

## Medical Examiner Administrative Assistant Invitation and Acceptance Process


### ME Invites MEAA

Medical Examiners (MEs) may designate one or more Medical Examiner Administrative Assistant (MEAA) to access the National Registry and perform reporting functions on their behalf. To designate a MEAA, the ME will need to have the MEAA's ID # assigned to them by the National Registry. MEs may designate more than one MEAA and may disassociate a MEAA at any time. Once the ME has disassociated a MEAA, they will no longer have access to the ME's account functions.

When the ME logs into their account, they should choose the tab in the top tool bar "Manage Administrative Assistants." The screen below will be displayed.

To invite the MEAA, the ME should select the tab for "Add MEAA," enter the MEAA's ID #, and select Submit.

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 **Manage Administrative Assistants**

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View current, pending and add new Medical Examiners Administrative Assistants.

Current MEAA

Pending MEAA

Add MEAA

You may invite an Administrative Assistant (MEAA) who has an account on the National Registry system to perform activities on your behalf. A MEAA who has accepted your invitation may submit CMV driver exams and update your business contact information (in a future update). You will need the MEAA's 10-digit National Registry ID# in order to add an MEAA to your account.

Enter Medical Examiner Administrative Assistant ID# to add MEAA to your account.

MEAA ID #

Submit

Clear

After submitting the request, a confirmation box will be displayed that contains the information about the MEAA. To confirm that the correct MEAA is being invited, the ME selects Submit. Once the MEAA accepts the invitation, the ME will see the MEAA listed in their National Registry account as a Current MEAA.

## Manage Administrative Assistants

View current, pending and add new Medical Examiners Administrative Assistants.

Current MEAA

Pending MEAA

Add MEAA

The Medical Examiner Administrative Assistants (MEAA's) listed below are authorized to submit CMV driver exam results and to update your business contact information on your behalf. If an MEAA is no longer affiliated with your practice, you may select the option to 'Remove MEAA' on this page.

Name	MEAA ID #	Business Name	Remove MEAA
1			X

## MEAA Accepts Invitation

When the MEAA logs into their account, the MEAA is able to hover over the “My Medical Examiners” tab to see the list of all certified MEs that the MEAA is associated with and may act on behalf of.

U.S. Department of Transportation  
Federal Motor Carrier Safety Administration  
National Registry of Certified Medical Examiners

