USER GUIDE DOCUMENTATION

FOMEMAR®
Prevention & Care

Medical Examination Results Transmission System (MERTS) Enhancement

MERTS MODULE FOR X-RAY
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1. LOGIN

1.1 Login MERTS 3.0
To login to MERTS 3.0, you will need a user code and password. For users previously registered with FOMEMA, please use your existing MERTS user code and password. Click the Login button to logon to MERTS 3.0.

![Login Form](image)

If your login format is wrong, the application will display the relative errors on screen before login.

![Login Errors](image)

During login, if your credentials are incorrect, the appropriate message will be displayed and you will be requested to login again.

![Login Error Message](image)
If login is successful, you will be redirected to your main index page. Main index page will show notices and statistics for delayed transmission.

1.2 Logout MERTS 3.0
To logout from MERTS 3.0, click on the Logout image on the top right hand corner of your browser.

1.3 Login Sessions
During your usage of MERTS 3.0, you may encounter the following message.

This message means that you have left MERTS 3.0 application idle for more than 30 minutes. For security purposes, the application will terminate the session if there is no activity for the last 30 minutes. Please click OK to go the Login screen and login again if necessary.
If you get the above error message, that means there is a problem with the session in your browser. Please close all your browser windows and quit your browser completely. Restart your browser and try to access MERTS 3.0 again.
2.1 Medical

- **Delayed Transmission** – This module shows a list of workers of which results have not been transmitted yet.
- **Previous Results** – This module shows the list of workers of which results has been transmitted for the past 90 days.
- **Pending Review** - To allow X-Ray get a list of worker medical result that has been submitted but still under pending review. X-Ray is also able to view cases already released from quarantine within 30 days of certification date.

2.2 Certification

- **Medical Examination Result** – This module will enable the X-Ray user to transmit the worker medical examination results.
- **Search Worker Transaction** – This module will enable the X-Ray user to search for a worker’s past transaction and medical results.
2.3 Assignment

The Assignment menu has modules for managing the assignment of cases to radiologists for medical results reporting.

- **Unassigned List** – This module shows the list of cases that has been allocated to the X-Ray facility but has not been allocated to any radiologist for reporting.
- **Assigned List** – This module shows the list of cases that has been assigned to a radiologist but have not been reported yet.
- **Reported List** – This module shows the list of cases that has been reported by the assigned radiologist but have not been acknowledged by the X-Ray facility.
- **Submitted Cases Summary** – This module prints a report of submitted cases for the previous day or previous months up to 3 months ago.
- **Radiologist Coupling** – This module allows you to maintain a list of preferred radiologists to assign cases for X-Ray results reporting.
- **Delete Digital Image** – This module allows you to remove uploaded digital image film for transaction yet to submit.

2.4 Miscellaneous

- **Notices** – This module contains bulletins published by FOMEMA for the service provider.
- **Forms/Letters** – This module contains information about Forms or Letters published by FOMEMA and the link to download them.
- **Operation Hours** – This module allows the service provider to update their operating hours.
- **Change Password** – This module allows the service provider to change the login password.
3.1 Delayed Transmission
This module shows a list of workers of which results have not been transmitted yet.

Clicking on the worker code will take you to the screen for X-Ray film assignment.

3.2 Previous Results
This module shows the list of workers of which results has been transmitted for the past 90 days.

3.3 Pending Review
Consists of foreign worker’s medical results that has been certified but withheld due to an abnormality in the medical examination.

To view the x-ray findings reported by the x-ray facility, click on the Worker Code.

Click on Mle Comment to view the reason for change in medical status.
Click on View HTML Digital X-Ray to view the digital image.

### 3.4 Medical Examination Results

In this module, you are able to set the X-Ray film type, assign a radiologist to the case or perform the medical reporting for the worker. To start, enter the worker code and click the Search button.
3.4.1 Film Assignment

X-Ray Submission checkbox allows you to set the type of submission to Analogue/Digital Film (Offline) or Digital Online Transmission (Online).

Report Submission checkbox allows you to set the results submission to self-submit (X-Ray facility) or Assign To Radiologist (Radiologist Reporting).

If you selected Assign To Radiologist, you must assign a radiologist by selecting a radiologist code and name from the Select Radiologist drop down list.

