

**formfox**<sup>®</sup> **flex**<sup>™</sup> URINE POCT

# Collection Materials



**IPAD WITH  
FORMFOX APP**



**FORMFOX FLEX  
CUP**



**FORMFOX FLEX  
CUP STAND**



**FORMFOX LABELS**



# Flex Collection Setup

**PLACE FORMFOX  
FLEX CUP ON STAND**



Note the fork/slot on the front of the cup stand.



Slide the cup stand fork/slot onto the bend/fold portion of the iPad case. This provides the optimal distance and angle to the iPad camera.

Before taking any photos, the cup, stand and iPad should be set up as shown. For the best photo accuracy, make sure the setup is placed in an area with adequate lighting.

**The cup should be filled to no more than 60mL.**

# Flex Cup Issues To Avoid

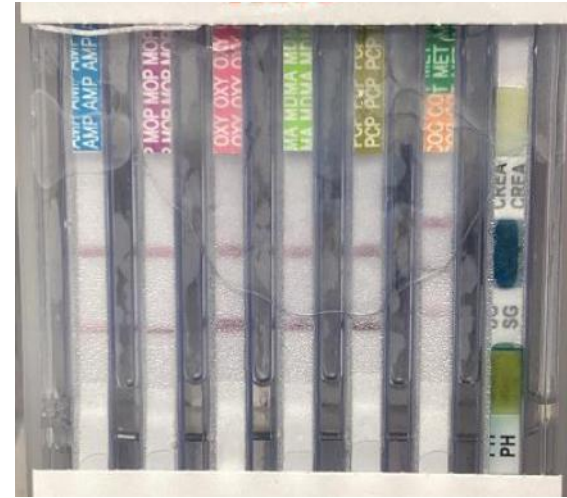
## Overfilling

- If the cup is overfilled by the donor, the collector should pour off the specimen to a level between 20mL and 60mL. (Closer to 20 mL works best)
- If available, allow the donor to void into the provided collection cup and pour the specimen into the Flex Cup to avoid donor overfill.
- Overfilling may obscure the test lines and result in a false positive test due to:
  - A. Fog or condensation inside the cup.
  - B. A water line that obscures the test line.
  - C. Dilution of the test lines.

## Other factors that may result in a false positive reading

- The cup stand NOT attached properly to the case.
- The cup NOT being placed properly in the cup stand.
- The cup label being ripped off.
- Glares on the cup from overhead lighting sources.

(A.) and (B.)



(B.) and (C.)



Missing label

Cup not in stand

# Starting a FormFox Flex Test Event Using an Authorization Form

## Tap on **Authorization Form or Mobile Device**

## Scan the **Barcode** or type in the **Authorization Code**

**Locate Donor Test**

If the Donor has an Authorization form, please Scan or Enter

Authorization barcode

If the Donor **ONLY** has a Custody and Control Form (CCF), please click the 'Donor only has Custody and Control Form' button

If the Donor **ONLY** has an Account Number, please click the 'Generate CCF using account number' button

**Use My Account Book**

**Use House Account**

**Not finding what you are looking for?**

**Search for a pre-order by donor's first or last name using the "Pending List" or "Search" option on the left menu bar.**

**CRL formfox Marketplace**

3 1 0 9 6 8 6 6

Experiencing issues? Please contact our support team at 877-376-3691.

**DONOR INFORMATION**

**FRED FOX**  
EmpID: \*\*\*4359

**YOUR SITE IS:**  
CRL/FF Test Clinic Only- DO NOT USE  
527 Topaz Blvd  
Delta, UT 84624-9129  
123-456-7890

**INSTRUCTIONS:**  
• CALL the site to confirm hours and if an appointment is needed at 123-456-7890.  
• BRING THIS FORM and a VALID PHOTO ID to the site.

**CLINIC INFORMATION**

**INSTRUCTIONS:**  
You must enter/scan the authorization number above and complete the services below in FormFox to be automatically paid for these Marketplace services.

