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.
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.
How to place an exam into determination pending

7. Enter remarks for suspending the test and click ‘continue.’

![Suspend Test Screen]

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Donor Name</th>
<th>Donor ID</th>
<th>Scheduled Date/Time</th>
<th>Account</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY</td>
<td>Test, Test</td>
<td>13</td>
<td>05/16/2019 03:35 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHY</td>
<td>Fox, Fred</td>
<td>*****9999</td>
<td>06/11/2019 03:14 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Verify you are collecting for this Donor:
Fred Fox - 9999999999

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

[Submit] [Cancel]
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).
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.

Select Medical Examination Report and Medical Examiner’s Certificate buttons to generate these documents.

Examiner must distribute exam documents
Questions?

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