

ePhysical Tutorial Process

The following are the basic instructions for creating the summary form.

- **Create a summary form** utilizing the application in the first column marked “physical” on the far left-hand side of the page. This application is the original process utilized for creating a summary form. It is necessary to utilize this page to successfully enter your exams.
- **Enter date** (be sure it is the date of your physical exam clinic **NOT** the day you are creating the summary form).
- **Select students** from the pull down list by clicking on the blank box.
- **Select building** or all buildings.
- After you have **completed** your student list, you can create and print the “Permission to Examine Forms,” (if applicable), by selecting either an *English* or *Spanish* version found in *italics* on the lower right-hand side of the page.
- **Adding students** must be done utilizing the original summary form process. The “Add Student” menu is found on the lower left-hand side of page. **Deleting students** is done by clicking the **RED X** on the “ePhysical” to the right of the student’s name.
- **SUBMIT** and move to “ePhysical.”

An identical “ePhysical” form has been created in the far right column, “ePhysical” (electronic copy). If you need to make changes (such as the date), pull up your original summary form in the first column on the far left to make changes. Be sure to click **SAVE**.

- **Utilizing an iPad.** After typing in their name, the provider signs electronically and submits exam results directly into the student’s MSIS health file. A clinic iPad or personal iPad can be used.
- **Utilizing a computer.** The health provider will still be able to submit electronically into the student’s MSIS health file. If you have Mozilla Firefox on your computer, after typing in your name, you can sign on the “View All” form on the lower right-hand side. Put your cursor in the white box beneath (a blue dot will appear), sign your name with your mouse, and **submit**. You can easily download the Firefox Program from the MSDR website <https://www.msdr.org>. It is not possible yet to sign electronically if you are using Internet Explorer. If a provider cannot electronically sign, the health provider will need to print out a copy of the exam form, sign, and send to us for our records and reimbursement.
- **Health providers** need to request an Internet “Guest” login and password from the school district (at least 24 hours in advance) ready to go prior to their arrival to do the physical exams.
- **Health providers** do have access to the entire “ePhysical.”
- **School districts** should only submit past positive PPDs, height, weight, vision and hearing screenings on the “ePhysical” form. School districts still must inform provider of any part of the exam refused by the parent or student. This is done when submitting “Parent Interview Forms” to the health provider.
- The **MSDR programmers** are currently working on the “Parent Interview” section of the “ePhysical” form so school districts can soon submit “Medically Diagnosed Alert Conditions” reported by the parent on the “ePhysical” form.

As the development of this process evolves, we will immediately send you the updated process. If you need any technical assistance, as this can be a confusing transition, please do not hesitate to contact me and I will walk you through the entire process.

Shelley Seslar,
Interim Supervisor, Washington St Migrant Health Program
Office 509-665-2626 ~ Cell 509-670-1628 ~ Fax 509-662-9027
430 Olds Station Road ~ Wenatchee, WA 98801
www.ncesd.org

10/12/2016