Enhancements to FormFox to facilitate better FMCSA exam reporting

June 13th, 2019 Release

Confidential Information

Overview

FormFox has made it easier than ever for examiners to see the reporting status of exams that they have completed electronically. Please read through this document for more information on searching for completed exams and correcting exams that have been rejected by NRCME.

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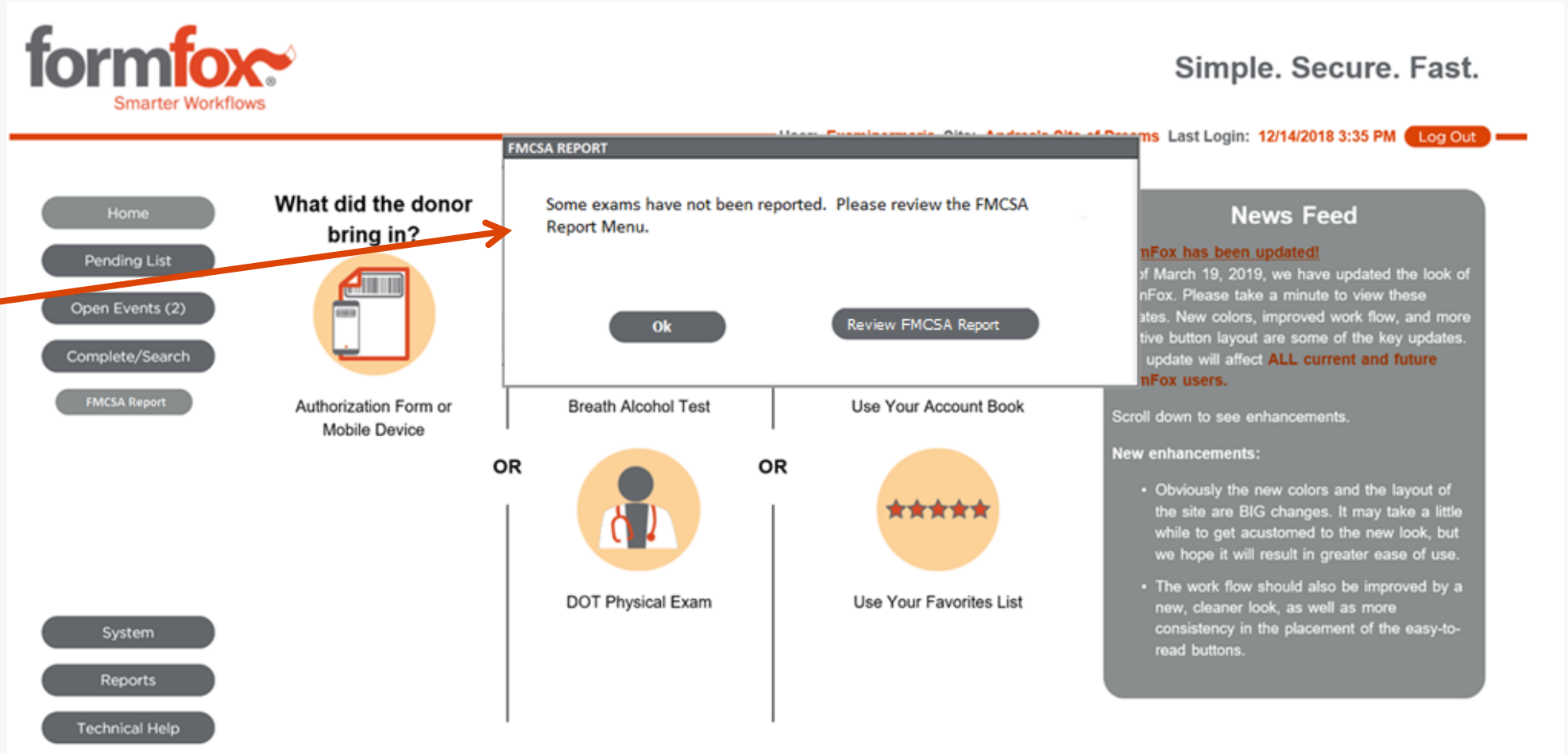
FMCSA Report - Notification

After the examiner logs in, if there are exams that have not been reported the system will show a pop-up window with the following message

When the user clicks on the “Ok” button the pop up widow will close. If the users clicks on “Review FMCSA Report” the system will redirect the user to the “FMCCSA Report” section.