**GUARANTOR/RESPONSIBLE PARTY: CRL/FormFox Marketplace**  
Do not invoice the client/TPA for these Marketplace services.

SERVICES TO PROVIDE:	REASON FOR TEST:	ACCOUNT #:
FormFox Flex POCT	Pre-Employment	QZZ.FLX1.DEFNON

*Do not write in services below.*

**ORGANIZATION OR EMPLOYER:**  
Clinical Reference Laboratory, Inc  
11 W C Ounty Road D  
Rochester, MN 55812

**DER:**  
DER Three  
913-972-5643

Order Created on 10/13/2025 10:57 AM MDT

# Begin the Collection

Make sure you have Flex cups on hand before you begin.

If **Yes**, proceed with the FormFox Flex workflow.

If **No**, you will proceed with a regular urine collection. Send the specimen to the lab for testing.

Since you do not have the required cup, proceed with a regular urine collection and send the specimen to the lab.

OK

# Donor Information and Device Details

First, verify the donor's information and identity. Select a reason for the test.

Next, scan the barcode from the Flex device's package using your iPad's front-facing camera. You can also carefully key in the barcode.

The device's code, expiration date, and lot number associated with the entered barcode will appear on the screen.



Example of device package barcode

# Flex Collections are Paperless



**TAKE NOTE-** Flex collections are now paperless. The lab copy of the CCF will be sent electronically. If the sample is non-negative and sent to the lab, a PAPER lab copy of the CCF does not need to be included with the specimen.

Employer  
DAVID KUNTZ  
NONDOT DEFAULT  
8433 QUIVIRA ROAD  
LENEXA, KS 66215  
Phone#: 913-693-5406 Fax#:

*Fields marked with an asterisk (\*) are required fields.*

* ID	SSN	9999999	* Date of Birth:	01/05/1992
			<small>(MM/DD/YYYY)</small>	
* First Name	Fred	M.I.	* Last Name	Fox
* Evening Phone	8773763691		* Day Phone	8773763691
	<small>(10 digits or 'np' only)</small>			<small>(10 digits or 'np' only)</small>

\* Donor Verified by:

Photo ID     Employer Representative     Other

\* Reason For Test: PRE-EMPLOYMENT

Scan barcode on device package: 010724L1234567

Device Code: 01

Expiration Date: 0724

Lot Number: L1234567

Select Panel to test: FX01 14SAP (FLEX)

Confirm information above and tap "next"

Delete Test    Next

# Obtain Specimen, Assign FormFox Specimen ID, and Collect Signatures

**formfox flex**  
Formfox Electronic Lab Copy

Test Device:  Test Panel:

