One commitment

iPad Examiner App Overview



A Quest Diagnostics Company

Presented to:

December 2018



Examiners App



Login Screen

- Login into Examiners App
- Forgot password
- Forgot Username

<u>Note</u>: "Logout" of Examiners App when entire appointment is completed





A Quest Diagnostics Company

Examiners App-Welcome

Welcome Screen

- View appointments for future dates
 - Search for ipad orders that are assigned to examiner

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- Use "Enter Global ID" at top right corner of page
- Blank Lab Slips
- Upload History
- Part 2 Search
- Reset Password
- Logout
- Sync
- About

erizon LTE		1:52 PM		1	\$ 53% 🔳
(ExamOne)				Q Global ID	
A Quest Diagnostics Company	Today			4 appointme	nt(s)
agar QA V Veeramalla	Varsha NYL				
	Today at 5:00 AM #	18642196			
Appointments	Carrier:	New York Life Insurance Co APS	ompany/		
Blank Lab Slips	Services:	Para Exam, EKG			
Jpload History			() eDoc Status: No eDocs	Details	
Part 2 Search	Jay Tafttwentyf	five			
Reset Password	Today at 4:00 PM #	18642151			LAB1
	Carrier:	Agency Works/Allstate Life	NY		
Logout	Services:	Resting ECG Tracing			
About			eDoc Status: Not Started	Details	
					-
	Varsha Banner				
	Today at 5:45 PM #	18642357			CRL
	Carrier:	Intelliquote/Banner Life Ins Company/TAKE PACKET			
	Services:	Para Exam, EKG			
🔊 Sync			eDoc Status: Not Started	Details	
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Electronic Lab Slips



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ExamOne



Account Specific Companies

- Default** generic/blank eLab slip.
- Your local office will be able to provide a list of participating companies.
- **use a Default eLab slip for the following scenario:
 - Applicant order not found on the Examiner App appointments page
 - Company is not listed in Blank Forms tab
 - Work order states a LabOne kit is to be used
 - Follow account specific instructions from work order when completing default eLab slip (i.e. do not enter driver's license #, do not ask medical questions, do not enter applicant email address, etc.)



Electronic Lab Slips



A Quest Diagnostics Company

eLab slip – Applicant Verification / Insurance Co. Customization

Example: Default - eLab slip

In this image we see the **DL Number** question

is displayed (account specific instructions).

Reminders:

•Verification Section - Once applicant is verified – cannot go back to change info unless you hit "cancel" in top left corner of page and start over

•Customized eLab slips – reduces errors!! (i.e. State Farm)

- Fields in the customized eLab slips will be
- automatically omitted, such as:
 - SS#
 - DL#
 - Medical questions
 - additional test requests

Note: Pre-populated info <u>can</u> be changed/edited. Ensure all information is correct on eLab slip

) A	LXAM(ne) Quest Dagnostics Company	
Verification			
* Global ID	******	* Photo ID Type	Driver's License
	12345678	* DL State	Kansas
* Specimen Barcode	********	* Driver's License Nun	nber K01-23-4567
· opecimen barcode	*****	* Date of Birth	01/01/1999
Barcode Scan	1234567890	* Gender	Male Female
* First Name	Field		
* Last Name	Support	Pictu	ire ID Verified
Middle Initial	M.I.	Picture	ID Not Verified

Cancel

Electronic ID Slip - Default



A Quant Diamanting Commonly

Verification

* Global ID	******	* Pho	to ID Type	Driver's License
	12345678	ID Verified	tate	Kansas
* Specimen Barcode	******	If you are unable to verify a Picture ID, the paramedical exam	er's License Number	K01-23-4567
Barcode Scan	1234567	session cannot proceed. Are you sure that you would like to end this exam? To go back to the	of Birth	01/01/1999
* First Name	T2345076	Verification section press "Back". To cancel the exam press	der	Male Female
· First Name	Field	"Cancel Exam"	Dicturo II	
* Last Name	Support	Back	Ficture II	
Middle Initial	M.I.	Cancel Exam	Picture ID I	

Cancel



Electronic ID Slip - Default

Notice and Consent for Proposed Insured/Legal Guardian

HIV Testing May Be Performed On Your Specimen(s)

Please read this notice and consent agreement carefully before proceeding.

To assist in determining your insurability, the Insurance Company (the Insurer) has requested that you provide a blood, urine and/or oral fluid specimen(s) for testing by a licensed laboratory.

