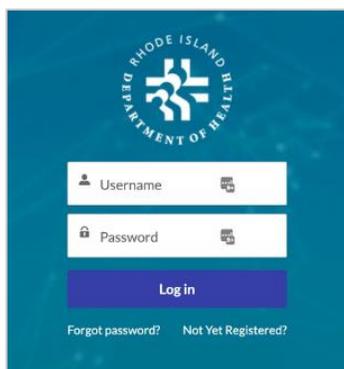


# Doctor Portal Quick Reference Guide

## Logging In

If you already have login information:

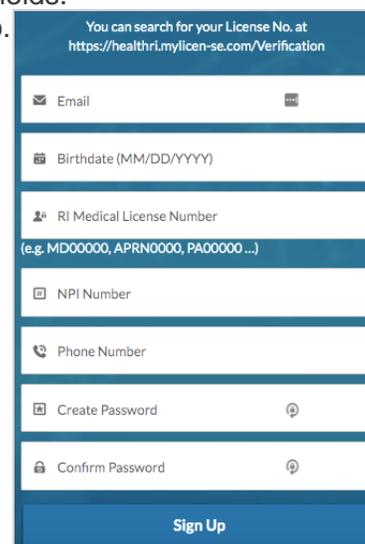
1. Navigate to **schedulecovidtest.ri.gov**
2. Enter your **Username & Password**.
3. Click **Log In**.



## Self-Registration Page

If you do not have login information:

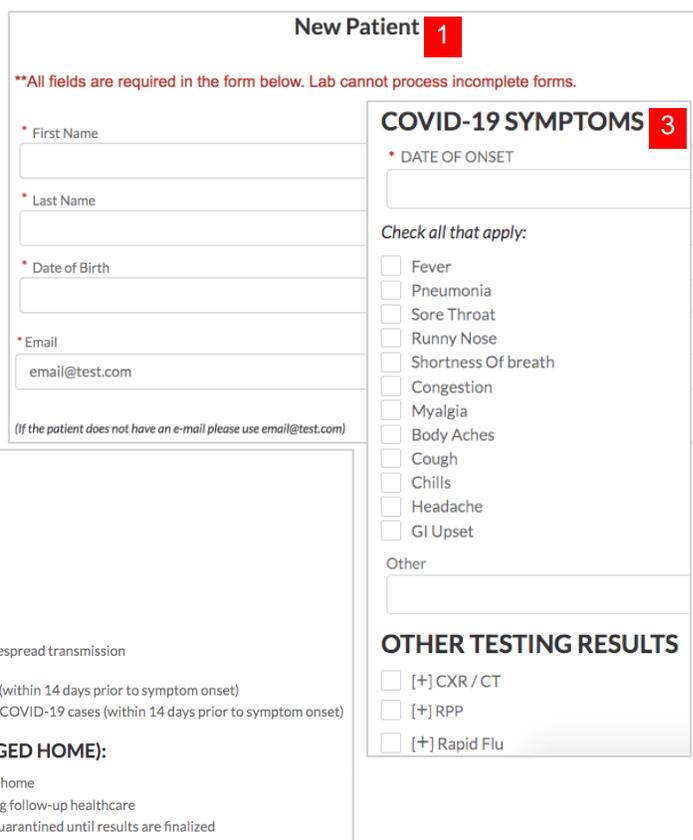
1. Click on **Not Yet Registered**.
2. Complete all fields.
3. Click **Sign Up**.



## Create a New Patient & Schedule Test

1. Begin filling in the information to add a **New Patient**, all fields are required.
2. Click **Next**
3. You are then required to enter all **COVID-19 Symptom** information.
4. Click **Next**
5. Enter **Other Risk Factors** and **Isolation Plan**.
6. Click **Next**

*Note: Now you can schedule the test, continue on next page*

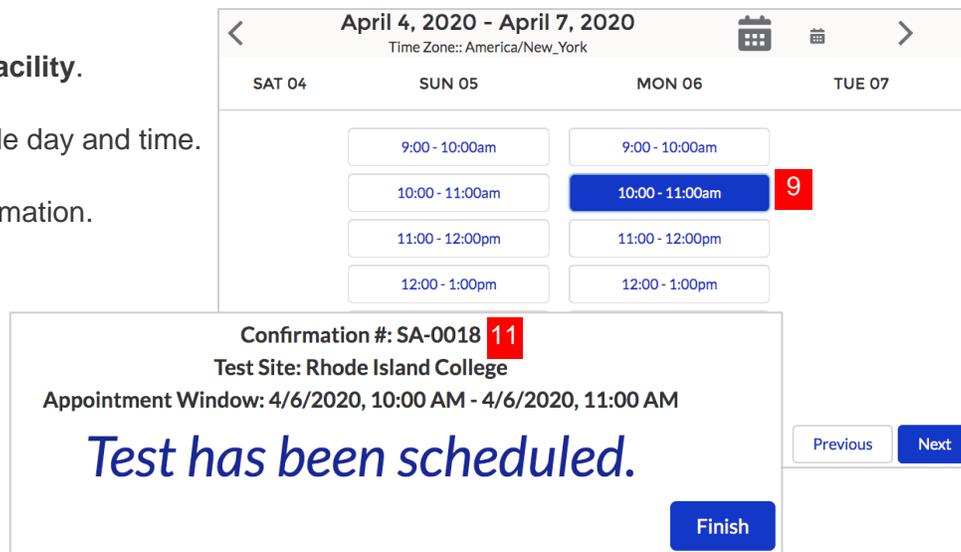


# Doctor Portal Quick Reference Guide

## Create a New Patient & Schedule Test Cont.

Continued from above:

7. Select **Testing Facility**.
8. Click **Next**
9. Select an available day and time.
10. Click **Next**
11. Review the confirmation.
12. Click **Finish**



*Please Note: You cannot schedule any tests for the next day if you are logging in after 3:00pm.*

## View and Print Scheduled Tests

1. Scroll to the bottom of the Home page and select **Scheduled Tests** to view your service appointments.
2. Click the **appointment number** to open the **Service Appointment** details page.
3. Print by using your browser print functionality.
4. Click the  button located on the top left of the screen.
5. Click **Home** to return to the **New Patient** page.

