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.

0			OnBase (On	Base Prod)
Home				
Home Personal Favorites Favorites	Custom Queries Retrieval Documents	Forms Upload Templates Create	Mailbox Internal Mail	Batch Scanning Processing Imaging
Websites 🐇	🖉 🖹 RSS Ticker			
DES Intranet HEAplus Who You Gonna Call? FAA Manual CDS Manual CDS Desk Aids	http://intranet.azdes.gov/default Welcome Chapin,Blake 1/17/2018 11:11:18 AM	Laspx	Depa	RTMENT OF ECONOMIC Secu
			DES Home About DES	<u>How do I?</u> <u>Contact Us</u>
	Service Desk Announcements 1/17/18 - SD # 2018-2701173 - 5102 W Campbell Ave, Phoenix - Network Down - AZNet #171290 1/16/2018 - SD# 2018-2700360 - 8930 E Raintree Road, Scattedale A7 - Network Down -	Last 5 pages visited: DES In	itranet Home"	

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

A	OnBase (OnBase Prod)		
Home			
Home Personal Favorites Page - Favorites - Documents	ry History Checkouts ument Handle Create	mplates Mailbox Workflow Workflow	Seanning Processing Imaging
1 Forms	🧵 FAA Turn Around Code Reque	st	
Find X DBME Barcodes	FAA Turn Arou	and Code Reques	st
Barcode Eform Mass Change Barcode Cover Sheet	Request Response		
Mass Change Barcode Eform	Requestor Info		
DBME E-Forms FAA Medical Emergency Request Form FAA Request for EBT Transaction History	Requestor's Name Chapin, Blake Requestor Phone		Request Date 01/12/2018
FAA Turn Around Code Request FAA-Request for EBT Quest Cards R&A Drug Conviction Checklist Form	TO REQUEST A CODE you need, then hit th	: Check the appropriate box e SUBMIT button near the b	xe(s) and complete the inform ottom 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 Chapin, Blake	Request Date 01/17/2018		
Requestor Phone 602-222-3333			
TO REQUEST A CODE: Check the appropriate be button near the bottom of the page.	Would you like to create a new form? elow for the type of code you need, then hit the SUBMIT		
Carrier Name	Yes No		
Carrier Name(s) Blue Cross/Blue Shield	Carrier Phone 502-123-4567		
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.

9	OnBase (OnBase Prod)		
Home Home Personal Page - Favorites Favorites Curton Curton Curton	Rethinsal & Decument Handle Document is Document is		
Custom Queries	10000 E Jorm Search		
Query	Enter your "D" login number and hit Enter or Search button		
Find X	Date Options		
6 DEME Barcode Form User	From To -		
0 DEME Barcodes	UserName		
00 DBME Customer Case File			
DBME Duplicate Case Nun			
6 DBME Duplicate Case Num			
P DEME EBT Card Request			
P DEME EBT Transaction His			
P DBME E-Form Search			

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.

Custom Queries	DBME E form Search
Query	O Go In Results
Find X	Enter your "D" login number and hit Enter or Search button
6 DBME Barcode Form User	Date Options
6 DBME Barcodes	From 01/11/2018 • To 01/18/2018 •
💏 DBME Customer Case File	Deckame
DBME Duplicate Case Num	
BOBME Duplicate Case Nun	
P DBME EBT Card Request	
P DBME EBT Transaction His	
P DBME E-Form Search	
B DBME HEA by BATCH	
0 DBME HEA Doc ID Search	
676 DBME Mass Barcode Eform	
0 DBME OIG Documents	
8 DBME Permanent	Clear