



Directions for Clinician Access to Online Ordering System for COVID-19 Tests

Register

1. You need to register with the online ordering system to set your login information.
2. Go to schedulecovidtest.ri.gov.
3. Click on *Not Yet Registered*.
4. Complete all fields and then click on *Sign Up*.

The screenshot shows the login page for the Rhode Island Department of Health. It features a blue header with the department's logo. Below the logo are two input fields: 'Username' and 'Password', each with a small icon to its right. A purple 'Log in' button is positioned below these fields. At the bottom left, there are two links: 'Forgot password?' and 'Not Yet Registered?'. The 'Not Yet Registered?' link is circled in red.

The screenshot shows the registration form. At the top, it says 'You can search for our License No at <https://healthri.mylicense.com/Verification>'. Below this is a link: 'Questions? Contact RIDOH at doh.license@healthri.gov'. The form contains several input fields: 'Email', 'Birthdate (MM/DD/YYYY)', 'RI Medical License No.' (with an example: 'e.g. MD00000, APRN0000, PA00000...'), 'NPI Number', 'Phone Number (000-000-0000)', 'Create Password', and 'Confirm Password'. A blue 'Sign Up' button is at the bottom right, circled in red.

Log In

1. Go to schedulecovidtest.ri.gov.
2. Enter your *Username* and *Password*.
3. Click on *Log In*.

The screenshot shows the login page. It features a blue header with the department's logo. Below the logo are two input fields: 'Username' and 'Password', each with a small icon to its right. A purple 'Log in' button is positioned below these fields. At the bottom left, there are two links: 'Forgot password?' and 'Not Yet Registered?'. The 'Log in' button is circled in red.

Schedule Your Patient for a COVID-19 Test

1. Complete all fields (patient's first and last name, date of birth, and email) in the *New Patient* section. Click on *Next* when complete. *Note: If the patient does not have an email, enter email@test.com.*

The screenshot shows the 'New Patient' form. At the top, it says 'New Patient'. Below this is a red warning message: '**All fields are required in the form below. Lab cannot process incomplete forms.''. The form contains four input fields: 'First Name', 'Last Name', 'Date of Birth' (with a calendar icon), and 'Email'. The 'Email' field contains the text 'email@test.com'. At the bottom, there is a note: '(If the patient does not have an e-mail please use email@test.com)'. A red bracket on the left side of the form highlights the four input fields.

2. Enter date of symptom onset and select all symptoms that apply on the *COVID-19 SYMPTOMS* section. Click on *Next* when complete.

3. Click to select any of the risk factors that apply to the patient and select any *ISOLATION PLAN* recommendations that have already been provided to the patient. Click on *Next* when complete.

4. Select *Testing Facility* (URI, CCRI, or RIC). Click on *Next* when complete.
5. Select day and time for patient to be tested. **The deadline to schedule test for the next day is 3 p.m.** Click on *Next* when complete.

6. Review the information on the confirmation screen. Click on *Finish*.

Confirmation #: SA-0018
Test Site: Rhode Island College
Appointment Window: 4/6/2020, 10:00 AM - 4/6/2020, 11:00 AM

Test has been scheduled.

[Finish](#)

View and Print Scheduled Tests

1. Scroll to the bottom of the home page and click on *Scheduled Tests* to view all of the appointments you have scheduled. To access details of an individual appointment, click on the appointment number (begins with SA).

Patients [Scheduled Tests](#)

MY SERVICE APPOINTMENTS

[SA-0018](#)
JOHN DOE1 · Kimberly Test · Kimberly Test · COVID-19 TEST · New

[SA-0019](#)
JOHN DOE1 · John Smith · John Smith · COVID-19 TEST · New

2. To print a hard copy, click on the *Print* icon in the upper left corner of the screen.

 Service Appointment
SA-0018

Owner  JOHN DOE1	Account Kimberly Test	Parent Record Kimberly Test	Work Type COVID-19 TEST
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DETAILS RELATED

> General Information

∨ Scheduled Times

Scheduled Start 4/6/2020, 10:00 AM	Scheduled End 4/6/2020, 11:00 AM
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3. When complete, click on *Home* to return to the *New Patient* page.