HIV testing (which may include but may not be limited to tests for HIV antibodies) may be performed on your specimen(s). You will be given an Important Applicant Information Brochure which contains information regarding HIV/AIDS prior to the collection of your specimen(s), should HIV testing be performed on your specimen(s). You should read the brochure and discuss any questions you may have with the Examiner who is overseeing the collection of your specimen(s) before choosing to have HIV testing performed on your specimen(s).

Additional tests to be performed on your specimen(s) may include, but are not limited to, determinations of blood cholesterol and related lipids (fats), screening for liver or kidney disorders, diabetes, hepatitis, immune disorders, Prostate Specific Antigen testing (a test for disorders of the prostate including prostate cancer), the presence of nicotine (or cotinine), certain prescription medications, and drugs of abuse. Other tests may be performed on your specimen(s) as directed by the Insurer.

All test results will be treated confidentially. They will be reported by the laboratory to the Insurer. When necessary for business reasons in connection with the insurance you have applied for with the Insurer, the Insurer may disclose some or all test results and other information to others such as affiliates, reinsurers, employees or contractors. If the Insurer is a member of the Medical Information Bureau, Inc. (MIB), and if the HIV test results are other than negative, the Insurer may report to the MIB a generic code which specifies only a non-specific abnormality. Other test results and information may be reported to the MIB in a more specific manner. The laboratory and other organizations described in this paragraph may maintain the test results and other information in a file or data bank and may use the data for statistical analysis or research purposes. Testing will be performed and test results will be disclosed pursuant to the Occupational Safety and Health Administration regulations in case of an occupational exposure to your specimen(s). Positive HIV and hepatitis antibody/antigen tests will be reported to your State Department of Health if the laboratory or the Insurer is required and permitted to do so by law. There will be no other use or disclosure of test results except as may be required or permitted by law or as authorized by you. The insurer may contact you if there are abnormal test results which, in the Insurer's opinion, are significant.

The Insurer may ask you for the name of a physician or other health care provider to whom you may authorize disclosure and with whom you may wish to discuss the results.

12:34 PM Fri Dec 21



Cancel



information about me (including but not limited to medical information). If HIV testing is requested by the insurer, I authorize HIV testing on my specimen(s). If a blood specimen(s) was drawn, I did voluntarily consent to the withdrawal of blood from me by needle or lancet. I further acknowledge receipt of the Important Applicant Information brochure.

Electronic ID Slip - Default

I agree that by clicking on the box marked "Not Sign and Disagree" I choose not to sign the terms set above, and I agree to discontinue this paramedical examination by the examiner. I understand the insurance company to whom I applied will be contacted.

Not Sign and Disagree

I confirm that I have read the terms set forth above under the headings Notice and Consent for Proposed Insured/Legal Guardian, and I further confirm that I have received a paper copy of the Important Applicant Information brochure. I agree that by signing inside the signature box I am legally bound to the terms in those sections in the same manner as if I was writing my actual signature.



Cancel

*	Street Address	10101 Renner Blvd
*	City	Lenexa
*	State	Kansas
*	Zip Code	66219
	Social Security Number	Social Security Number

12:34 PM Fri	Dec 21		📲 LTE 83% 💷
Cancel	Electron	nic ID Slip - Default	
	Insurance Company Information		
Complete	Lab Code	Enter Lab Code	
	 Insurance Company Full Name 	Enter Full Name	
	Home Office City	Enter City	
	State	Select Value	
	Reference/Policy/Member Number	Reference Number	
	Plan Type	Individual	Group
	Policy Type	Select Value	
	Amount of Insurance Applied For	Amount applied for	
	Agent Last Name	Enter Name	
	Agent First Name	Enter Name	
	Agency Name	Agency	
	Agent Code	Enter Code	
	Agent Phone Number	Enter Phone Number	
	State	Select Value	
	Zip Code	Zip Code	
//	Agent Email Address	Email Address	