\* Lot Number:  \* Expiration Date (YYYY/MM):  /

**Specimen Collection**  
Obtain Specimen from the donor.

Is temperature between 90 and 100 F?  Yes  No

Temperature Out of Range or Suspected Tampering

Actual Specimen Collection

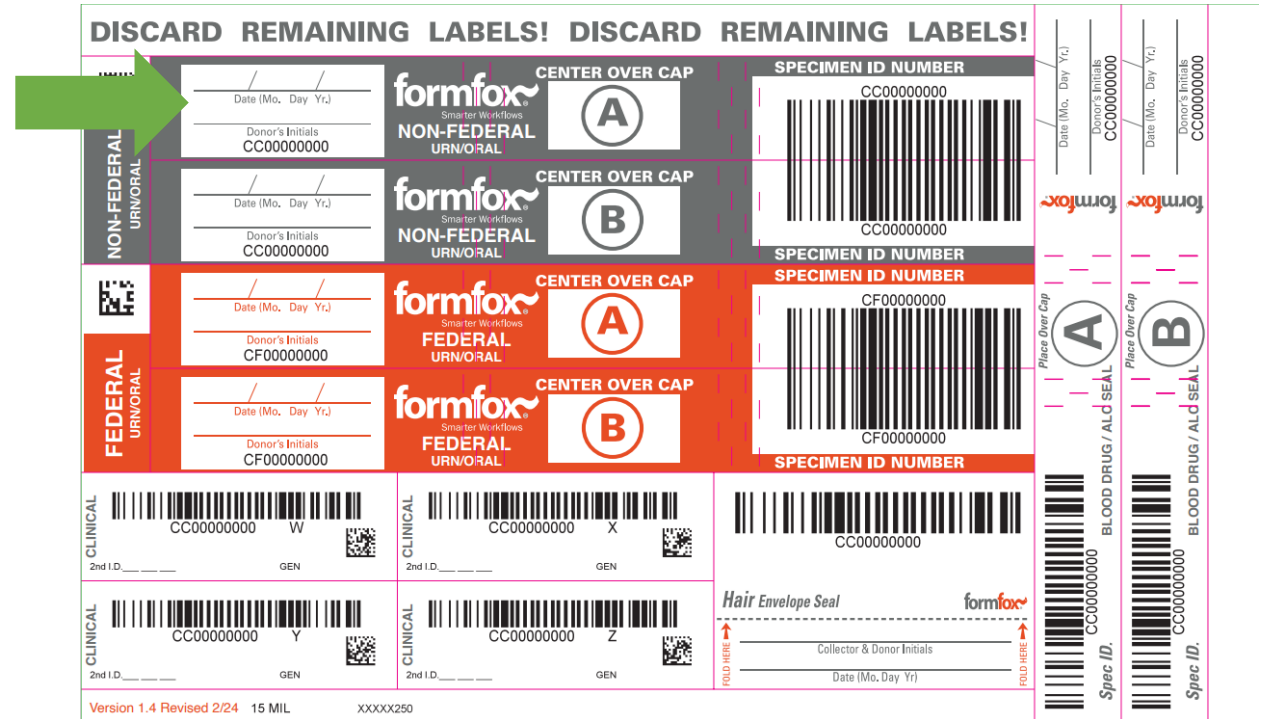
Unable to void  
Suspend test  
Donor refused

Remarks:

**Scan or Enter Barcode**  
Place the FormFox seal on the cup, scan the barcode or enter the number, and have the donor initial the seal.

Collector Signature

Donor Signature



**Obtain the specimen.** If the specimen collection is eventful, tap on the button that best describes the collection status.

For uneventful collections, place a **gray non-federal FormFox label** on the cup (**ID begins with CC**). Scan/enter the FormFox ID into FormFox and have the donor sign the seal.

Once signatures have been collected, dismiss the donor. If they want documentation, dismiss them to your waiting area.

# Allow Sample to Process in Flex Cup

### Collect Signatures

Collector Signature

Donor Signature

Once signatures are collected, dismiss donor.  
If Donor wants documentation, dismiss them to the waiting area.

Once the specimen and signatures have been collected, the sample will need to process in the Flex cup.  
**A 3:00 minute timer will begin. Let the cup activate for 3-5 minutes.**

Let the cup activate for 3-5 minutes on a flat surface. Select "Next" to photograph the cup.

Back Next 2:46 

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If you select Next before the timer is at 0:00, you will be asked if you want to proceed.

**0:00**

**Has the cup been allowed to completely activate?**

Yes-Proceed  
 No-wait

OK

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# Take Photos: Stand Setup

**PLACE FORMFOX  
FLEX CUP ON STAND**



Note the fork/slot on the front of the cup stand.



# Take Photos: Stand Setup



Before taking any photos, the cup, stand, and iPad should be set up as shown. For the best photo accuracy, the setup should be placed in an area with adequate lighting.

# Take Photos: Front of Cup



Note the Front side has a test strip that is used for specimen validity.

After the cup has been activated (3-5 minutes), **photograph the front and back of the Flex cup.**

\*Make sure to focus your iPad's back-facing camera on the strips at an angle parallel to the flat side of the cup. Tap on the screen if you need to re-focus. Try to get the **green box** completely around the edge of the test strips. \*

Review the image preview. Tap the white circle to capture the image. Tap **Retake** to capture a new image of the cup or **Save Image** if the image is focused and the test strips are visible.



# Take Photos: Back of Cup



Back has no control strip.

1x

How to position cup

Note the Back side has no specimen validity test strip.

Repeat the photo process for the back of the cup.



