

**From:** NRCMESupport

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**To:** NRCMESupport <NRCMESupport@dot.gov>

**Subject:** You May Now Designate a Medical Examiner Administrative Assistant



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

## You May Now Designate a Medical Examiner Administrative Assistant

Registration for medical examiner administrative assistants (MEAA) is now available on the National Registry. This functionality allows you to designate an MEAA to access the National Registry and perform reporting functions on your behalf.

The first thing your potential MEAA needs to do is set up a National Registry profile to obtain a National Registry number. The following steps will guide you through this process:

1. Go to the National Registry website at <https://nationalregistry.fmcsa.dot.gov>.
2. Click "Medical Examiners & Assistants" in the blue bar across the top of the screen.
3. Select "Administrative Assistant Registration."
4. Enter the requested information and click "Submit."
5. A unique National Registry number will display on the screen when registration is complete.

The MEAA should give you their National Registry number. Once you have your MEAA's National Registry number and you are a Certified Medical Examiner you can designate them as your administrative assistant. Follow these steps to designate your MEAA:

1. Go to the National Registry website at <https://nationalregistry.fmcsa.dot.gov> to access your National Registry account.
2. Click "Login" in the blue bar across the top of the screen.
3. Enter your username and password, and click "Login"
4. Choose the Designate an Administrative Assistant link
5. Choose the 'Add MEAA' tab Enter the MEAA's ID #
6. Select the MEAA and click "Submit"
7. Review MEAA's information and confirm it is the correct person

After completing these steps, an alert is sent to the MEAA announcing the invitation to be associated with your account. You may designate more than one MEAA and you may disassociate an MEAA at any time. Once you've disassociated an MEAA, they will no longer have access to your account functions.

By having a designated MEAA you will spend less time submitting reports and more time seeing your patients. Visit the National Registry website at <https://nationalregistry.fmcsa.dot.gov> to register your administrative assistant today.

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Federal Motor Carrier Safety Administration Website: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

Medical Review Board Website: [mrb.fmcsa.dot.gov](http://mrb.fmcsa.dot.gov)

National Registry of Certified Medical Examiners Website: [nrcme.fmcsa.dot.gov](http://nrcme.fmcsa.dot.gov)

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