Cancel

Electronic ID Slip - Default

Insurance Company Information		
Lab Code	Enter Lab Code	
* Insurance Company Full Name	Enter Full Name	
Home Office City	Enter City	
State	Select Value	
Reference/Policy/Member Number	Reference Number	
Plan Type	Individual	Group
Policy Type	Select Value	
Amount of Insurance Applied For	Amount applied for	
Agent Last Name	Enter Name	
Agent First Name	Enter Name	
Agency Name	Agency	
Agent Code	Enter Code	
Agent Phone Number	Enter Phone Number	
State	Select Value	
Zip Code	Zip Code	

iPad

* Urine Temperature (°F) + Height * Feet * Inches 5 * Weight (Pounds) Blood Pressure 1st Blood Pressure * Systolic Diastolic 94 94 95 2nd Blood Pressure * Systolic 96 2nd Blood Pressure * Systolic 96 97	* How many hours since you last ate/drank?	9	
+ Eight 5 * Inches 5 * Weight (Pounds) 165 Blood Pressure 13t Blood Pressure * Systolic 94 * Diastolic 95 2nd Blood Pressure 96 * Diastolic 97	* Uning Tomporation (97)	0	
Height 5 * Inches 5 * Weight (Pounds) 165 Blood Pressure 1 * Systolic 94 * Diastolic 95 2nd Blood Pressure 1 * Systolic 96 * Diastolic 97	Orine Temperature (-F)	94	
* Feet 5 * Inches 5 * Weight (Pounds) 165 Blood Pressure 13t Blood Pressure * Systolic 94 * Diastolic 95 2nd Blood Pressure 95 * Systolic 96 * Diastolic 97	Height	-	
* Inches 5 * Weight (Pounds) 165 Blood Pressure 13t Blood Pressure * Diastolic 94 2nd Blood Pressure 95 2nd Blood Pressure 96 * Diastolic 97	★ Feet	5	
* Weight (Pounds) 165 Blood Pressure	* Inches	5	
Blood Pressure	 Weight (Pounds) 	165	
1st Blood Pressure * Systolic 94 * Diastolic 95 2nd Blood Pressure 96 * Diastolic 97 3rd Blood Pressure 97	Blood Pressure		
* Systolic 94 * Diastolic 95 2nd Blood Pressure 96 * Diastolic 97	1st Blood Pressure		
	* Systolic	94	
2nd Blood Pressure * Systolic 96 * Diastolic 97 3rd Blood Pressure	* Diastolic	95	
* Systolic 96 * Diastolic 97	2nd Blood Pressure		
* Diastolic 97	* Systolic	96	
3rd Blood Pressure	* Diastolic	97	
	3rd Blood Pressure		
* Systolic 98	* Systolic	98	

Cancel

Complete Dia More Information

Pulse Info	ormation		
3	* Pulse	88	
	Irregularity	4	
History of			
	High Blood Pressure	Yes	No
	Diabetes	Yes	No
	Heart Disease	Yes	No
Test Requ	lests	Select Value	
Do you us	se tobacco in any form?	Yes	No
Are you c system (g	urrently using any type of nicotine delivery jum, patch, nasal spray, etc.)?	Yes	No
Medicatio	un Use		
	Are you currently taking ANY prescription drugs, vitamins or over-the-counter medications?	Yes	No
In the pas has your o revoked?	t 5 years have you had a moving violation or drivers license been restricted, suspended, or	Yes	No
annnann			

Cancel

Pulse Int	formation				
	* Pulse			88	
	Irregularity			4	
History	of				
	High Blood	A1C	CBC	Yes	No
	Diabetes	CDT	Full Drug	Yes	No
	Heart Disea	Hepatitis	Microalbumin	Yes	No
Test Rec	quests	PSA	Other	Microalbumin	
Do you u	use tobacco in 2	104		Yes	No
* If yes, w	hat type of pro	Cle	ar All	Select Value	
Are you system	currently using (gum, patch, na.			Yes	No
Medicat	ion Use				
	Are you curr drugs, vitam medications	ently taking A iins or over-th ?	NY prescription ne-counter	Yes	No
In the pa has your	ast 5 years have r drivers license	you had a mo been restricte	iving violation or ed, suspended, or	Yes	No

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NOTE: Test Request-Is only to be selected When a special test has been ordered by the underwriter. Refer to the notes section of the Work Order !

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iPad

Com



<u>Listing medications</u> – up to 9 max.