FMCSA | FMCSA PORTAL | DOT.GOV

MY MEDICAL EXAMINERS

MY PROFILE

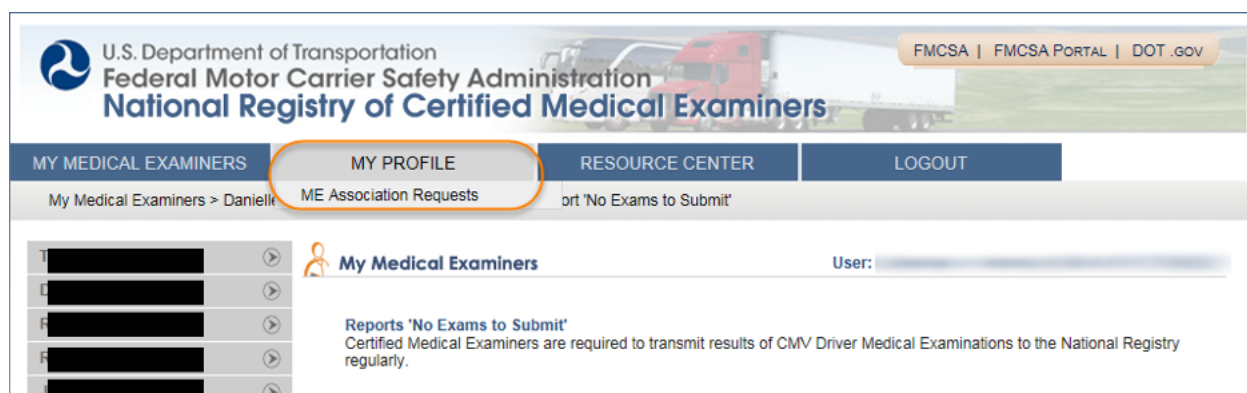
RESOURCE CENTER

LOGOUT

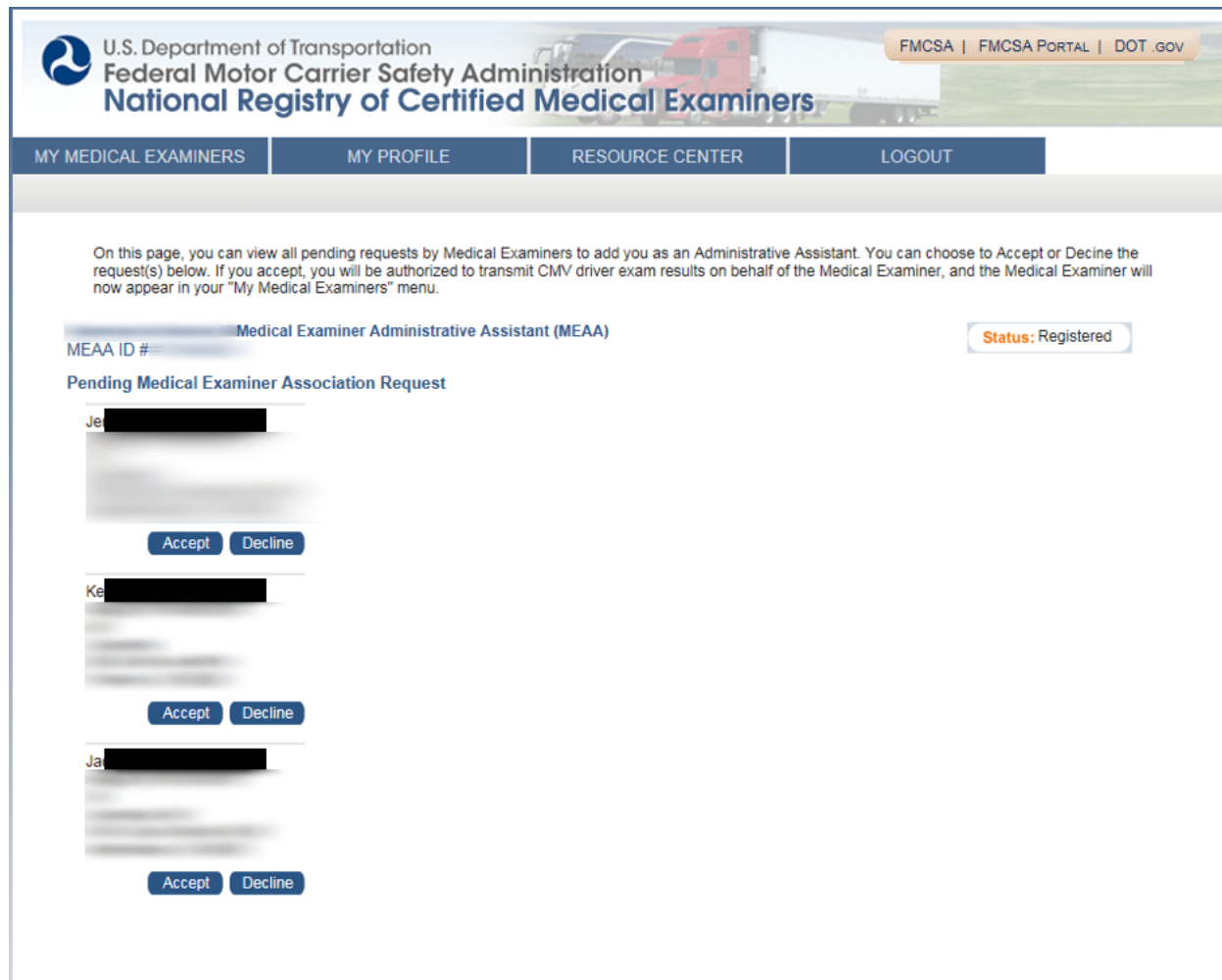
Tr [REDACTED], Registry # 8 [REDACTED]  
D [REDACTED], Registry # [REDACTED] 85  
R [REDACTED], Registry # [REDACTED] 51  
R [REDACTED], Registry # [REDACTED] 29  
J [REDACTED], Registry # [REDACTED] 7  
C [REDACTED], Registry # [REDACTED] 37  
F [REDACTED], Registry # 1 [REDACTED] 40  
L [REDACTED], Registry # [REDACTED] 227  
S [REDACTED], Registry # [REDACTED] 97  
J [REDACTED], Registry # [REDACTED] 42  
D [REDACTED], Registry # [REDACTED] 26  
D [REDACTED], Registry # [REDACTED] 06  
[REDACTED], Registry # [REDACTED] 10