FMCSA Report

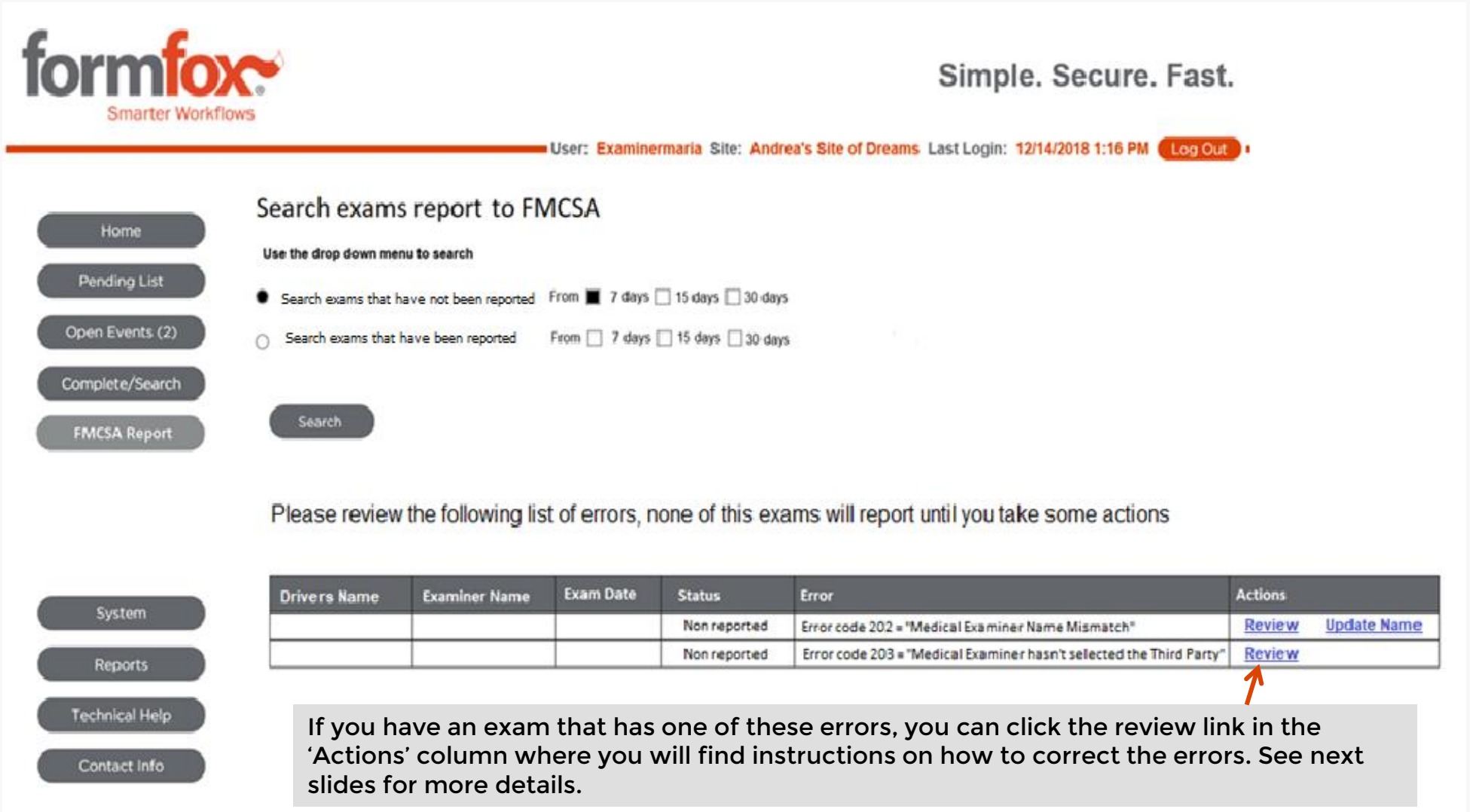
The system will show a page with the option to search for exams.

By default the system shows exams that have not been reported in the last 7 days.

FormFox shows exams that have not been reported for two reasons:

- Error code 203 = "Medical Examiner hasn't selected the Third Party“
- Error code 202 = "Medical Examiner Name Mismatch“

These are the only two errors that can be corrected by the system.