- One medication per line
- After a medication has been listed press "Enter" on keyboard to move to the next line
- Additional meds can be listed in the comments section





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Cancel **Electronic ID Slip - Default** In the past 5 years have you had a moving violation or has your drivers license been restricted, suspended, or Yes No revoked? Complete **Examining Company** Phone Number * Examining Company ExamOne * **Branch Phone Number Examiner Name** * Examiner's Name * State Select Value **Branch Number Branch Number Examiner Comments Proposed Insured Review**

eLab slip – Helpful Tips

- <u>Missing required fields (*) eLab slip</u> can be <u>submitted</u>
 - Select "Override Reason" from scroll menu

Example 1: Applicant not fasting

- 1) "how many hours since last ate/drank?"
- 2) Leave blank "0" not valid answer
- 3) select override reason "Did not fast"

Example 2: No Urine Specimen collected

- 1) Leave urine temperature question blank
- 2) select override reason "Unable to provide urine sample"

Override Messages for required fields (*) left blank

Select Override Reason:

Refused to give blood Refused to be weighed

Unable to provide urine sample

Unable to collect blood sample Other (please provide description)

Description Required for "Other"

Cancel



Submit

Completing eLab slips - Once an eLab slip is submitted info cannot be edited/viewed



- If error(s) submitted
 - 1) contact ExamOne Field Support immediately so that the lab can be notified
 - <u>Phone</u>: **1-800-371-2907(option 1)**
 - Email: EOFSmobile@examone.com
 - <u>Help Button App:</u> see next slide for info
 - 2) <u>MUST</u> complete and send paper lab slip with specimens in lab kit to the lab.



Submitting an Error Report

Help Button

- Report Issues
- Reset Password
- Recent Notes
- Ipad Settings
- FAQ
- Contact Us



HELF

Resource Center





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• CONCE VERIZON LTE	Proposed Insured Review	eler etails ysubmitted.	7 * 54% ■→
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Jul 27, 2018 5:00 PM			
CONTACT DETAILS			
Cell:	N/A		
Home:	4445556666		
Work:	N/A	eDocuments	×
Address:	10 Test Ave Lenexa KS 66219	Lab Slip	
	W 87th st	Reflexive lab slip performed on the device.	Completed
Legal	Directions		t St
INSURANCE			
Carrier:	RiverSource Life Insurance Co/NY Only,		
Lab Code:	GFGR		
ACTIONS			
	Enter Status	eDocuments	
INSTRUCTIONS			

Home Notes

Examiners App – Connectivity/Sync Button

Sync Button in Real Time



IMPORTANT: All examiners must bring paper forms to all exams, in the event of a technical iPad issue.





Completing the paramedical exam electronically

eDoc



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Completing an eDoc



Examiners App – eDocuments Search

If an eDocument is not on iPad appointments page the applicant's part II can be searched for by using the "eDocuments Search" found on the Examiners App main page

- 1) Tap on "eDocuments Search"
- 2) Select the correct insurance company and enter the GID/Order #

Note: if part II is not found - revert to paper

IMPORTANT: **Do Not** use "Demo" option from the drop down menu for applicant orders.

Company	Select Company	
GlobalId	Globalld	
		~
(Search	



Select Company	~
AmericanGeneral	
FarmersMVC	
MassMutual	
NewYorkLife	
NorthWestMutual	
Transamerica	
Demo	

eDocument (Part II)

IMPORTANT: iPad must be in a connective state with Verizon LTE. eDocument <u>*cannot*</u> be completed if iPad is in 3G state of connectivity.

- If the "revert to paper" message appears after opening eDocument
 - 1) attempt to reconnect to Verizon LTE and sync the Examiner App before reverting to paper part II
 - 2) revert to paper process for Part II portion of exam if Verizon LTE unavailable
 - A Bug Report can be submitted, but part II must be done on paper. ExamOne Field Support cannot make any corrections "on-the-fly" that will allow the user to complete the exam electronically



Work Flow Reminders

- <u>Spouse Appointments</u> complete 1 applicant at a time using the iPad
- If eLab slip is completed on iPad <u>DO NOT</u> send paper lab slip in the kit this will be counted as an error
- If the eDocument/Part II is done on the IPAD <u>DO NOT</u> send paper copy in the lab kit
- <u>MUST</u> follow paperwork destination instructions on work order may have account specific info regarding paperwork destinations for specific <u>or</u> all forms collected during exam
- Send the following items to the lab unless instructions from work order notes state otherwise
 - Work order
 - HIV consent (hardcopies) paper HIV consent must be sent with lab kit if required/stated on work order
 - HIPAA
 - Packet
 - Any other attending paperwork that was <u>NOT</u> completed on the iPad
- <u>2 companies/1 applicant</u> If there are 2 different iPad eligible company orders for 1 applicant
 - Both companies <u>must</u> be LabOne orders
 - Complete 1st company order using the paper lab slip
 - Complete 2nd company order on the iPad eLab slip documenting barcode from the paper lab slip of 1st company
 - Collect/send 1 set of specimens in lab kit with barcode labels from paper lab slip
 - **1 barcode used for specimens, paper lab slip and eLab slip (iPad)**

Getting started with the edoc/paramed



INSTRUCTIONS



Attention Examiner

Please be sure to ask the applicant if they are willing to eSign the exam. Explain to the applicant that the Electronic Paramed is the fastest method as their completed exam will be at the insurance company within approximately 30 minutes.

