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.

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

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.
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.)