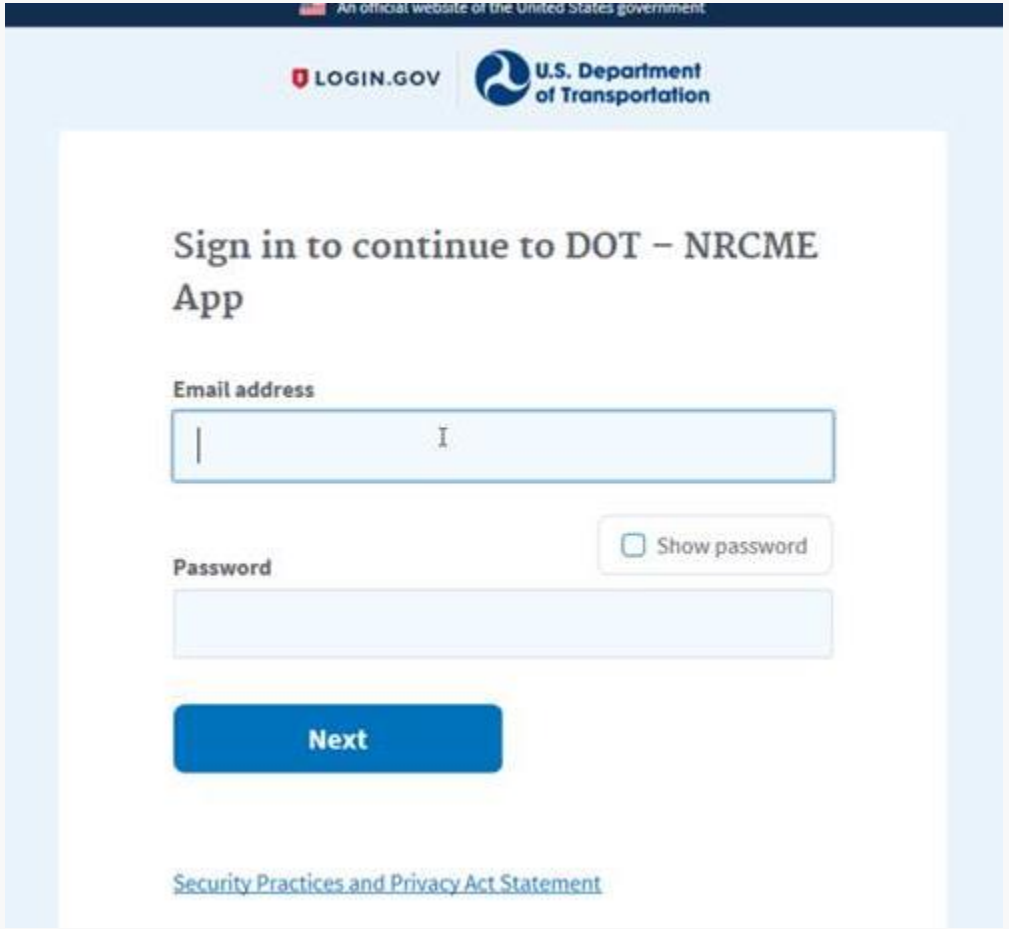


If you have an exam that has one of these errors, you can click the review link in the ‘Actions’ column where you will find instructions on how to correct the errors. See next slides for more details.

Correcting Error code 203: “Medical Examiner hasn’t selected the Third Party”

Step 1: Sign into your login.gov NRCME account

Error code 203: “Medical Examiner hasn’t selected the Third Party” - In order for FormFox to report your exams, you must designate us as your third party organization (TPO). To accomplish this, follow the steps outlined here.