If they are not willing, revert to the paper application process and alert the field office to change the requirements back to a regular Paramed.

Is the proposed willing to eSign?





9:21 AM Tue Jan 29		•••• LTE 96% 🌮
Done	eDocuments	
Legal & General		
	This exam is being completed for	
	City, State and Zip where application is being signed:	
	City VINELAND	
	Zip 08360 -	
	Last 4 digits of Examiner ID Number: Please enter the correct last 4 digits of your Examiner ID	
	Check here if you have validated the identity of the applicant by viewing photo identification.	
	Picture ID Number:	
	ОК	







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9:23 AM oo Verizon LTE ⊀ 35% 🔳 **eDocuments** Done 20. Depression, anxiety, psychosis, suicidal thoughts * 🔾 Yes 🔵 No or attempts of suicide, anorexia or bulimia, obsessive compulsive disorder, bipolar disorder, or other mental, nervous or emotional disorder? 21. Arthritis or disorder of the bones, skin or muscles? * Yes No 21.a. Arthritis * 🗌 Yes 🖸 No Add Another Condition 21.b. Bone Disorder * 🔵 Yes 🖸 No * 🔵 Yes 🖸 No 21.c. Broken Bone 21.d. Muscle Disorder * 🔵 Yes 🖸 No 21.e. Psoriatic Arthritis Add Another Condition 🖸 Yes 🔵 No 21.f. Rheumatoid Arthritis * 🔵 Yes 🖸 No 21.g. Skin Disorder * 🔵 Yes 🖸 No 22. Any disease or disorder of the eyes, ears, nose or * O Yes O No throat?

For 7 - 22 questions

Conditio	n Details	Treatment	Medications	Doctor/Facility	What	tests were rformed?	What	was the result(s) of the test(performed?	s)
21.a. Arth	iritis	UNKNOWN	None	None	UNKNOWI	N	υνκνο	WN	Delete
21.e. Pso	riatic	UNKNOWN	Unknown	Unknown	NONE		NONE		(Delete)
acy Policy	Go	to Page		Print Previ	ew	<<< Pre	v	Save & Exit	Next >>>



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Done eDo	ocuments	
system including chronic headaches, convulsions or loss of consciousness, seizures, tremors, paralysis,		
21.a. Arthritis		×
21.a. Arthritis		
Condition Details	* 21.A. ARTHRITIS	
What was the date of onset of this condition, impairment,	* 🔘 Year	
illness, injury or test?	Month/Year	
	Month/Day/Year	
	O Unknown	
Details	* TEST	
What are the frequency, #, and/or date of the last attack?		
Frequency		
Number		
Date of the last attack	* O Year	
	Month/Year	
	Month/Dav/Year	
	O Unknown	
Add Another Ad	Id and Close	
5 ご ("Test" T	Testing Test2	



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eDocument (Part II) – Physician Lookup

