



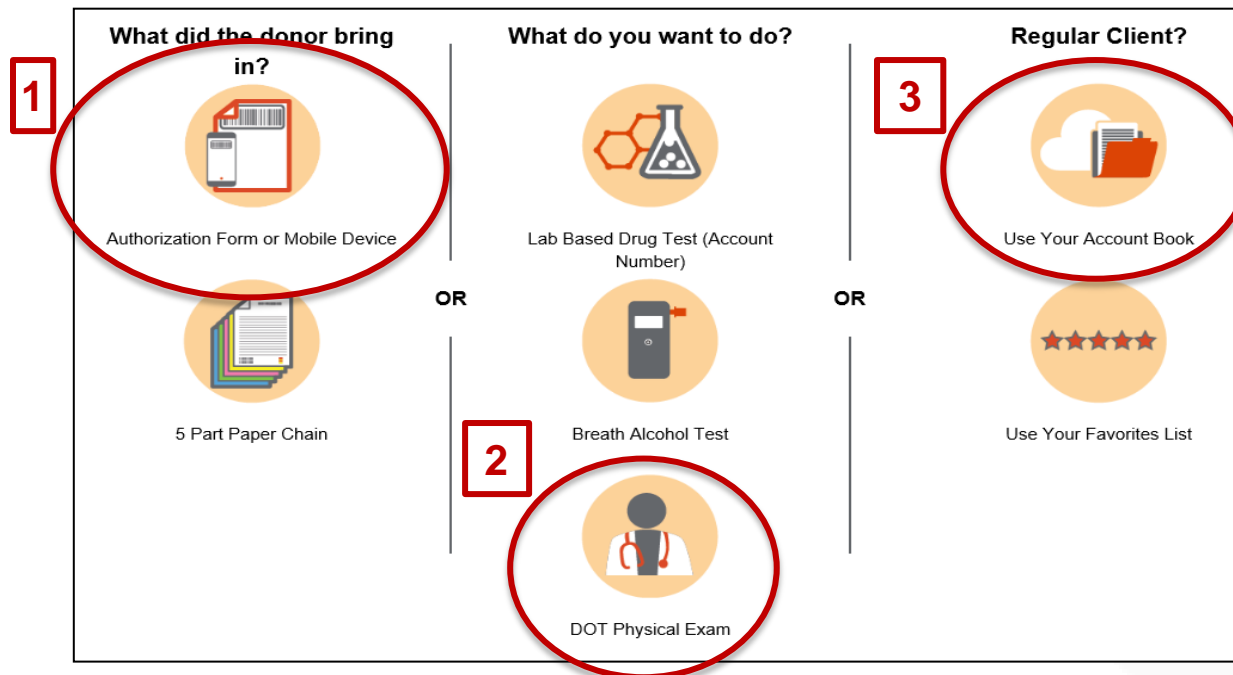
Workflow Solutions
Simple, Secure, Fast

FormFox DOT Physical Exam
Step-by-Step Guide for
MSS STAFF

Beginning a DOT ePhysical on FormFox

There are three ways to begin a DOT ePhysical on FormFox.

