



Workflow Solutions
Simple, Secure, Fast

*ePad Mock Collection
Instructions*

① Log into your account on www.formfox.com.

② Select the 'Lab Based Drug Test' icon from your FormFox homepage.

The screenshot shows the FormFox homepage dashboard. On the left is a vertical sidebar with buttons for Home, Pending List, Open Events (2), Complete/Search, Billing, System, Reports, Technical Help, and Contact Info. The main content area is divided into three columns. The first column, titled 'What did the donor bring in?', contains 'Authorization Form or Mobile Device' and '5 Part Paper Chain'. The second column, titled 'What do you want to do?', contains 'Lab Based Drug Test (Account Number)', 'Breath Alcohol Test', and 'DOT Physical Exam'. The 'Lab Based Drug Test' icon is highlighted with a red box and an arrow from the instruction above. The third column, titled 'Regular client?', contains 'Use Your Account Book'. The word 'OR' is placed between the columns to indicate alternative actions.

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Select one of the highlighted laboratories for the mock collection:

- Quest Diagnostics
- CRL
- Psychemedics



Locate Donor Test

Please highlight the laboratory from the Custody and Control Form (CCF):



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Enter the test account for the laboratory you selected in the Step 3 in the laboratory account number text field.

Laboratory	Non-DOT Account	DOT Account
Quest Diagnostics	15076615	15076619
CRL	CRL.FFOX.NONTEST	CRL.FFOX.DOTTEST
Psychemedics	10026594	

LOCATE DONOR TEST



Please Scan or Enter

LABORATORY ACCOUNT NUMBER

Lookup Account


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Fill out the donor information with false information and click the 'Search' button.


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Click the 'Create New Test' button to continue into the FormFox workflow.

LOCATE DONOR TEST

 **CLINICAL REFERENCE LABORATORY**
GLOBAL SERVICE

Please Scan or Enter


LABORATORY ACCOUNT NUMBER	<input type="text" value="CRL.FFOX.DOTTEST"/>	<input type="button" value="Lookup Account"/>
Donor	SSN <input type="text" value="999999999"/>	
Donor First Name	<input type="text" value="Mickey"/>	
Donor Middle Initial	<input type="text"/>	
Donor Last Name	<input type="text" value="Mouse"/>	
Date Of Birth	<input type="text" value="01/05/1992"/> 	

PROCEDURE

Non-Regulated Drug Test

Regulated (DOT) Drug Test

POCT Test



**A scheduled test was not found using the search criteria you entered.
Start a new test by clicking 'Create New Test'.**

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Complete the steps in the workflow with fake donor information until you get to the 'Donor Certification Statement and Signature' page.

Collection Step 1: Donor Information

THIS IS A FEDERAL COLLECTION

Employer: _____ MRO: _____
 GR# LAB ACCT#: _____ MRO NAME: _____
 COMPANY: _____ ADDRESS: _____
 Phone#: Fax#: _____ CITY/ST: _____ ZIP: _____
 Phone#: Fax#: _____

Fields marked with an asterisk * are required fields.
If the donor is a federal employee and refuses to provide any of the following information, please have them read the [Instructions / Privacy Act Statement](#).

If the donor refuses to provide their SSN/Employee ID, check here:

* Donor: SSN: 999999999 * Date of Birth: 01/05/1992 * Date Arrived: 09/14/2018 10:18
(MM/DD/YYYY) (Military time HH:MM)

* Donor First Name: Mickey Donor Middle Initial: _____ * Donor Last Name: Mouse

* Donor Evening Phone: 1234567890 * Donor Daytime Phone: 1234567890
(10 digits, 'same' or 'NP' only) (10 digits, 'same' or 'NP' only)

* Donor Verified by: Photo ID Employer Representative Other

* Reason For Test: PRE-EMPLOYMENT

* Testing Authority: FMCSA

Drug Tests to be performed: (W215) FEDERAL

Confirm all information and click 'Next'.

