



Enhancements to FormFox to facilitate better FMCSA exam reporting

June 13th, 2019 Release

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.

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 window will close. If the user clicks on "Review FMCSA Report" the system will redirect the user to the "FMCSA Report" section.

The screenshot displays the FormFox user interface. At the top left is the FormFox logo with the tagline "Smarter Workflows". The top right corner features the text "Simple. Secure. Fast." and a user profile section with the name "User: ExamAdmin", the email "Admin@Site of Dreams", and the last login time "12/14/2018 3:35 PM", along with a "Log Out" button. A navigation sidebar on the left contains buttons for "Home", "Pending List", "Open Events (2)", "Complete/Search", "FMCSA Report", "System", "Reports", and "Technical Help". A central notification pop-up window titled "FMCSA REPORT" is open, displaying the message "Some exams have not been reported. Please review the FMCSA Report Menu." with two buttons: "Ok" and "Review FMCSA Report". An orange arrow points from the text on the left to the "Ok" button. Below the pop-up, the main content area shows a section titled "What did the donor bring in?" with an icon of a document and a mobile device, and the text "Authorization Form or Mobile Device". Below this are two options separated by "OR": "Breath Alcohol Test" with a doctor icon, and "Use Your Account Book" with a star icon. Below these are two more options separated by "OR": "DOT Physical Exam" with a doctor icon, and "Use Your Favorites List" with a star icon. On the right side, there is a "News Feed" section with the heading "nFox has been updated!" and a paragraph of text: "On March 19, 2019, we have updated the look of nFox. Please take a minute to view these updates. New colors, improved work flow, and more intuitive button layout are some of the key updates. This update will affect ALL current and future nFox users." Below the news feed is the text "Scroll down to see enhancements." and a section titled "New enhancements:" with a bulleted list: "Obviously the new colors and the layout of the site are BIG changes. It may take a little while to get accustomed to the new look, but we hope it will result in greater ease of use." and "The work flow should also be improved by a new, cleaner look, as well as more consistency in the placement of the easy-to-read buttons."

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.

formfox
Smarter Workflows

Simple. Secure. Fast.

User: Examinermaria Site: Andrea's Site of Dreams Last Login: 12/14/2018 1:16 PM Log Out

Home
Pending List
Open Events: (2)
Complete/Search
FMCSA Report
System
Reports
Technical Help
Contact Info

Search exams report to FMCSA

Use the drop down menu to search

Search exams that have not been reported From 7 days 15 days 30 days

Search exams that have been reported From 7 days 15 days 30 days

Search

Please review the following list of errors, none of this exams will report until you take some actions

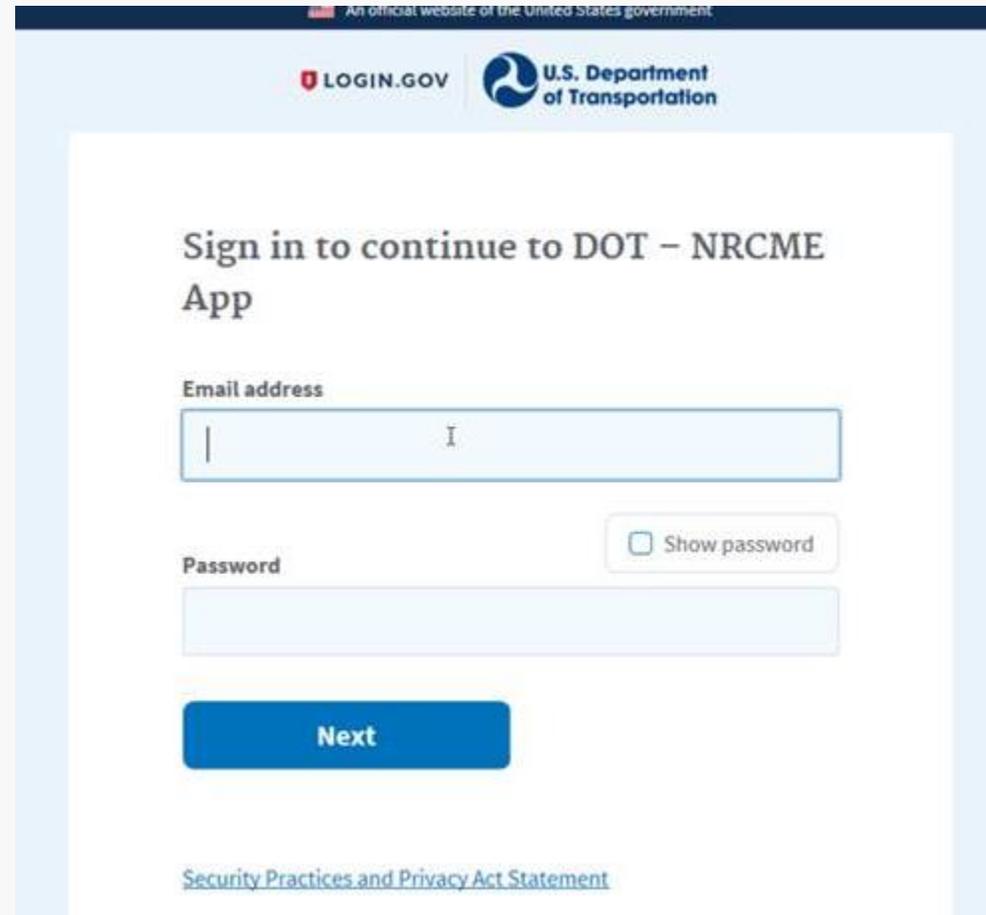
Drivers Name	Examiner Name	Exam Date	Status	Error	Actions
			Non reported	Error code 202 = "Medical Examiner Name Mismatch"	Review Update Name
			Non reported	Error code 203 = "Medical Examiner hasn't selected the Third Party"	Review