National Registry  
Welcome to the National Registry of Certified Medical Examiners!  
You are an ME Administrative Assistant user and can submit and view exams on behalf of your associated ME(s).  
[USA.gov](#) | [Freedom of Information Act \(FOIA\)](#) | [Accessibility](#) | [OIG Hotline](#) | [Web Policies and Important Links](#) | [Site Map](#) | [Plug-ins](#)  
National Registry Privacy Act  
Federal Motor Carrier Safety Administration  
New Jersey Avenue SE, Washington, DC 20590 • 1-800-832-5660 • TTY: 1-800-877-8339 • [Field Office Contacts](#)

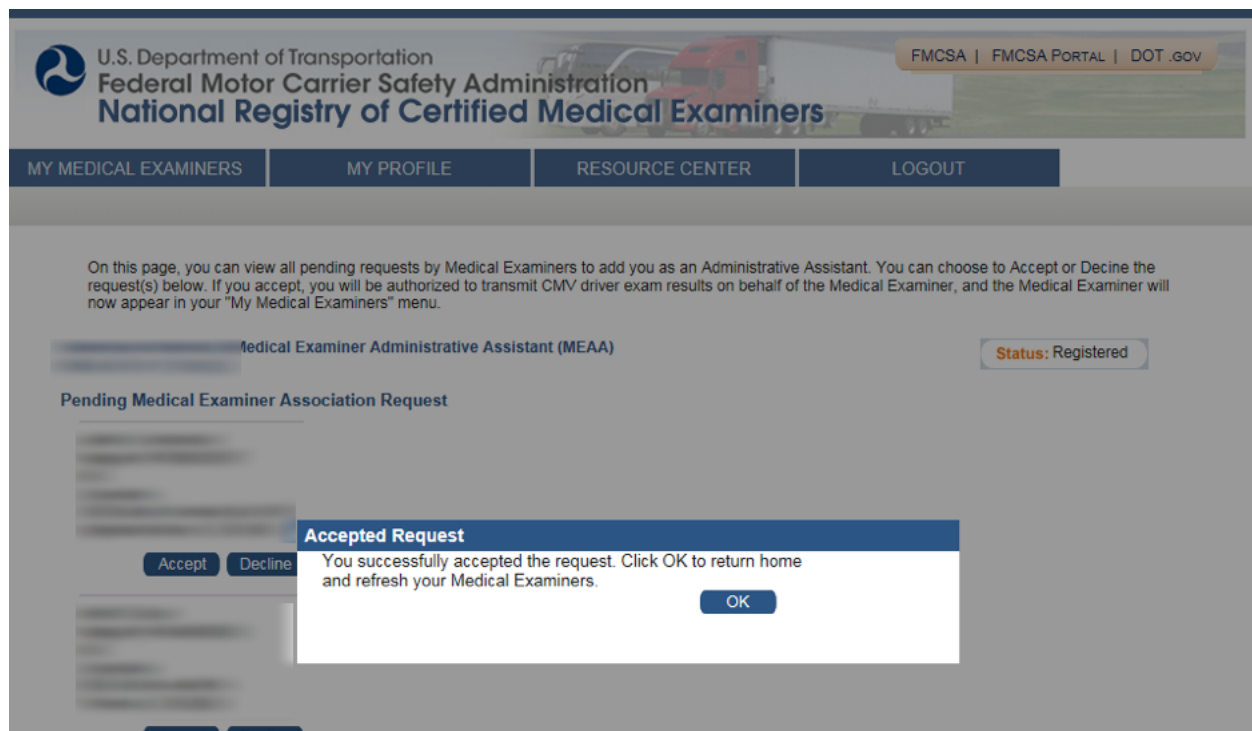
When a ME invites a MEAA to act on their behalf and be associated with their account, the MEAA will find the invitation(s) by hovering over the “My Profile” tab and choosing ME Association Requests.