octor			Unknown OKnown Unknown					
Doctor Select-								
First Name			•					
Middle Initial								
Last Name			•					
Suffix								
hysician Address			• Known O Unknown					
hone Number			<u> </u>					
acility			* Known O None	Unknown				
		8		1				
		2	hysician Lookup					
ere tests performed?			* Yes No		******	*******		
dicati Physician Search								
			[Smith		Can	ncel	
omm	First Name	John	Last Name	annin) <u>co</u>	in the second	
comm	First Name Address	John	City	amin]		
comm	First Name Address State	- Select state -	City City Zip Code	aniti)		
comm	First Name Address State	- Select state -	City City Zip Code)	Search	Rese
	First Name Address State	- Select state -	City Zip Code)	Search	Rese
Eirst Nan	First Name Address State	2 John - Select state - Specialty	City Zip Code	Address 2	City	State	Search	Rese
First Nan	First Name Address State	Specialty Therapy - Physical	Last Name City Zip Code	Address 2 Ste B	City Kansas City	State KS	Search Zip 56112-1851	Phone 91329996
Eirst Nam Bolect I hn Sollect John	Eirst Name Address State East Name Smith Smith	Specialty Therapy - Physical Optometry	Last Name City Zip Code Address 1 8437 State Ave 11927 Plaza Dr	Address 2 Ste B	City Kansas City Murrelis Inlet	State KS SC	Search Zip 66112-1851 29576-9356	Phone 91329996 84365142
Solect John Solect John	Eirst Name Address State	Specialty Therapy - Physical Optometry Family Practice	Last Name City City Zip Code H37 State Ave 11927 Plaza Dr 150 Gilbreath Dr	Address 2 Ste B	City Kansas City Murrells Inlet Oneonta	State KS SC	Search Zip 66112-1851 29576-9356 35121-2827	Phone 91329996 84365142 20527481
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Some Solect John Solect John Solect John Solect John Solect John	E Last Name Address State State Smith Smith Smith Smith Smith Smith	2 John Select state - Specialty Therapy - Physical Optometry Family Practice Endodontics Endodontics	Address 1 City Zip Code 4 8437 State Ave 1927 Plaza Dr 150 Gilbreath Dr 1011 N Craycroft Rd 7493 N Oracle Rd	Address 2 Ste B Ste 107 Ste 217	City Kansas City Murrelis Iniet Oneonta Tucson Tucson	State KS SC AL AZ	Search 66112-1851 29576-9356 35121-2827 85711-7310 85704-6366	Phone 91329996 84365142 20527481 52032208
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Somm Bolect Phrst Nam Bolect Phrst Solect John Golect John Golect John Golect John Golect John Golect John	kithered Single	2 John - Select state - Speciality Therapy - Physical Optometry Family Practice Endodontics Endodontics Counseling	Address 1 City Zip Code 8437 State Ave 11927 Plaza Dr 150 Gilbreath Dr 1011 N Craycroft Rd 7493 N Oracle Rd 512 E Whitehouse Canyon Rd 2141 Office Park Dr	Address 2 Ste B Ste 107 Ste 217 Ste 120 Ste 1	City Kansas City Murrelis Inlet Onconta Tucson Tucson Green Valley San Angelo	State KS SC AL AZ AZ TX	Zip 66112-1851 29576-9356 35121-2827 85711-7310 85704-6366 85614-0551 76904-6836 16904-6836 <td>Rese 91329996 84365142 20527481 52032208 52032208 52032208 32594213</td>	Rese 91329996 84365142 20527481 52032208 52032208 52032208 32594213
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Somm Soleci Sole	First Name Address State State Smith	2 John Specialty Therapy - Physical Optometry Family Practice Endodontics Endodontics Endodontics Counseling Internal Medicine Internal Medicine	Address 1 City Zip Code 8437 State Ave 11927 Plaza Dr 150 Gilbreath Dr 1011 N Craycroft Rd 7493 N Oracle Rd 512 E Whitehouse Canyon Rd 2141 Office Park Dr 532 Webb Blvd 2604 Dr M L King Jr Blvd	Address 2 Ste B Ste 107 Ste 120 Ste 120 Ste 1	City Kansas City Murrelis Iniet Oneonta Tucson Tucson Green Valley San Angelo Havelock	State KS SC AL AZ AZ TX NC NC	Zip 66112-1851 29576-9356 35121-2827 85711-7310 85704-6366 85614-0551 76904-6836 28532-2042 28562-4238	Resd 91329996 84365142 20527481 52032208 52032208 32594213 25244770 25263840
Somm General General General General General John John John John John John John John	Eirst Name Address State State Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith Smith	John John John John John Specialty Therapy - Physical Optometry Family Practice Endodontics Endodontics Endodontics Counseling Internal Medicine Internal Medicine	Address 1 City Zip Code B437 State Ave 11927 Plaza Dr 150 Gilbreath Dr 1011 N Craycroft Rd 7493 N Oracle Rd 512 E Whitehouse Canyon Rd 2141 Office Park Dr 532 Webb Blvd 2604 Dr M L King Jr Blvd 137 Medical Ln	Address 2 Ste B Ste 107 Ste 120 Ste 1	City Kanasa City Murrelis Iniet Oneonta Tucson Tucson Cireen Valley Gan Angelo Havelock New Bern Pollocksville	State KS SC AL AZ AZ TX NC NC NC	Zip 66112-1851 29576-9356 35121-2827 85711-7310 85704-6366 85614-0551 76904-6836 28532-2042 28562-4238 28573-8200	Rese 91329996 84365142 20527481 52032208 52032208 52032208 32594213 25244770 25263840 25263310