Retake

Save Image



# View Results – Mark Specimen Validity

The Results screen contains a reference guide for specimen validity. **Select either Normal or Abnormal based on what you interpret from the Specimen Validity Strip.**

formfox flex

Formfox Electronic Lab Copy

Specimen Validity Test Result

Review the following chart and mark the specimen validity accordingly

	Normal	Abnormal
<b>CREA</b>	 20mg/dl 100mg/dl	 0mg/dl 10mg/dl
<b>pH</b>	 4.0 6.0 7.0 8.0	 2.0 3.0 9.0 12.0
<b>SG</b>	 1.005 1.015 1.025	 1.000 ≥1.035

\* SPECIMEN VALIDITY TESTING:

Normal  Abnormal

\* OVERALL SCREEN RESULT:

Negative  Send To Lab

Back

Next

FormFox will automatically mark the overall screen result as either **Negative** or **Send to Lab** based on the submitted photos and Specimen Validity Testing.

**\*Users cannot change the overall screen result.\***

- If the result is **Negative**, the software will display a **STOP** icon and the following instructions: DO NOT send the CCF or specimen to the laboratory. Tap **Finish** to complete the negative Flex event.
- If the result is **Negative** but Specimen Validity is marked as Abnormal then the overall screen result will change to **Send to Lab**.
- If the result is **Send to Lab**, tap **Next**.

\* SPECIMEN VALIDITY TESTING:

Normal  Abnormal

\* OVERALL SCREEN RESULT:

Negative  Send To Lab



DO NOT send the CCF or specimen to the laboratory

Back

Finish

\* SPECIMEN VALIDITY TESTING:

Normal  Abnormal

\* OVERALL SCREEN RESULT:

Negative  Send To Lab

Back

Next

# Negative - View Results and Mark Specimen Validity



formfox flex  
Formfox Electronic Lab Copy

Specimen Validity Test Result  
Review the following chart and mark the specimen validity accordingly

	Normal	Abnormal
<b>CREA</b>	20mg/dl 100mg/dl	0mg/dl 10mg/dl
<b>pH</b>	4.0 6.0 7.0 8.0	2.0 3.0 9.0 12.0
<b>SG</b>	1.005 1.015 1.025	1.000 $\geq 1.035$

\* SPECIMEN VALIDITY TESTING:  
 Normal  Abnormal

\* OVERALL SCREEN RESULT:  
 Negative  Send To Lab

DO NOT send the CCF or specimen to the laboratory

To print a Result Report and/or Donor Receipt, select **Print Results Report** or **Print Donor Receipt** from the bottom buttons.

Once all reports have been printed, select **Finish**.

Back Print Result Report Print Donor Receipt Finish

# Non-Negative - Finish the Collection and Prepare for Shipment

**formfox flex** URINE POCT  
Formfox Electronic Lab Copy

Please specify the courier that will be used to transport the specimen(s) to the laboratory

If selecting "Other", enter the name of the Courier here

**\* Custody and Control Form**

Copy 1 Lab Copy (Lab Copy will be sent electronically)

**Additional Copies**

Copy 2 MRO Copy

Copy 3 Collector Copy

Copy 4 Employer Copy

Do you want to print a result report or donor receipt?

Result Report

Donor Receipt  Print  Email  Text Message

Prepare the sealed screening kit for shipping to the Lab by placing it in a shipping pouch with the Lab copy of the CCF. (there is no need for a pour off or second collection.)

You must tap "Finish" to complete the collection.

Collector must distribute POCT results

Specify the courier.  
**Prepare the specimen for shipment.**  
Place the specimen in the shipping pouch.

**The Lab Copy of the CCF will be sent electronically.**  
There is no need to send a paper copy with the sample.  
There is no need for a pour off or second collection.

*Note: Clinics in Hawaii, Tennessee, and Florida are currently exempt from Paperless CRL Non-DOT collections and will need to send a lab copy of the CCF with the sample.*

The donor can receive a receipt via Print, Email or Text.

**Click Finish to complete the Flex event in FormFox.**  
Distribute the POCT results like you normally would.

# Questions?

If you have any questions or concerns, please contact Support.

877-376-3691 opt. 1

[support@formfox.com](mailto:support@formfox.com)

Thank you for using FormFox Flex!

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