



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

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.

LOCATE DONOR TEST

Donor

SSN ▼

999999999

Donor First Name

Edward

Donor Middle Initial

Donor Last Name

Fox

Date Of Birth

01/05/1992



Search

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

Enter Employer Information

4

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

*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.

EMPLOYER INFORMATION

Fields marked with an asterisk * are required fields

*Company Name

*Address

*City *State *Zip

Country

Phone Fax

DER Name DER Phone

Close Submit

Fields marked with an asterisk * are required fields

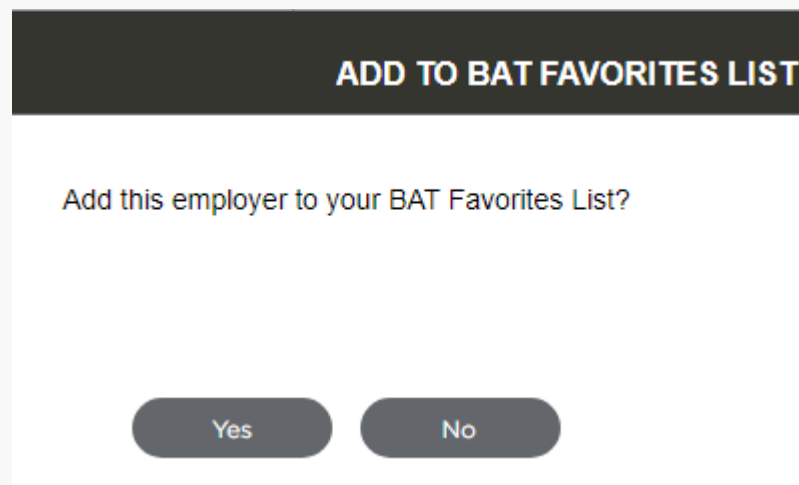
*Company Name

*Address

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.




The screenshot shows a modal dialog box with a dark header bar containing the text "ADD TO BAT FAVORITES LIST" in white. Below the header, the text "Add this employer to your BAT Favorites List?" is displayed in a standard font. At the bottom of the dialog, there are two rounded rectangular buttons: one labeled "Yes" and one labeled "No".

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.	123456790 (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.



Confirm above information and press Next

BAT Workflow – Step 2

⑥

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.

STEP 2

White, Snow
999999999
Miko's Cafe
674N 300W
Salt Lake City, UT 84115
Phone#: (801)461-9627

Screening Test

Technician BAT

* Device ☒ Breath Alcohol ☐ Saliva Alcohol

* Test Device Intoximeter

Serial Number

* Reading Date/Time (Military time HH:MM) 02/28/2020 12:04

* Test# 2

* Screen Level 0.02

Submit

Refuse / Unable

This sample has screened Positive, a confirmation test will be required

Confirmation Test

Instruct the donor not to eat, drink or put anything in their mouth during the waiting period. Keep donor under observation. If the donor has not followed this instruction indicate in the remarks.

15 minutes wait? ☒ Yes ☐ No

Start Timer

* Test Device Intoximeter

Serial Number

* Reading Date/Time (Military time HH:MM) 02/28/2020 12:19

* Test# 3

* Confirmation Level 0.00

Submit Confirmation

Refuse / Unable

Remarks:

Click the Capture Technician Signature button, read the collector statement and confirm by signing the signature pad.

Capture Technician Signature



BILLING INFORMATION

Print Report

Print ATF

Send: ☐ Report ☐ ATF

Send results to the following email address:

Send results to the following fax number:

Technician must distribute ATF

Back

Finish

Alcohol Testing Form (ATF): Distributing the ATF

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.

Alcohol Testing Form (Non-DOT)

STEP 1: TO BE COMPLETED BY ALCOHOL TECHNICIAN

A: Employee Name Fred Fox
(Print) (First, MI, Last)

B: SSN or Employee ID No. ID: 999999999
ID: 999999999

C: Employer Name FormFox
Street 1414 S Main Street
City, State, Zip Salt Lake City, UT 84115
DER Name and Telephone No. DER Name DER (Area Code & Phone Number)

C: Reason for Test: Pre-Employment

STEP 2: TO BE COMPLETED BY EMPLOYEE

I certify that I am about to submit to alcohol testing and that the identifying information provided on the form is true and correct.

x [Signature] 10/04/2019
Signature of Employee Date Month / Day / Year

STEP 3: TO BE COMPLETED BY ALCOHOL TECHNICIAN

I certify that I have conducted alcohol testing on the above named individual, that I am qualified to operate the testing device(s) identified, and that the results are as recorded.

TECHNICIAN: ☒ BAT ☐ STT DEVICE: ☐ SALIVA ☒ BREATH* 15-Minute Wait: ☐ Yes ☐ No

SCREENING TEST: (For BREATH DEVICE* write in the space below only if the testing device is not designed to print)

3 Intoximeter
Test # Testing Device Name Device Serial # OR Lot # & Exp. Date

10/04/2019 13:13 0.000
Activation Time Reading Time Result

CONFIRMATION TEST: Results MUST be affixed to each copy of this form or printed directly onto the form.

REMARKS:

Account book site 123 Any Street
Alcohol Technician's Company Company Street Address

Pamela Jensen Salt Lake City, UT 84115
(Print Alcohol Technician's Name (First, MI, Last) Company City, State, Zip

x [Signature] 10/04/2019
Signature of Alcohol Technician Date Month / Day / Year

STEP 4: TO BE COMPLETED BY EMPLOYEE IF TEST RESULT IS POSITIVE

I certify that I have submitted to the alcohol test, the results of which are accurately recorded on this form. I understand that I must not drive, perform safety-sensitive duties, or operate heavy equipment because the results are .02 or greater.

x 10/04/2019
Signature of Employee Date Month / Day / Year

Print Screening Results Here or Affix with Tamper Evident Tape
Screen result: 0.02

Print Confirmation Results Here or Affix with Tamper Evident Tape
Confirmation result: 0.000

Print Additional Results Here or Affix with Tamper Evident Tape

Print Report Print ATF

Send: ☐ Report ☐ ATF

Send results to the following email address:

Send results to the following fax number:

Technician must distribute ATF

Back Finish

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.

TECHNICIAN: ☒ BAT ☐ STT DEVICE: ☐ SALIVA ☒ BREATH* 15-Minute Wait: ☐ Yes ☐ No

SCREENING TEST: (For BREATH DEVICE* write in the space below only if the testing device is not designed to print)

12 BAT Device 1P2A3M4D5A6
Test # Testing Device Name Device Serial # OR Lot # & Exp. Date

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.

Print Report

Print ATF

Send: ☐ Report ☐ ATF

Send results to the following email address:

Send results to the following fax number:

Technician must distribute ATF

Back

Finish