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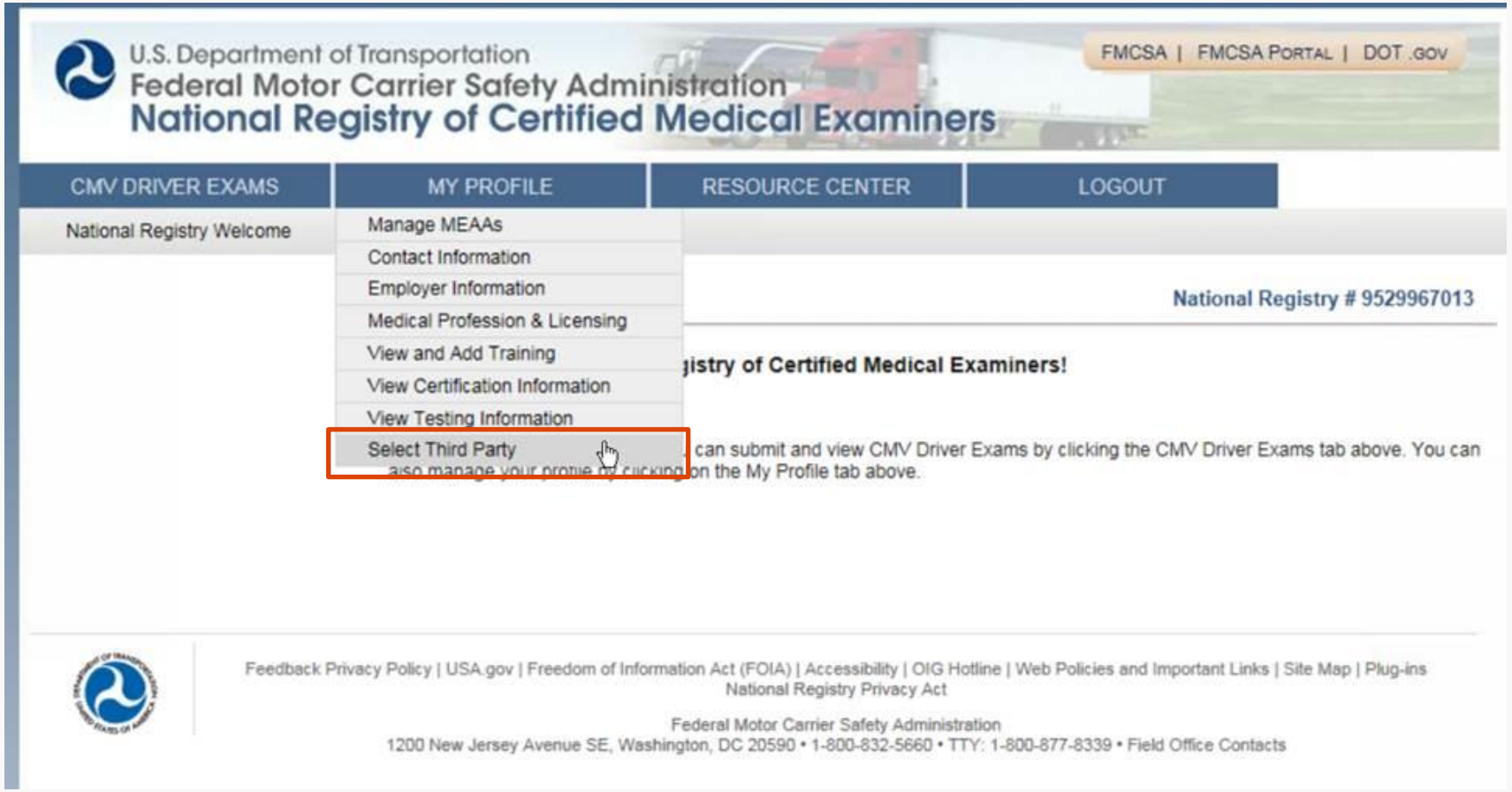
Correcting Error code 203: “Medical Examiner hasn’t selected the Third Party”

Step 2: Choose the drop down under “My Profile” and select “Select Third Party”