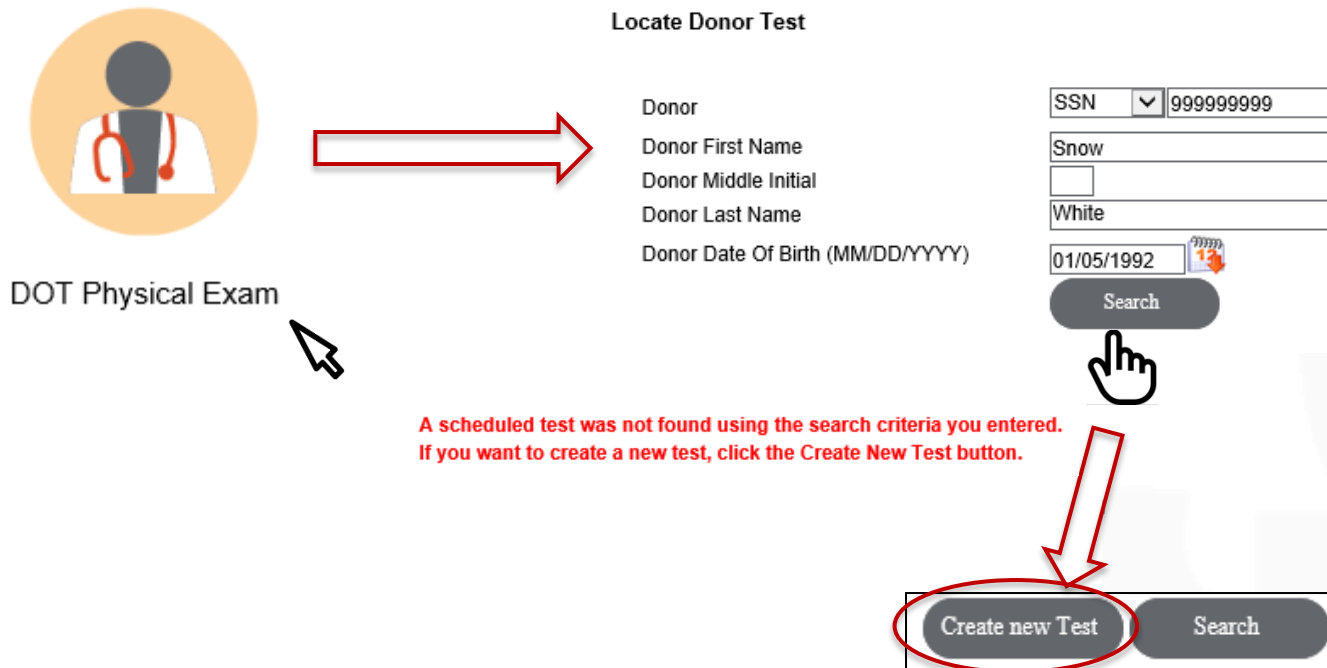
1. If the driver arrives with a printed authorization form or with the authorization barcode on a mobile device, use the 'Authorization Form or Mobile Device' button.
2. If the driver doesn't have an authorization form/barcode, you can begin a DOT Physical Exam from scratch using the DOT Physical Exam button.
3. If you've set up the driver's employer in your Account Book, you can use the Account Book button to begin the exam.



Demo: 'DOT Physical Exam' Button

Click on the 'DOT Physical Exam' button on the home page and enter the donor's information on the next page. Click 'Search.' The system will search the system for any pre-ordered exams before showing the 'Create new Test' button.

Click 'Create new Test' to begin the DOT Physical Exam.



The screenshot shows a user interface for locating a donor test. On the left, there is a circular icon of a doctor with a stethoscope, labeled "DOT Physical Exam" with a mouse cursor pointing to it. A red arrow points from this icon to the "Locate Donor Test" form. The form contains the following fields: "Donor" (a dropdown menu with "SSN" selected and "999999999" entered), "Donor First Name" (text input with "Snow"), "Donor Middle Initial" (text input), "Donor Last Name" (text input with "White"), and "Donor Date Of Birth (MM/DD/YYYY)" (calendar picker with "01/05/1992" selected). A "Search" button is located below the date field. A mouse cursor is pointing at the "Search" button. Below the form, a red message states: "A scheduled test was not found using the search criteria you entered. If you want to create a new test, click the Create New Test button." A red arrow points from this message to the "Create new Test" button, which is circled in red in the bottom right corner of the form area. The "Search" button is also visible next to it.

Filling Out the 'Vitals' Tabs

Medical Support Staff can complete these four tabs in any order. Please make sure to click 'submit' to save the entered data within each section.

A section will turn **green** once complete. If there is information on the tab that requires attention from the Provider, the tab will turn **orange**.



Weight & Vision

The 'Weight & Vision' tab will be completed by the MSS Staff. Click 'Submit' to continue.

DOT Physical Exam

Information History

WEIGHT & VISION

Fields marked with an asterisk (*) are required.

* Height:(in) * Weight:(lbs) BMI: 19.1 Neck Circumference:(Inches)

ACUITY

	Uncorrected	Corrected	Horizontal Field of Vision
* Right Eye 20 /	<input type="text"/>	20 / <input type="text" value="20"/>	* Right Eye <input type="text" value="70"/> degrees
* Left Eye 20 /	<input type="text"/>	20 / <input type="text" value="20"/>	* Left Eye <input type="text" value="70"/> degrees
* Both Eyes 20 /	<input type="text"/>	20 / <input type="text" value="20"/>	

* Applicant can recognize and distinguish among traffic control signals and devices showing red, green, and amber colors Yes No

* Monocular Vision Yes No

* Referred to ophthalmologist or optometrist? Yes No

* Received documentation from ophthalmologist or optometrist? Yes No

Close

Suspend

Submit

Hearing

The MSS Staff will also complete the 'Hearing' section. Click 'Submit' to continue.