"Physician Lookup" now accessible within YES reflexive questions

Tap on "Physician Lookup" link found at the bottom of the physician questionnaire

- 1) Enter as many fields as possible to limit the number of records displayed on the search result screen
- 2) "Select" physician record
- 3) Physician info automatically loaded into question

Note: all other YES questions will allow examiner to choose same physician record from dropdown menu **or** search/enter different physician

nat nysio	Select	~	tne	* 🛛 Knowr
eate P	James Smith , KS , 913-88			
	Colort			



eDocument (Part II) – Helpful Tips

 <u>Physical Measurements</u> – automatically transfer from eLab slip to eDocument (Part II)

- Use upper **and** lowercase letters appropriately
- YES answers are reflexive must answer 5D's
 - <u>D</u>ate of diagnosis
 - <u>D</u>iagnosis
 - **D**octor (name, address, phone)
 - **D**rugs prescribed
 - **D**uration



Family History – siblings

- 1)Enter # of siblings still living
- 2)Must "Add Sibling" to enter *each* sibling's age and health status
- 3)Siblings list generated

How many sib still living?	lings do you have that are * 2	
Add Siblin		
Age	Health status	Add
	Good	(Delete)
43		



Completing the eDocument (Part II)

Reminder: iPad will notify examiner at the end of eDocument (Part II) if required fields are missing and will allow examiner to go back to missed questions

To go into different sections of eDocument:

- 1) Tap on "Go to page" button in the lower left corner of page
- 2) Pop-up box will display a list of all the sections of the eDocument
- 3) Verify <u>ALL</u> sections of Part II have a <u>green check mark</u>.

-- tap on sections that are incomplete and finish the exam prior to leaving applicant's home

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Done	eDocun	nents
Legal & General	Client Name : VARS Policy Number : 1864	5HA BANNER Life Application for K 12364 BannerLife Application - Examine
Examiner First Name Middle Initial Last Name	k K	SAGAR QA
Examiner's Address Street	k.	<
 Personal Information Family History Second Blood Pressure Read Personal Health History (Part Personal Health History (Part 	ing * : I) *	SELECT
 HIV Testing and Consent Examiner's Report Examiner Summary Page eSignature Page 	, , , , , , , , , , , , , , , , , , ,	 Proposed Insured's Residence Proposed Insured's Business Examiner's Office Other
Privacy Policy Go to Page	Print Preview	<

eDoc- Consent Forms



To determine your insurability, the Insurer named above (the Insurer) has requested that you provide a sample of your blood for testing and analysis. All tests will be performed by a licensed laboratory.

Unless precluded by law, tests may be performed to determine the presence of antibodies or antigens to the Human Immunodeficiency Virus (HIV), also known as the AIDS virus. The HIV antibody test that we perform is actually a series of tests done by a medically accepted procedure. The HIV antigen test directly identifies AIDS viral particles. These tests are extremely reliable. Other tests which may be performed include determinations of blood cholesterol and related lipids (fats) and screening for liver or kidney disorders, diabetes, and immune disorders.

All tests results will be treated confidentially. They will be reported by the laboratory to the Insurer. When necessary for business reasons in connection with insurance you have or have applied for with the Insurer, the Insurer may disclose test results to others involved solely in the underwriting process such as its affiliates, reinsurers, employees, or contractors. If the Insurer is a member of the Medical Information Bureau (MIB, Inc.), and if the test results for HIV antibodies/antigens are other than normal, the Insurer will report to the MIB, Inc. a generic code which signifies only a non-specific blood test abnormality. If your HIV test is normal, no report will be made about it to the MIB, Inc. Other test results may be reported to the MIB, Inc. in a more specific manner. The organizations described in this paragraph may maintain the test results in a file or data bank. There will be no other disclosure of test results or even that the tests have been done excent as may be

<<< Prev

Save & Exit

Next >>>

Print Preview



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Go to Page ...

eDocument (Part II) – Applicant Verification / Insurance Co Customizations

<u>IMPORTANT</u>

If a Part II needs to be completed for a different state, Part II <u>must</u> be completed on <u>paper</u>. IPAD cannot diagnose a special state request.