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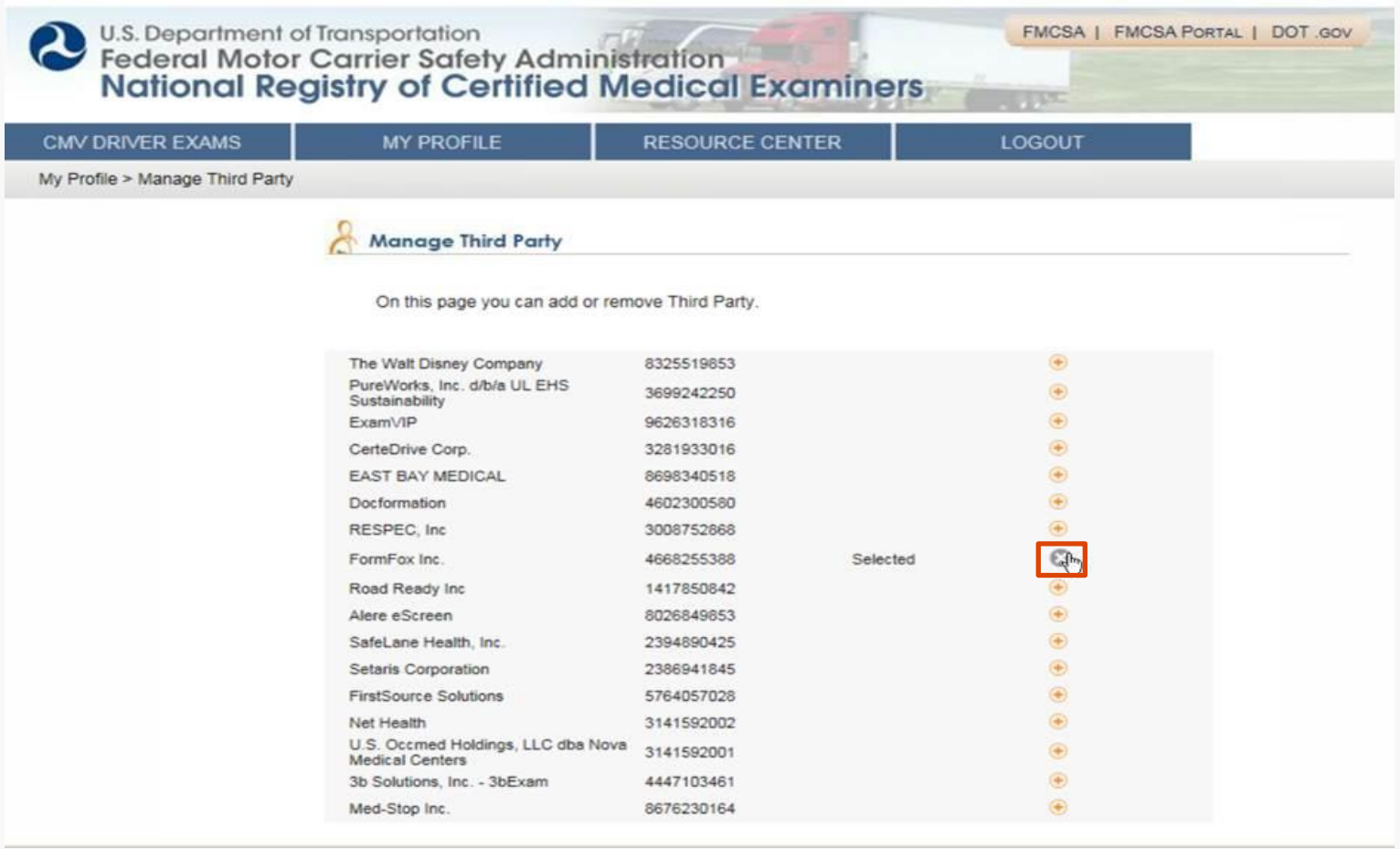
Correcting Error code 203: “Medical Examiner hasn’t selected the Third Party”