Click the Save Button to save your choices.

If you switch from the default of Digital Online Transmission (Online) to Analogue/Digital Film (Offline), you will not be able to switch it back to Online transmission once you have saved the transaction. The following message is displayed when you make your change.

Please click Cancel if you do not wish to change or click Ok if you are sure you want to make the change and then click Save to make the change permanent. Please note that this also change the transaction to Self-Submit.

If you change the Report Submission from Assign To Radiologist to Self-Submit and if there is a radiologist already assigned to the case, you will get the following message asking you for confirmation.
Click Ok if you wish to make the change and the Save button to save your changes.

You will also need to indicate that you have verified and confirmed the worker’s identity by clicking the Yes button for the Confirm Worker Identity field. If you have not done that, the following message is displayed.

### 3.4.2 Self-Submission
If you have selected Self-Submit for Report Submission, the Medical Results Form is displayed immediately after you have saved your choices.

#### Digital X-Ray Online Self-Submission

If this transaction has been set as a Digital X-Ray transaction, the module will retrieve the link to the Digital X-Ray images and the date the X-Ray was taken. The screen above will be displayed for Digital X-Ray transactions.
Analogue/Digital Offline Self-Submission

If the transaction has been set as an Analogue/Digital (Offline) film, then the above screen is displayed. Since the module cannot verify if the x-ray was taken, you will need to fill the above fields.

If you click the X-RAY EXAMINATION NOT DONE checkbox, all the rest of the conditions will be disabled. You will need to fill in the your comments in the Impression field.

If the X-Ray examination was performed, then you will need to fill in the Date Of X-Ray Taken by selecting or entering the date in the field.

3.4.3 X-Ray Results
To view the X-Ray for this worker, you may click on the View Digital X-Ray button or the View HTML Digital X-Ray button. Both will display the digital X-Ray for the worker.

After you have completed reviewing the X-Ray, please completed the following fields for results transmission.
To indicate any abnormalities please click on the abnormal button and fill in the details of the abnormality in the remarks box. If you attempt to transmit the result without filling in the details of the abnormality, an error message will be displayed.

After you have completed the medical results form, please indicate that you have viewed the Digital X-Ray and confirmed the X-Ray findings by clicking on the Yes button. If you do not click the Yes button, you will not be able to transmit the results.

If all the results are normal and you have not entered any comments in Item 8 Impression and you clicked the Transmit button, then the system will ask you for confirmation and put in a comment of Normal by default. If you do not want that comment, please enter your own comments.
If there are any missing values or data entry errors, the following message will pop up.

Click on the Close button to close the message and review your form to see if you have missed out completing any fields.

Once you have completed the form correctly, please click the Transmit button to send the results to FOMEMA. If the transmission is successful, you will see the following message.

3.5 Search Worker Transaction.
This module allows you to search for a worker that is assigned to your X-Ray facility past transactions. If the worker current transaction is not assigned to your facility, you will not be able to retrieve the information.
Enter the worker code to search for and click the Search button. If your search is successful, you will get a listing of the worker’s past transactions.

<table>
<thead>
<tr>
<th>Worker’s Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

Click on the worker’s transaction id to access the worker’s past X-Ray medical results form and if available, the digital X-Ray film of the worker. If the medical results is for the current year, you may also print the report.

3.6 Unassigned List
This module shows the list of transactions that have not been assigned to a radiologist for reporting.

<table>
<thead>
<tr>
<th>X-Ray Unassigned List</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

To assign the transactions, click anywhere on the row and the transaction will be selected (green color). To unselect a transaction, click again on the row or use the buttons on the top right to clear or to select all the transactions.

After you have made your selections, use the Radiologist dropdown list to select a radiologist code and click the Assign button to assign the selected transactions to that radiologist. If your assignment is successful, the following message is displayed.

If you click on the worker code, the module will load the Film Assignment module for a detail view of the transaction.
### 3.7 Assigned List
This module shows the list of cases that has been assigned to a radiologist but have not been reported yet.

