's last name, verify donor's ID, and click 'Submit'.

Donor verified by photo ID or employer representative.

Cancel Submit

How to complete an exam with a determination pending status

5. Click on the 'certification' tab.

To amend and complete an exam from a determination pending status, you will mark the 'Medical Examination Report Amended' box (6) before selecting a certification status (7). Specify a reason in the text box for the amendment/final certification status (8).

DOT Physical Exam

Information History Weight & Vision Hearing BP & Pulse Lab Physical Exam **Certification**

CERTIFICATION

Note Certification Status Here

7

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

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

6 Medical Examination Report Amended (specify reason below):

8 Incomplete Examination (specify reason below):

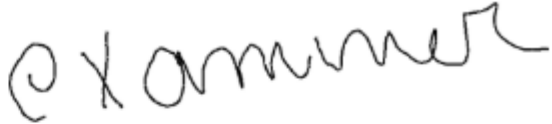
Reason Text
Enter reason for determination pending in this text box.

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

How to complete an exam with a determination pending status

You can then open and print the MER and the MEC. If you are the provider that made the original determination, there is no need to sign again. However, if you were not the provider to make the original determination, you will need to sign. Click the 'finish' button to complete the exam.

Medical Examiner's name:	Pamela Jensik	<input type="text" value="Medical Examiner's Signature"/>	
Address:	123 Any Street		
City, State, Zip:	Orlando, UT 32830		
Telephone Number:	3333333333		
		<input type="text" value="Patient Signature"/>	
Send Medical Examiner's Certificate to the following email address:	<input type="text"/>		
Send Medical Examination Report to the following email address:	<input type="text"/>		
BILLING INFORMATION			
<input type="text"/>			

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

<input type="button" value="Medical Examination Report"/>	<input type="button" value="Medical Examiner's Certificate"/>	<input type="button" value="Suspend"/>	<input type="button" value="Finish"/>
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Examiner must distribute exam documents



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Questions?

FormFox Technical Support Team

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877-376-3691 opt. 1

FormFox Implementation Team

training@formfox.com

877-376-3691 opt. 7