Step 3: Select FormFox by clicking on the ‘+’ sign



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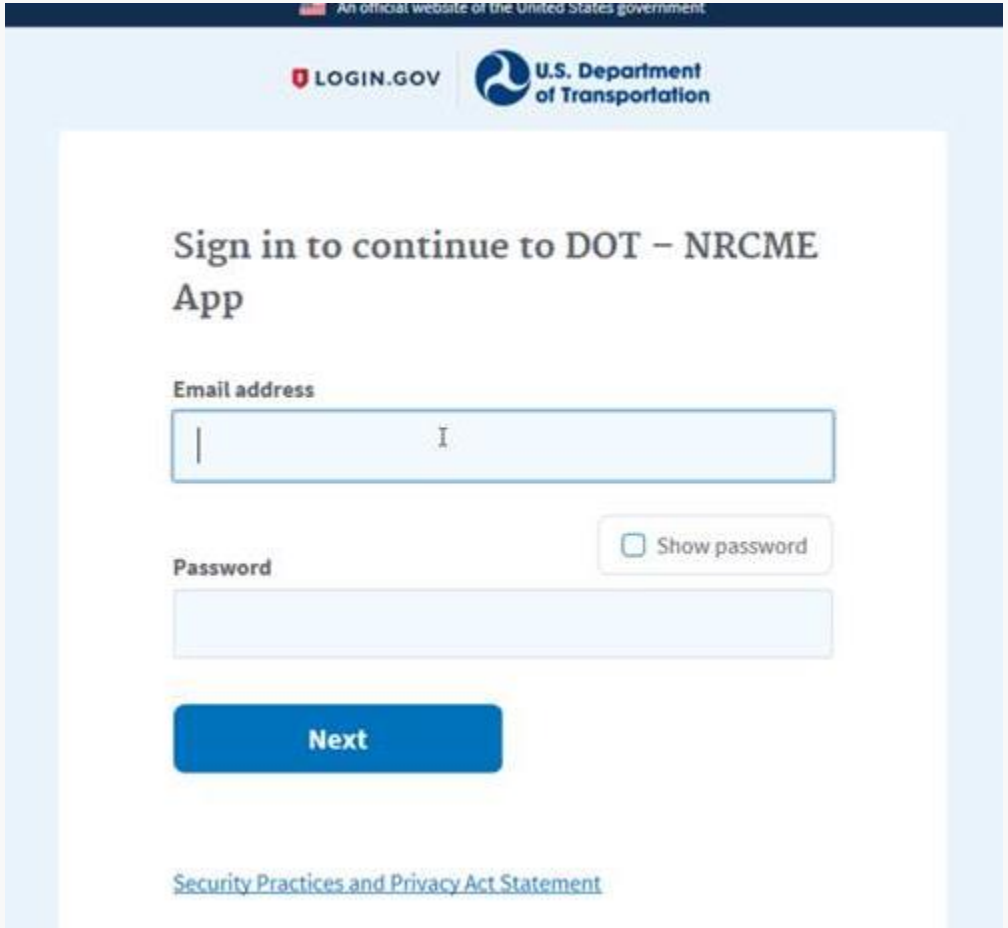
Correcting Error code 202: “Medical Examiner Name Mismatch”

Error code 202: “Medical Examiner Name Mismatch” - This means that the examiner’s name on the registry and their name in FormFox do not match exactly.

To see how your name is listed in the registry, follow the steps outlined here.

Step 1: Sign into your login.gov NRCME account



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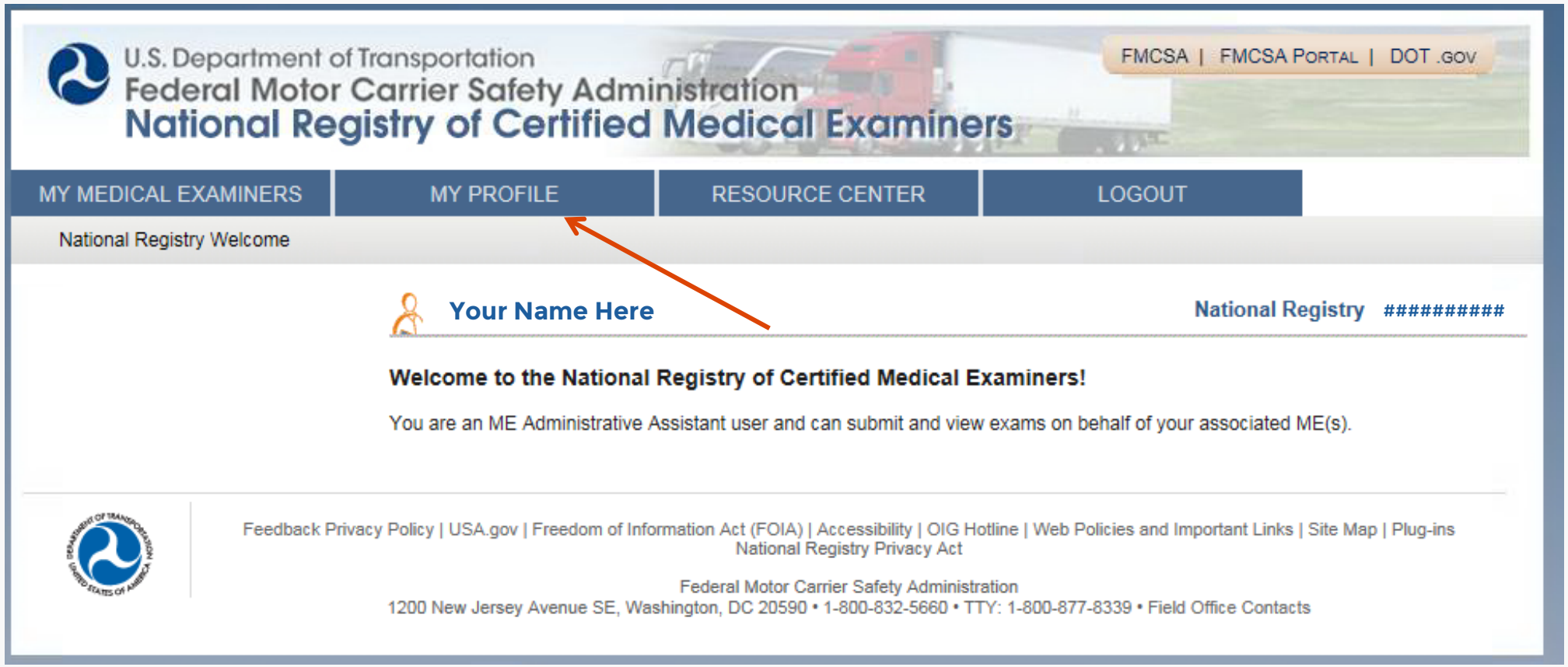
Correcting Error code 202: “Medical Examiner Name Mismatch”