<table>
<thead>
<tr>
<th>#</th>
<th>Radiologist Code</th>
<th>Transaction ID</th>
<th>Worker Code</th>
<th>Worker Name</th>
<th>Doctor Code</th>
<th>Transaction Date</th>
<th>Assignment Date</th>
<th>X-Ray Token Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R44J000001</td>
<td>20160256711656</td>
<td>W61A026006</td>
<td>ASLIM BIN AUFIF</td>
<td>D11M000013</td>
<td>27-MAY-16</td>
<td>10-MAR-16</td>
<td>25-MAY-16</td>
</tr>
<tr>
<td>2</td>
<td>R44J000001</td>
<td>20160256716386</td>
<td>W61I023003</td>
<td>TARIKH BIN BHARUFI</td>
<td>D11L000013</td>
<td>08-MAY-16</td>
<td>17-MAR-16</td>
<td>25-MAY-16</td>
</tr>
<tr>
<td>3</td>
<td>R44 JO000001</td>
<td>20160256720537</td>
<td>W61N029004</td>
<td>NUNJAY RAMSHI KUMAR</td>
<td>D11L000013</td>
<td>08-MAY-16</td>
<td>17-MAR-16</td>
<td>25-MAY-16</td>
</tr>
<tr>
<td>4</td>
<td>R44J000001</td>
<td>20160252754483</td>
<td>W61N026461</td>
<td>NA KURISIA</td>
<td>D5Y7000021</td>
<td>27-MAY-16</td>
<td>17-MAR-16</td>
<td>25-MAY-16</td>
</tr>
</tbody>
</table>

Rows displayed in red signify that the transaction have not been reported yet by the radiologist within the stipulated time by FOMEMA. This will help your facility to manage radiologists who may be overwhelmed by case load. In this module, you can select transactions to be unassigned (Unassign button) or be reassigned (Assign button).

If you click on the worker code, you will be redirected to the Film Assignment module.

### 3.8 Reported List
This module shows the list of cases that has been reported by the assigned radiologist but have not been acknowledged by the X-Ray facility.

<table>
<thead>
<tr>
<th>#</th>
<th>Radiologist Code</th>
<th>Transaction ID</th>
<th>Worker Code</th>
<th>Worker Name</th>
<th>Doctor Code</th>
<th>Transaction Date</th>
<th>Report Date</th>
<th>X-Ray Token Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RBD4000002</td>
<td>20160256768988</td>
<td>W61I023162</td>
<td>TAKIRI DAS BI SHUFI</td>
<td>D11Y000002</td>
<td>05-FEB-16</td>
<td>18-FEB-16</td>
<td>17-FEB-16</td>
</tr>
<tr>
<td>2</td>
<td>RBD4000002</td>
<td>20160256718938</td>
<td>W61A016404</td>
<td>ANANDI KI ROHASSI BT JAIN</td>
<td>D5Y700002</td>
<td>05-FEB-16</td>
<td>18-FEB-16</td>
<td>17-FEB-16</td>
</tr>
<tr>
<td>3</td>
<td>RBD4000002</td>
<td>20160256702832</td>
<td>W655043514</td>
<td>SANCHI SAHASSI MUKHANI</td>
<td>D11L000013</td>
<td>11-FEB-16</td>
<td>16-FEB-16</td>
<td>17-FEB-16</td>
</tr>
</tbody>
</table>

Rows displayed in red signify that the transactions have been reported by the radiologist but have not been acknowledged by the X-Ray facility for result submission within the stipulated time by FOMEMA.

To acknowledge the radiologist report, click on the worker code and subsequently the X-Ray result tab. Please review the result and scroll to the bottom to click the Acknowledge button to acknowledge the report.
3.9 Submitted Cases Summary
This module prints a report of submitted cases for the previous day or previous months up to 3 months ago.

The report will display in a separate window or tab. You may choose to save or print the report.

3.10 Radiologist Coupling
This module allows you to maintain a list of preferred radiologists to assign cases for X-Ray results reporting.

The screen displays the existing radiologists affiliated with this X-Ray facility. You may choose to add more radiologists or to remove them. To remove radiologists, click anywhere on the row to highlight the radiologist (green color). Then, click the Remove button to remove the selected radiologist. After you have completed your choices, click the Save button to save your selection.
To add radiologists, click on the Add button and the following screen will display.

Enter your search criteria and click the Search button to start searching. The screen below displays a sample of radiologists.