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.



The screenshot shows the login.gov interface for the U.S. Department of Transportation. At the top, it says "An official website of the United States government" and includes logos for LOGIN.GOV and the U.S. Department of Transportation. The main heading is "Sign in to continue to DOT – NRCME App". Below this, there is a form with two input fields: "Email address" and "Password". The "Email address" field contains a vertical cursor. To the right of the "Password" field is a "Show password" checkbox. Below the form is a blue "Next" button. At the bottom, there is a link for "Security Practices and Privacy Act Statement".

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”

The screenshot shows the homepage of the National Registry of Certified Medical Examiners. At the top, there is a header with the U.S. Department of Transportation logo, the text "U.S. Department of Transportation Federal Motor Carrier Safety Administration National Registry of Certified Medical Examiners", and navigation links for "FMCSA | FMCSA PORTAL | DOT.GOV". Below the header is a navigation bar with four tabs: "CMV DRIVER EXAMS", "MY PROFILE", "RESOURCE CENTER", and "LOGOUT". The "MY PROFILE" tab is active, and a dropdown menu is open, listing several options: "Manage MEAAs", "Contact Information", "Employer Information", "Medical Profession & Licensing", "View and Add Training", "View Certification Information", "View Testing Information", and "Select Third Party". The "Select Third Party" option is highlighted with a red box and a mouse cursor. To the right of the dropdown menu, the text "National Registry # 9529967013" is visible. Below the navigation bar, there is a main content area with the heading "National Registry of Certified Medical Examiners!" and a paragraph of text: "You can submit and view CMV Driver Exams by clicking the CMV Driver Exams tab above. You can also manage your profile by clicking on the My Profile tab above." At the bottom of the page, there is a footer with the U.S. Department of Transportation logo, a list of links including "Feedback Privacy Policy | USA.gov | Freedom of Information Act (FOIA) | Accessibility | OIG Hotline | Web Policies and Important Links | Site Map | Plug-ins", and the text "National Registry Privacy Act", "Federal Motor Carrier Safety Administration", and "1200 New Jersey Avenue SE, Washington, DC 20590 • 1-800-832-5660 • TTY: 1-800-877-8339 • Field Office Contacts".

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

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

U.S. Department of Transportation
Federal Motor Carrier Safety Administration
National Registry of Certified Medical Examiners

FMCSA | FMCSA PORTAL | DOT .gov

CMV DRIVER EXAMS | MY PROFILE | RESOURCE CENTER | LOGOUT

My Profile > Manage Third Party

Manage Third Party

On this page you can add or remove Third Party.