Collection Step 2: Obtain Specimen

THIS IS A FEDERAL COLLECTION

Has an item been found that appears to have been brought to the collection site with the intent to adulterate or substitute the specimen?
 Yes No

Please obtain the specimen at this time.
 Requested Specimen Collection: URINE

Was the donor able to provide a specimen?
 Yes No

Is the temperature between 90 and 100 F?
 Yes No

Does the specimen appear to be tampered with?
 Yes No

Is there a minimum of 45mL of urine?
 Yes No

Actual Specimen Collection: Split Single
 Observed

Remarks: (Remarks are required for observed collections)

Collection Step 3: Seal bottle(s)

Collector pours from collection specimen container into bottles (30 mL/15 mL). Collector affixes bottle seal(s) to bottle(s). Collector dates seal(s). Donor initials seal(s).
 Complete Donor refuses to initial

Confirm all information and click 'Next' to continue, or 'Back' to return to the previous page. Click 'Cancel' to exit the collection wizard.

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Use a label from your inventory and enter the barcode into the Specimen ID field(s).
*You can use this opportunity to test your barcode scanner.

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Click on the 'Donor Certification Statement & Signature' button to test your ePad's signature capability within the FormFox software.

Collection Step 3 CONTINUED: Donor certification statement and signature

Collector: Scan or enter the barcode information from each specimen bottle.

..... Specimen ID bottle A.
AA03990123 Specimen ID bottle B.

Donor: Verify all information and sign certification statement.

<p><u>Donor information</u></p> <p>Name: Mickey Mouse Date of Birth: 1/5/1992 ID: SSN 999999999 Day phone: 123-456-7890 Evening phone: 123-456-7890</p>	<p><u>Employer information</u></p> <p>CRL LAB ACCT# _____ COMPANY _____ Phone: _____ Fax: _____</p>
<p><u>Test information</u></p> <p>Reason for test: PRE-EMPLOYMENT Testing Authority: FMCSA Test panel: (W215) FEDERAL Is temperature between 90 and 100 F? yes Actual specimen collection: Split Observed?: no Remarks:</p>	

[Show donor the Instructions / Privacy Act Statement](#)

Donor Certification Statement & Signature ←

Click 'Back' to return to Collection Step 2, or 'Next' to continue.

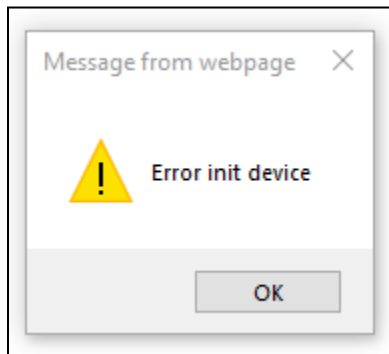
Back Next

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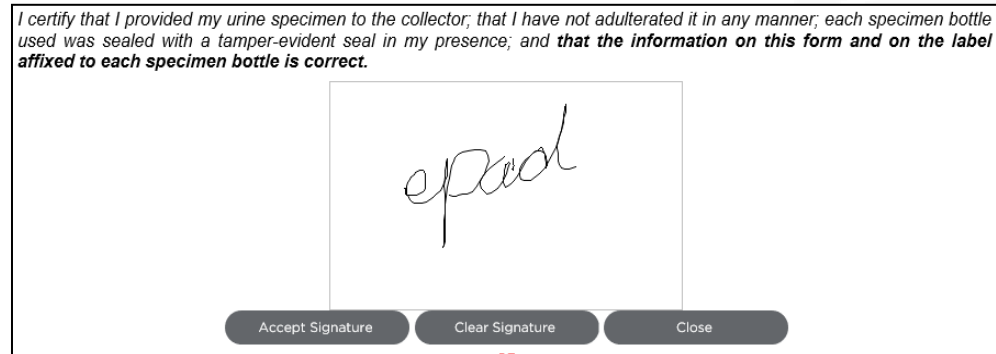
If you get an 'Error init device' message (A) after clicking the 'Donor Certification Statement & Signature' button, return to the ePad Installation Tutorial and follow the troubleshooting instructions.

If you are able to capture a signature (B), your ePad has been successfully installed. Complete the mock collection, making sure you can capture the collector's signature and print out the CCF. Remember to click the 'Finish' button at the end of the collection.

A



B



Need Troubleshooting Assistance?

FormFox Technical Support

877-376-3691 opt. 1

support@formfox.com