Step 2: Click the “My Profile" tab and then click "Contact Info" from the drop-down



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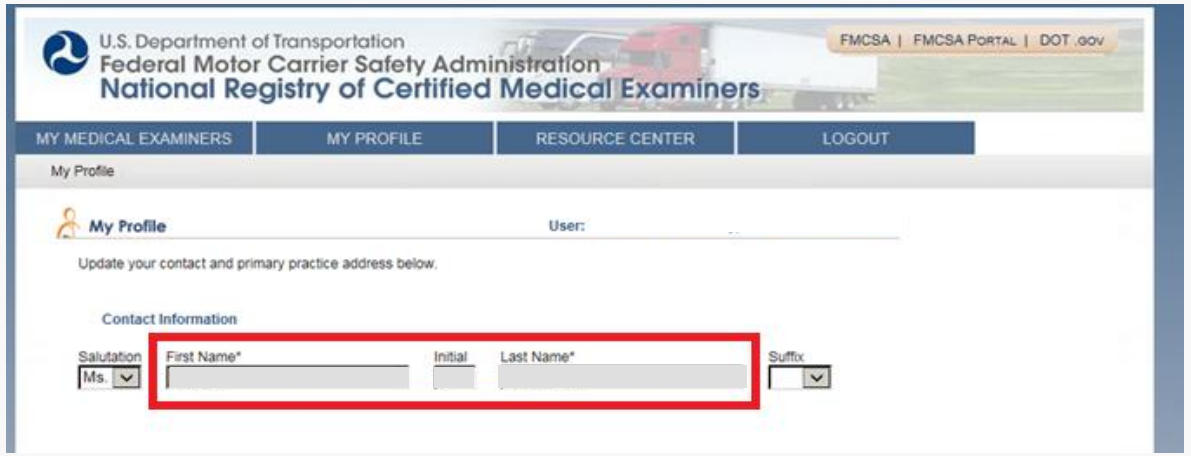
Correcting Error code 202: “Medical Examiner Name Mismatch”