To select the radiologists, click the row you wish to select. You may select multiple radiologists. After you have made your selection, click the Select button to update your radiologist coupling listing. Click the Save button to save your selection.

3.11 Delete Digital Image
This module allows you to delete uploaded digital image that has been uploaded to FOMEMA’s server and the X-Ray has yet to be reported or assigned to a radiologist.
Deletion of Digital Image

This module allows you to delete uploaded digital image with following conditions:

- Images that has been allocated to your X-Ray facility
- Images which are yet to be reported
- Images which are yet to be allocated to a radiologist

Enter worker code and click the Search button to start searching. If the digital image is not found, you will get the message as below.

**MERTS Message [ID: 138]**

Digital image for worker W31K074447 is not available.

If the X-Ray report is submitted earlier, you will get the message as below.

**MERTS Message [ID: 103]**

X-Ray report for foreign worker W8ES367257 already exists.
Unable to delete existing image. Kindly contact FOMEMA.
Click "OK" button to choose another foreign worker.

If the medical result is already submitted, you will get the message as below.
If the digital image is available and the X-Ray is not reported but assigned to a radiologist, you will get the message as below.

**MERTS Message [ID:137]**

Foreign worker W6ED095511 has already been certified. Unable to delete existing image. Kindly contact FOMEMA. Click "OK" button to choose another foreign worker.

If the digital image is available and the X-Ray is reported but pending acknowledge, you will get the message as below.

**MERTS Message [ID:135]**

The x-ray of foreign worker W6ED095511 has been reported. Kindly acknowledge the x-ray report.

If the digital image is available and the transaction for worker has expired, you will get the message as below.

**MERTS Message [ID:135]**

The x-ray of foreign worker W6ED095511 has been reported. Kindly acknowledge the x-ray report.

If the digital image is available and the X-Ray result is not reported or assigned to a radiologist, you will get below screen displays worker information and digital image uploaded information.
Provide a reason why you want to delete the image and click the confirm button to confirm the deletion. The below screen will appear once the digital image has successfully been deleted.

MERTS Message [ID:130]

Digital image for worker W64M216600 has been deleted successfully.

OK

3.12 Notices
This module contains bulletins published by FOMEMA for the service provider. Please access this module for the latest updates from FOMEMA.

3.13 Forms/Letters
This module contains information about Forms or Letters published by FOMEMA and the link to download them.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-05-2015</td>
<td>Seminar on 'Foreign Worker's Medical and Chest X-ray Examination' (Johor Bahru)</td>
<td>Seminar Program 2015 (JB)</td>
</tr>
<tr>
<td>27-03-2015</td>
<td>Seminar on 'Foreign Worker’s Medical and Chest X-ray Examination' (Penang)</td>
<td>Seminar Program 2015 (Penang)</td>
</tr>
<tr>
<td>13-01-2015</td>
<td>Seminar on 'Foreign Worker's Medical and Chest X-ray Examination' (Kuala Lumpur)</td>
<td>Seminar Program 2015 (KL)</td>
</tr>
<tr>
<td>17-11-2014</td>
<td>Disable SSL v3.0 Support for MERTS</td>
<td></td>
</tr>
</tbody>
</table>
3.14 Operating Hours
This module allows the service provider to update their operating hours.

Please update your operating hours as per FOMEMA compliance policy. The form allows you to specify operating days and if you are operating 24 hours a day. The start and end hours are listed in 15 minutes increment. If you do not find your time listed, please select the nearest time slot. Break hours and Close Only On are free form text fields. You may enter any appropriate information specific to your operation.

3.15 Change Password
This module allows the service provider to change the login password.

When you access this module, the form will pop up for you to change your password. This form may also pop up if during the Login process if your password has expired according to FOMEMA online security policy. If your password has expired, you will not be able to access MERTS 3.0 until you have changed your password.
During the changing of your password, you may encounter the following messages. Please note that you need to know your old password in order to change to a new password. If you do not know your old password, please call FOMEMA Customer Service to reset your password.

If your old password is incorrect, you will not be able to change the password. If you attempt to reuse your previous old password, you will not be able to change the password.

If your password change is okay, then the above message will be displayed and you will be logout of MERTS 3.0 after you click the OK button. Then you may proceed to login again with your new password.