

## How to Resend/Reprint MER's & MEC's

Use the 'Complete/Search' button to find the exam you would like reprint.

Select one of the 'Search' options. If the exam has been completed within the past 7 days, use the 'View completed events (7 days)' radio dial as your search criterion.



Search completed events

Use the drop down menu to search completed events, upcoming events, donor IDs, location, etc.

Search where Donor ID Equal to  

Search by date Date Collected From  15 days  30 days  60 days

**View completed events (7 days)**

Search

[Reset My Data](#)   [Reset All Data](#)

Click on the Donor ID for the exam you would like to revisit.

Donor ID	Donor Name	Specimen ID	Collected	Status	Account #	Company
*****9999	White, Snow		9/21/2017	OK		

You can reprint the reports by clicking on the 'Medical Examination Report' or 'Medical Examiner's Certificate' buttons. If you would like to email the MER/MEC, mark the box for the requested document and enter the recipient's email address in the text field before you click the 'Send Now' button.

### DOT Physical Exam

**DOT PHYSICAL EXAMINATION DETAIL**

Patient Name: **Snow White**    Company: **Pamda Company 2017**    [Test Audit Trail](#)  
 Social Security No.: **\*\*\*\*\*9999**    Exam Date - Time: **09/21/2017 12:32 PM**

Meets standards in 49 CFR 391.41; qualifies for 2 year certificate

Does not meet standards **N / P**

Meets standards but periodic monitoring required due to **comment**

Driver qualified only for:

3 months    6 months    1 year    Other (N / P)

Determination Pending

Return to medical examiner's office for follow up on: **N / P**

Medical Examination Report Amended (reason specified below):

Incomplete Examination (reason specified below):  
**test test**

Medical Examiner's name: **Pamela Jensik**  
 Address: **123 Any Street**  
 City, State, Zip: **Anywhere, UT 12345**  
 Telephone Number: **3333333333**

Wearing Corrective lenses

Wearing hearing aid

Accompanied by a **N / P ( N / P )** Waiver / exemption. Driver must present exemption at time of certification

Skill Performance Evaluation (SPE) Certificate

Driving within an exempt intracity zone (See 49 CFR 391.62)

Qualified by operation of 49 CFR 391.64

Intrastate only

Grandfathered from State Requirements

Medical Examiner's Signature

Close
Medical Examination Report
Medical Examiner's Certificate

THIS IS A FEDERAL EXAM

Email Medical Examination Report     Enter the recipient's email address here

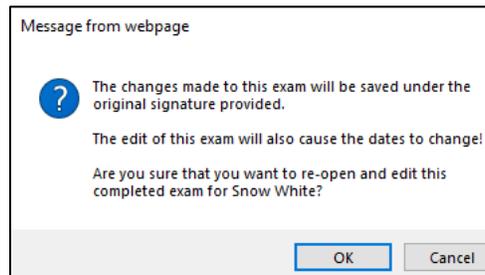
Email Medical Examiner's Certificate          Send now

## Examiners – Editing Exams

Only FormFox users with Examiner logins can edit completed exams. Re-open the exam from the 'Complete/Search' page and click on the 'Re-open the exam for editing' button found at the bottom of the page.

Re-open the exam for editing

Please Note: An examiner other than the original examiner that performed the exam will change the exam's date from the original date if he/she makes any edits after the exam was completed. Additionally, new signatures will be required if a different examiner makes the edits.



Once all edits have been made and submitted, the examiner will need to open both the Medical Examination Report and Medical Examiner's Certificate before clicking the 'Finish' button. Clicking 'Finish' will resubmit the exam to the National Registry with the new edits on the examiner's behalf.

Additionally, exams will only be accessible under the location account the exam was completed under. (i.e. The Examiner completes exams at 2 locations. The Examiner has completed Driver A's exam at Location 1. The Examiner will not have access to Driver A's exam if logged in under Location 2. He will need to select Location 1 during the login process in order to see Driver A's exam in the Completed/Search page.)