Step 3: Review the information regarding the First Name and Last Name



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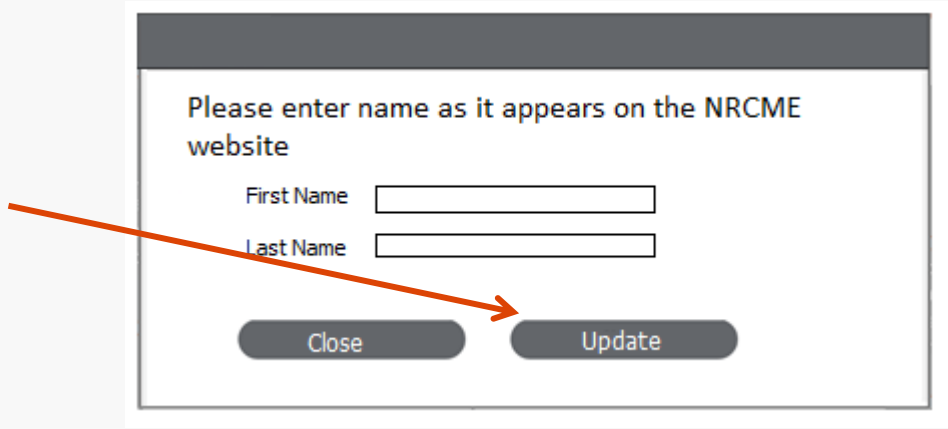
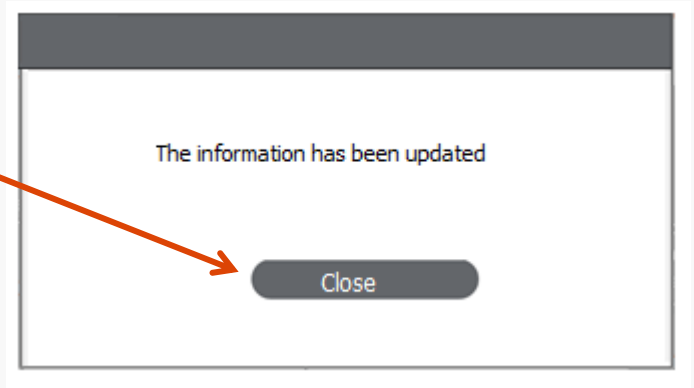
Correcting Error code 202: “Medical Examiner Name Mismatch”

Now that you know how your name is listed in the registry, you should type in your First Name and Last Name as they appear in the registry and click ‘Update.’



Once the user updates the name, the system will show this pop-up window. You can click ‘close’ and FormFox will report the exams that were previously rejected.



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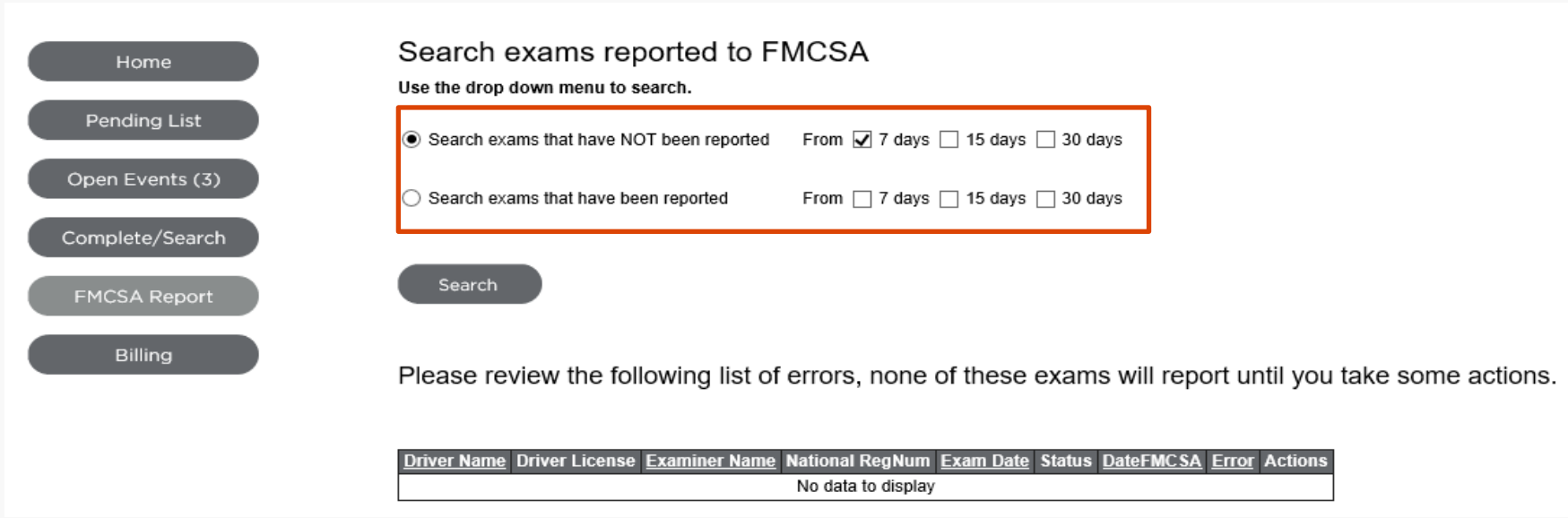
How to search for exams

In addition to correcting errors, you can perform searches for successfully reported exams or rejected exams. To do so, select a radio button and choose a window of time.



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