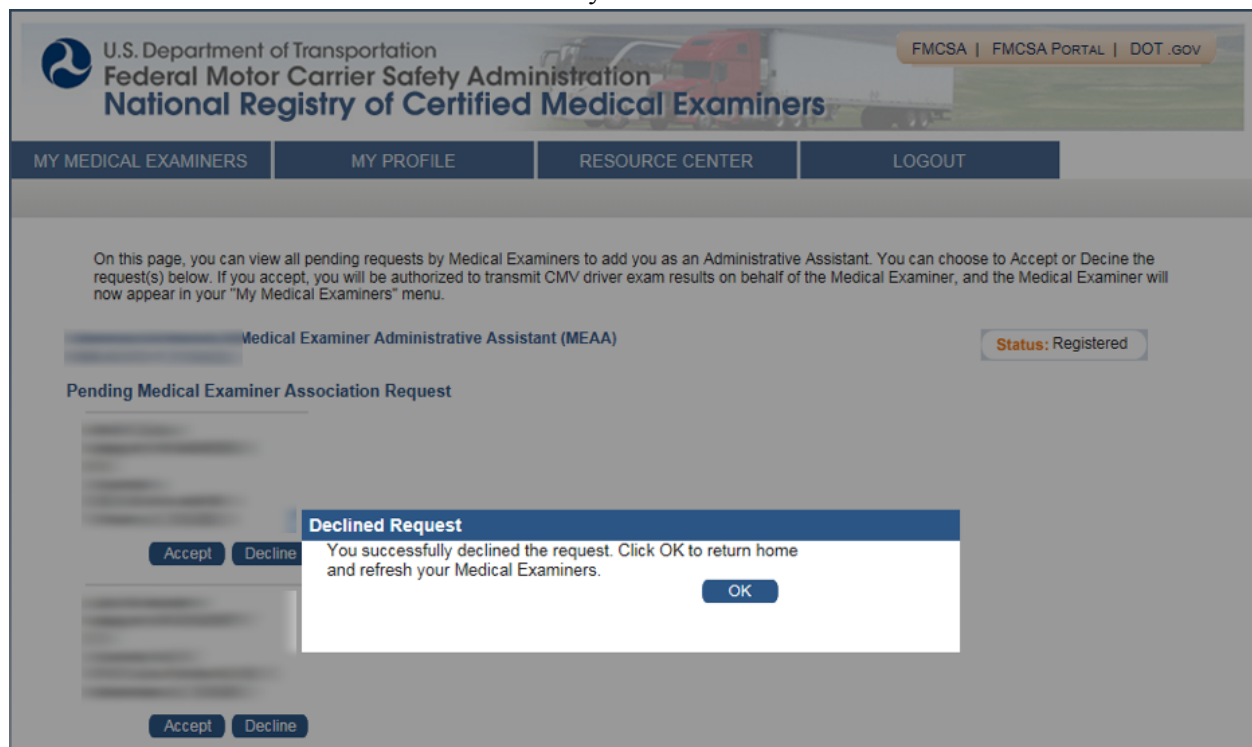
When selecting ME Association Requests, a screen like the one below will be displayed, providing the MEAA the opportunity to either Accept or Decline the invitation. If the MEAA accepts the invitation, the ME will receive an email indicating the MEAA has accepted and they can now act on their behalf. If the MEAA declines the request, the ME will receive an email indicating the MEAA has declined the request and the MEAA is not associated with the ME.



Below are the messages that will be displayed to the MEAA depending on whether they accept or decline the ME's invitation.



Popup screen that says: Declined Request: You successfully declined the request. Click OK to return home and refresh your Medical Examiners.



Once accepted, the MEAA's account is associated with the ME's account and the MEAA is able to report results of examinations, view previously submitted results of examinations, report that no examinations have been performed during a month, and manage the ME's contact and employer information.