How to complete a Non-DOT BAT in FormFox from scratch

Updated February 28th, 2020

How to begin a BAT: Breath Alcohol Test

① **If you do not have an authorization form for a BAT**: Click on the 'Breath Alcohol Test' icon on your FormFox homepage.

Breath Alcohol Test

LOCATE DONOR TEST

Donor	SSN ▼	999999999
Donor First Name		Edward
Donor Middle Initial		
Donor Last Name		Fox
Date Of Birth		01/05/1992

Search

② Enter the donor's information and click the 'Search' button. FormFox will search the system for a pre-order that matches the entered information.

③ If there isn't a pre-order for the donor, click on the 'Create New Test' button to launch the workflow.

Create New Test   Search

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Enter Employer Information

④ Enter the employer's information, making sure that all fields marked with a red asterisk are completed.

EMPLOYER INFORMATION

Fields marked with an asterisk * are required fields

Field	Value
*Company Name	FormFox Demostration
*Address	1414 S Main Street
*City	Salt Lake City
*State	Utah
*Zip	84115
Country	United States of America
Phone	8014619627
Fax	
DER Name	DER Example
DER Phone	8773763691

Close Submit

*If the employer has been added to your Favorites List during a previous collection, you will have the option to auto-fill the fields with the pre-existing information.

Fields marked with an asterisk * are required fields

*Company Name   FormFox Demonstration

*Address   FormFox Demonstration
1414 S Main Street

Confidential Information
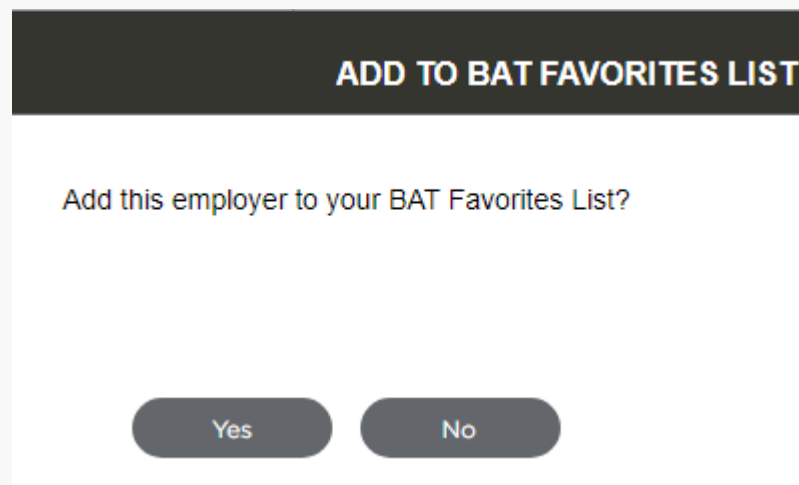
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Employer Information: Adding to your BAT Favorites List

If this is the first time the employer has been entered in your FormFox account, you will see this prompt asking if you would like to 'add this employer to your BAT Favorites List?'

Clicking 'Yes' will save the employer's information for future use. This is a huge time saver; especially if this employer sends employees to your clinic regularly.

ADD TO BAT FAVORITES LIST

Add this employer to your BAT Favorites List?

Yes   No

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BAT Workflow – Step 1

⑤ Make sure all required fields are completed.

Capture the donor's signature before clicking 'Next.'

STEP 1: ENTER DONOR INFORMATION
Enter the donor and test information in the fields below

Fields marked with an asterisk * are required fields.

* Donor: SSN ▼ 999999999
* Date of Birth: (MM/DD/YYYY) 01/05/1992
Date Arrived: (Military time HH:MM) 10/04/2019 11:57

* Donor First Name: Fred
Donor Middle Initial:
* Donor Last Name: Fox

* Donor Evening Phone No.: 1234567890 (10 digits or 'np' only)
* Donor Daytime Phone No.: 1234568790 (10 digits or 'np' only)

* Donor Verified by: ⦿ Photo ID ◯ Employer Representative   ◯ Other

* Reason For Test: Pre-Employment ▼

DER Name: [   ]   DER Phone Number: [   ]

Click the Capture Donor Signature button, instruct the Donor to read the Donor release statement and confirm by signing the signature pad.   [Capture Donor Signature]   ☑

Confirm above information and press Next
[Cancel Test] [Next]

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BAT Workflow – Step 2

Step 2 of the non-DOT BAT workflow is where you'll enter the results from the breath alcohol device.

If the screen level is positive (0.02 or greater), the BAT workflow will display the 'Confirmation Test' section.

Capture the technician's signature prior to viewing/printing the report and ATF.

Can I add my own device?

Site Administrators can add their own breath devices. This is completed in the site details page. Please contact the FormFox Implementation team at 877-376-3691 opt. 3 or training@formfox.com if you need assistance.

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⑦

Do I have to distribute the ATF?

FormFox will let you know if the technician is responsible for distributing the ATF. This information is found at the bottom of Step 2 in red text.

- If the final screen result is negative, you can opt to send the report and/or ATF to an email address or a fax number. You can also print out the ATF for distribution as well.

- If the final screen result is positive, you will need to print out the ATF, affix the breath device printout(s) on the ATF with tamper evident tape, and manually send the ATF to the appropriate party.

Will the device's serial number print on the ATF?

If the serial number is added during the device's initial setup in FormFox, it will pre-populate on the ATF.

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Finish your Non-DOT BAT

⑧ Please Note: You will need to click and open the 'Print ATF' button before you can click the 'Finish' button.

Make sure to click 'Finish' before dismissing the donor.

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