Information

History

HEARING

Check if hearing aid used for test: Right Ear Left Ear Neither

Numerical Readings must be recorded

Record distance from individual
at which a forced whispered voice can first be heard

Right Ear	Left Ear
<input type="text" value="5"/> / Feet	<input type="text" value="5"/> / Feet

OR

If audiometer is used, record hearing loss in decibels

Right Ear				Left Ear		
500Hz	1000Hz	2000Hz		500Hz	1000Hz	2000Hz
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Average: 0				Average: 0		

Close

Suspend

Submit

BP & Pulse

'BP & Pulse' will also be completed by the MSS Staff. Click 'Submit' to continue.

Information History

BP & PULSE

Fields marked with an asterisk (*) are required.
Numerical Readings must be recorded. Medical Examiner should take at least two readings to confirm BP.

* Blood Pressure ^{* Systolic} ^{* Diastolic}

* Pulse rhythm regular? Yes No

* Record Pulse Rate

Second Reading (Optional)

Blood Pressure ^{Systolic} ^{Diastolic}

Other testing if indicated

Close Suspend **Submit**

Lab

The 'Lab' Tab is also completed by the MSS Staff. Select 'Submit' to continue.

Information History

LAB

Fields marked with an asterisk (*) are required.
Numerical Readings must be recorded.

Urine Specimen

* Sp. Gr. * Protein * Blood * Sugar Glucose Meter Measurements (mg/dl)

Place Exam on Hold pending further testing. Uncheck when lab results have been entered in the comments section below.

Urinalysis is required. Protein, blood or sugar in the urine may be an indication for further testing to rule out any underlying medical problem.

Other Testing describe and record

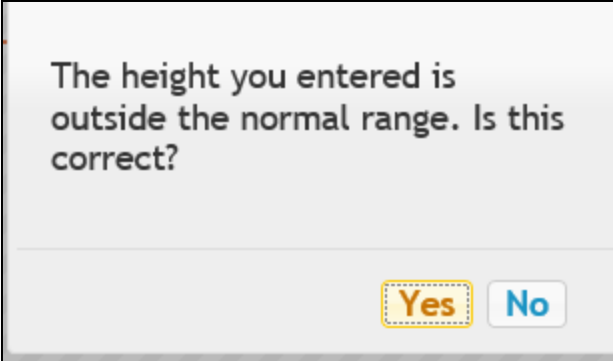
Close

Suspend

Submit

FormFox Validations

If a value is entered that is considered outside the normal range, FormFox will ask the collector to indicate if the data entered is correct via a pop-up window. If the collector selects 'Yes,' he/she can continue to move forward in the wizard. If the collector selects 'No,' he/she will be able to edit the entered information.