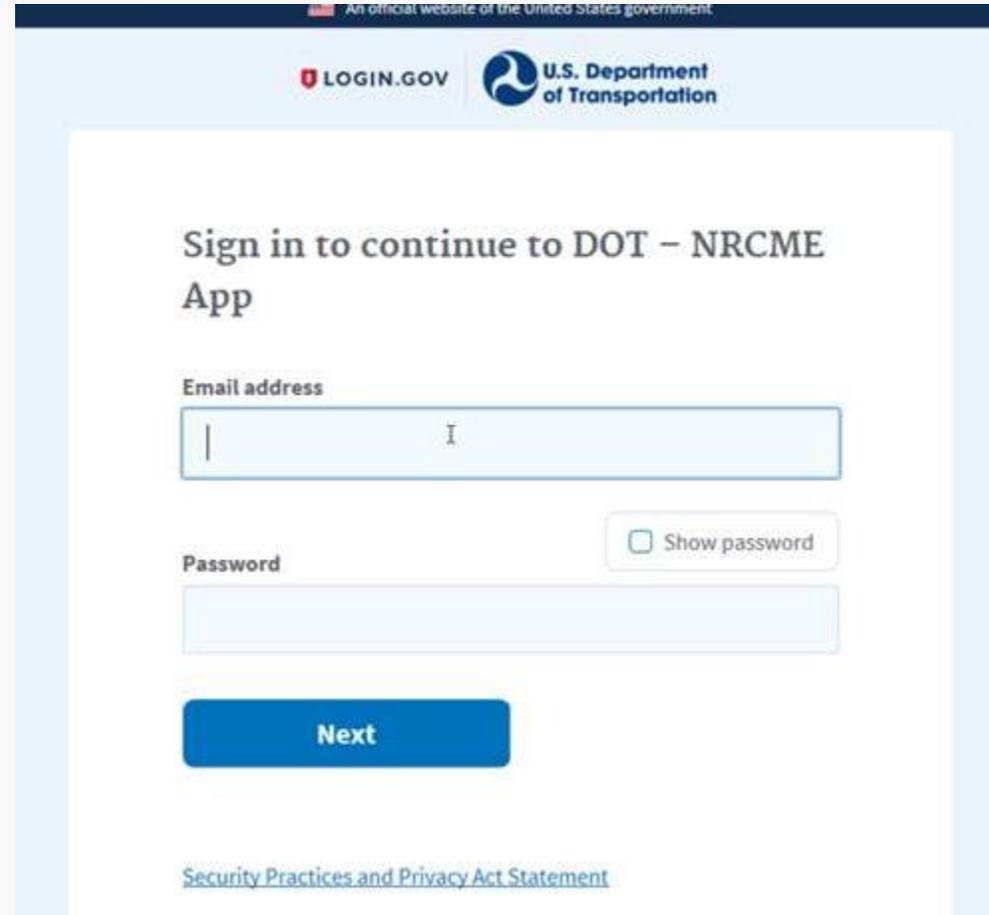
The Walt Disney Company	8325519853		+
PureWorks, Inc. d/b/a UL EHS Sustainability	3699242250		+
ExamVIP	9626318316		+
CerteDrive Corp.	3281933016		+
EAST BAY MEDICAL	8698340518		+
Docformation	4602300580		+
RESPEC, Inc	3008752868		+
FormFox Inc.	4668255388	Selected	+
Road Ready Inc	1417850842		+
Alere eScreen	8026849853		+
SafeLane Health, Inc.	2394890425		+
Setaris Corporation	2386941845		+
FirstSource Solutions	5764057028		+
Net Health	3141592002		+
U.S. Occmed Holdings, LLC dba Nova Medical Centers	3141592001		+
3b Solutions, Inc. - 3bExam	4447103461		+
Med-Stop Inc.	8676230164		+

Correcting Error code 202: “Medical Examiner Name Mismatch”

Step 1: Sign into your login.gov NRCME account

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.



The screenshot shows the login page for the DOT - NRCME App. At the top, it says "An official website of the United States government" and includes logos for LOGIN.GOV and the U.S. Department of Transportation. The main heading is "Sign in to continue to DOT - NRCME App". Below this, there is a form with two input fields: "Email address" and "Password". The "Email address" field contains a vertical bar and the letter "I". To the right of the "Password" field is a "Show password" checkbox. Below the form is a blue "Next" button. At the bottom of the page, there is a link for "Security Practices and Privacy Act Statement".