Reminders:

- **eSign** Applicant must agree to sign electronically at the beginning of the eDocument process-Examiners Nor the office can complete applicant /examiner signatures after exam is completed
- Verification Section validate the identity of the applicant using a photo ID
- Required questions clearly marked with red asterisks (*) <u>must be</u> <u>answered.</u>
 - Cannot leave any questions blank

<u>Note</u>: Pre-populated Info can be changed/edited



	Done		9:28 A eDocum	M ents		→ 🛊 35% 🔲 →	
	Legal & General		Client Name : VARSI Policy Number : 18642	1A BANNER 364	L BannerLife Applica	ife Application for KS tion - Summary Page	
		Please p	The Interview porti press the "Next" button to	on is complete. begin the eSignature j miner will need to sig	process.		0 0
	Privacy Policy	B Go to Page	Print Preview	<<< Prev	n. Save & Exit	Vext >>>	
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Legal & Genera		eSignature P	rocess Overvi	ew			
-	Applicant Disclosures	Applicant e	Signature	Examiner eSig	gnature	Exam Submitted	
The Pa disclos will ser The Pr	rt B eSignature process ure and disclaimer stater ve as their digital signat oposed Insured should c	requires the proposed in ments. Upon careful rev ure. A process has been lick the button below to	isured and paramedica iew of all information, put in place to help er indicate that he or she	l examiner to revie the signer will click soure both parties' is now proceeding	w the accuration onlin each scable signal persc formation is with a eSignature p	e and agree to a series of ure box on the application. To s secure and confidential rocess.	This
Click tl	ne button below to start	the eSignature process.					
		C	ancel eSignature	Proposed Ins	sured eSignature	Examiner eSignatur	e
Privac	y Policy						
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eDocument (Part II) – eSignature Process for Applicant

1) Applicant *must* tap on "Terms of Use"

--Pop-Up window appears to review "Terms of Use"

2) Instruct applicant to check "I have read Terms of Use"

3) Instruct applicant to tap on "I Agree"



Privacy Policy



eDocument (Part II) – eSignature Process for Examiner

osed insured and paramedica f all information, the signer v	Examiner to review the application of	on the device and agree to a series of
osed insured and paramedica f all information, the signer v	Examiner to review the application	on the device and agree to a series of
the second state and the second state is a	will click each applicable "I Append but	then on the application A soll to the
sured will be used to provide	the 4-digit code that will need to be	entered to complete the eSignature
confide	at in place to help ensure both parties initial.	s' personal Information is secure and
ree" button below to indicate	that He or She is now proceeding wit	th the eSignature process
	Ca	ncel eSignature I Agree
	iature. A process has been py confide ree ^{+*} button below to indicate	vature. A process has been put in place to help ensure both parties confidential. ree* button below to indicate that He or She is now proceeding wi

Once the applicant has finished their eSignature you will click on "I agree" to complete your eSignature.

Examiner will need to follow the prompts in completing the eSignature process and then click on "Finish and Submit"





41 • CONFIDENTIAL – For internal circulation only

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eDocument Completed



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eDocument Completed – Verification





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eDocuments – Not Viewable in Portal

SCENARIO: office unable to see completed part II documents in Portal - verify if a part II was completed and submitted after appointment date

To ensure eDoc completion/submission:

1) Tap "eDocuments Search" button

 Choose the correct insurance company and the GID/Order #

- If eDoc successfully completed/submitted: screen will display "*Read Only*" in the bottom right hand corner of the page
- If eDoc unsuccessfully completed/submitted:
- 1) iPad will prompt if applicant will agree to eSign
- 2) examiner must enter last 4 digits of examiner ID
- 3) examiner will be taken to the eDoc section most recently worked on

 Examiner can use the "Go to Page" button to complete sections that do not have a green checkmark

<u>Note</u>: "GID Search" feature (top right corner of welcome screen) will not work if eLab slip has already been successfully submitted - *Must use the eDocuments Search Button*





Done	eDocuments	
ExamOne)	Client Name : IWANNA RING Policy Number :	ExamOne Application for KS Personal Information
1. Proposed Insured Na	ame	
First Name	* IWANNA	
Middle Initial		
Last Name	RING	
Suffix		
Birth Date	* 04/05/1987	
SSN	* Known	
	* 111-22-2333	

<u>**Troubleshooting Tip:**</u> If the eDocument image is NOT viewable in Portal at least 1 hour after submission-

<u>Notify ExamOne Field Support</u> use Help Button App <u>OR</u> send an email to <u>EOFSmobile@examone.com</u>

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enter

Read On

iPad Use Questions and Support

- ExamOne Field Support (EOFS) <u>1-800-371-2907(option 1)</u>
 - For all technical questions

For basic iPad usedgxlenexamonefieldspecialists@questdiagnostics.com





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