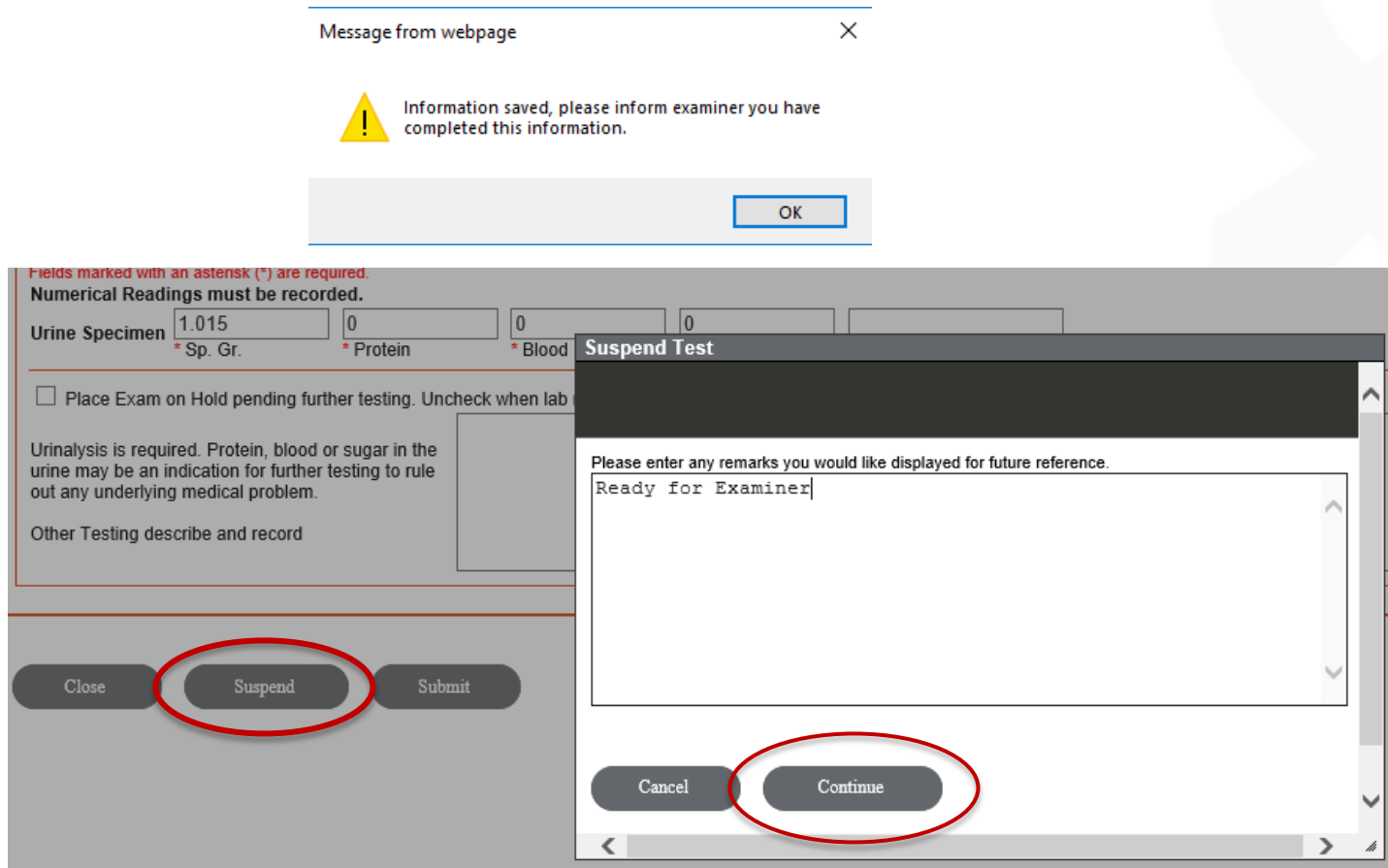


The height you entered is outside the normal range. Is this correct?

Yes No

Suspending the Test (MSS)

MSS Staff will need to suspend the exam before the Provider can access and complete the exam.



The screenshot displays a web application interface with a 'Message from webpage' dialog box and a 'Suspend Test' modal window.

Message from webpage: Information saved, please inform examiner you have completed this information. (OK)

Suspend Test Modal: Please enter any remarks you would like displayed for future reference. Ready for Examiner

Background Form: Fields marked with an asterisk (*) are required. Numerical Readings must be recorded. Urine Specimen: 1.015 (Sp. Gr.), 0 (Protein), 0 (Blood). Buttons: Close, Suspend, Submit.

Suspending the Test – Open Events

All suspended test events will be moved to the 'Open Events' page.

- Home
- Pending List
- Open Events (2)**
- Search

Open Events

Filter By

Search where

Equal to

Search

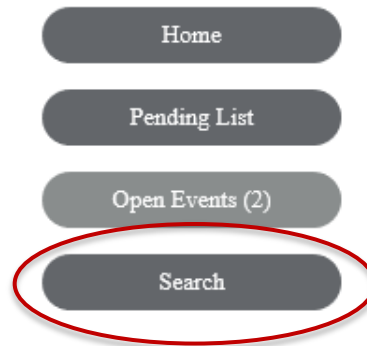
[Pending Determination Exams](#)

Tests highlighted in red need your attention and should be taken care of as soon as possible.

Type	Donor Name	Donor ID	Scheduled Date/Time	Account #	Account Name	DotTest	Status	Collector	Suspended Date/Time	Elapsed Time	
PHY	White_Snow	*****9999	02/20/2018 01:50 PM			Yes	In Process	Jensik, Pamela			Delete
PHY	White_Snow	*****9999	03/27/2018 02:03 PM			Yes	Suspended	Jensik, Pamela	03/27/2018 02:50 PM	00:00	Delete

Revisiting Completed Exams

If you would like to revisit a completed exam that was completed within seven days, you can access the exam by selecting the 'Search' button.



You can re-print the Medical Examination Report and/or the Medical Examiner's Certificate at this time by clicking on either of the buttons found at the bottom of the screen.



Editing a Completed Exam

Only Providers can edit completed exams. Please get in touch with the provider that performed the exam.

MSS will not see this button when revisiting the completed exam.

Re-open the exam for editing