Correcting Error code 202: “Medical Examiner Name Mismatch”

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

U.S. Department of Transportation
Federal Motor Carrier Safety Administration
National Registry of Certified Medical Examiners

FMCSA | FMCSA PORTAL | DOT .GOV

MY MEDICAL EXAMINERS | **MY PROFILE** | RESOURCE CENTER | LOGOUT

National Registry Welcome

 **Your Name Here** National Registry #####

Welcome to the National Registry of Certified Medical Examiners!
You are an ME Administrative Assistant user and can submit and view exams on behalf of your associated ME(s).

 Feedback Privacy Policy | USA.gov | Freedom of Information Act (FOIA) | Accessibility | OIG Hotline | Web Policies and Important Links | Site Map | Plug-ins
National Registry Privacy Act

Federal Motor Carrier Safety Administration
1200 New Jersey Avenue SE, Washington, DC 20590 • 1-800-832-5660 • TTY: 1-800-877-8339 • Field Office Contacts

Correcting Error code 202: “Medical Examiner Name Mismatch”

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

U.S. Department of Transportation
Federal Motor Carrier Safety Administration
National Registry of Certified Medical Examiners

FMCSA | FMCSA PORTAL | DOT.gov

MY MEDICAL EXAMINERS | MY PROFILE | RESOURCE CENTER | LOGOUT

My Profile

My Profile User: ..

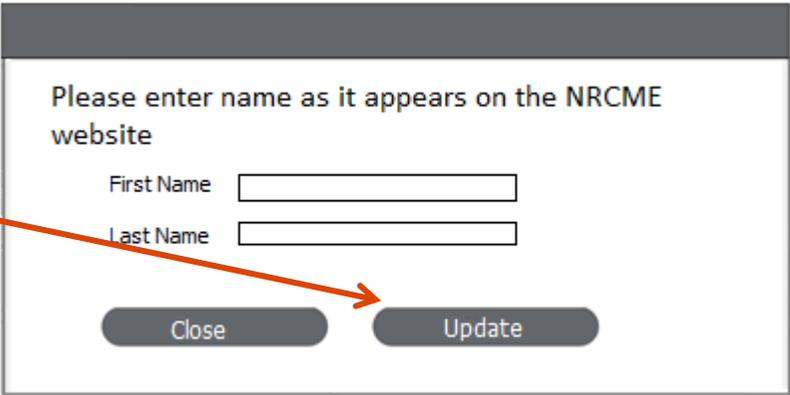
Update your contact and primary practice address below.

Contact Information

Salutation: Ms. [v]
First Name* [] Initial [] Last Name* [] Suffix [v]

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.’



Please enter name as it appears on the NRCME website

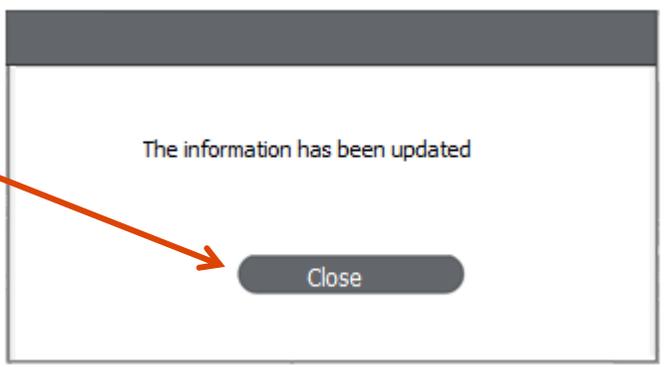
First Name

Last Name

Close Update

An orange arrow points from the text in the first paragraph to the 'Update' button.

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.



The information has been updated

Close

An orange arrow points from the text in the second paragraph to the 'Close' button.

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.

Home
Pending List
Open Events (3)
Complete/Search
FMCSA Report
Billing

Search exams reported to FMCSA

Use the drop down menu to search.

Search exams that have NOT been reported From 7 days 15 days 30 days

Search exams that have been reported From 7 days 15 days 30 days

Search

Please review the following list of errors, none of these exams will report until you take some actions.

Driver Name	Driver License	Examiner Name	National RegNum	Exam Date	Status	DateFMCSA	Error	Actions
No data to display								