Directions for Clinician Access to Online Ordering System for COVID-19 Tests
Updated October 15, 2020

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 the click on Sign Up.

Log In

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

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.
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. 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 Screen]

**Test has been scheduled.**

**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).

![Scheduled Tests]

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

![Print Icon]

3. When complete, click on *Home* to return to the *New Patient* page.