

Health -e- Arizona PLUS

News Flash

FAA Systems Team

NEW ONBASE E-FORMS

What is New?

This News Flash is being issued to inform staff that E-Forms are no longer available in Microsoft Outlook, and will now be in OnBase (Unity).

Who Does This Impact?

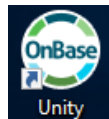
- DES Staff

DBME E-forms Now Available

- FAA-Medical Emergency Request form
- FAA-Request for EBT Quest Cards
- FAA-Request for EBT Transaction History
- FAA-Turn Around Code Request
- R&A Drug Conviction Checklist

Submitting an E-Form through OnBase (Unity)

STEP 1: Click on the OnBase Unity icon from your desktop. **If you do NOT have OnBase Unity, please contact your supervisor to have a J-125 submitted.**



STEP 2: Select "Forms" at the top of the icon menu.

A screenshot of the OnBase (OnBase Prod) web interface. The top navigation bar includes 'Home', 'Personal Page', 'Favorites', 'Custom Queries', 'Retrieval', 'My Checkouts', 'Document Handle', 'Forms', 'Upload', 'Templates', 'Mailbox', 'Workflow', 'Batch Scanning', and 'Batch Processing'. The 'Forms' menu item is highlighted with a red box. Below the navigation bar, there is a 'Websites' section with links to 'DES Intranet', 'HEAplus', 'Who You Gonna Call?', 'FAA Manual', 'CDS Manual', and 'CDS Desk Aids'. The main content area displays a welcome message for 'Chapin, Blake' dated '1/17/2018 11:11:18 AM' and a 'Service Desk Announcements' section with several entries. The footer includes 'DEPARTMENT OF ECONOMIC SECURITY' and 'DES True North'.

STEP 3: The available DBME E-Forms will display to the left of the screen.

OnBase (OnBase Prod)

Home

Home Personal Favorites Custom Queries Retrieval My Checkouts Query History Document Handle Forms Upload Templates Mailbox Workflow Batch Scanning Batch Processing

Forms

Find

DBME Barcodes

Barcode Eform

Mass Change Barcode Cover Sheet

Mass Change Barcode Eform

DBME E-Forms

FAA Medical Emergency Request Form

FAA Request for EBT Transaction History

FAA Turn Around Code Request

FAA-Request for EBT Quest Cards

R&A Drug Conviction Checklist Form

FAA Turn Around Code Request

Request Response

Requestor Info

Requestor's Name Request Date

Chapin, Blake 01/12/2018

Requestor Phone

TO REQUEST A CODE: Check the appropriate boxe(s) and complete the inform you need, then hit the SUBMIT button near the bottom of the page.

Carrier Name

Hospital Code

Language Code (Spoken or read)

Submit

STEP 4: Once filling out the information requested in the form, select "Submit". A pop-up will appear asking, "Would you like to create a new form?", and you may select Yes or No. You will receive an email confirmation indicating the form was submitted successfully.

FAA Turn Around Code Request

Request Response

Requestor Info

Requestor's Name Request Date

Chapin, Blake 01/17/2018

Requestor Phone

602-222-3333

TO REQUEST A CODE: Check the appropriate boxe(s) and complete the inform you need, then hit the SUBMIT button near the bottom of the page.

Would you like to create a new form?

Yes No

Carrier Name

Carrier Name(s) Carrier Phone

Blue Cross/Blue Shield 602-123-4567

Hospital Code

Language Code (Spoken or read)

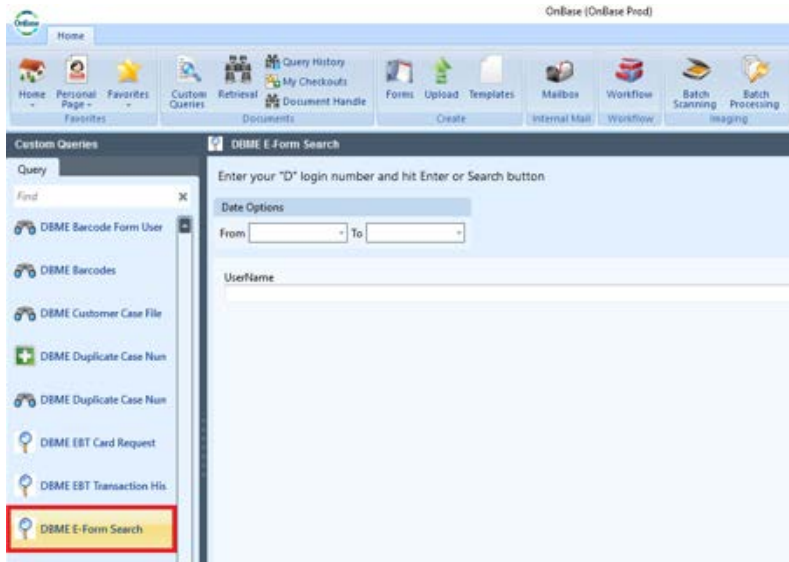
Submit

Searching for a Previously Submitted E-Form in OnBase (Unity)

STEP 1: Select “Custom Queries” at the top of the icon menu.



STEP 2: Select “DBME E-Form Search” from the list displayed on the left of the screen.



STEP 3: Fill out the Date Options, enter your D number for your UserName, and click Search. A list of the E-Forms you have submitted in OnBase Unity will display.

