

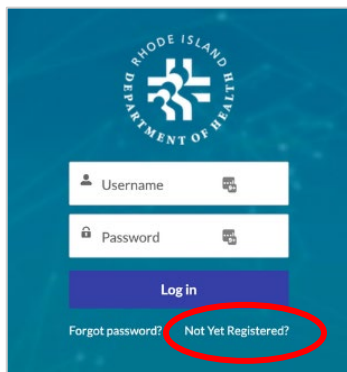


Directions for Clinician Access to Online Ordering System for COVID-19 Tests

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 then click on *Sign Up*.



You can search for your License No. at
<https://healthri.mylicen-se.com/Verification>

Email

Birthdate (MM/DD/YYYY)

RI Medical License Number
(e.g. MD00000, APRN0000, PA00000 ...)

NPI Number

Phone Number

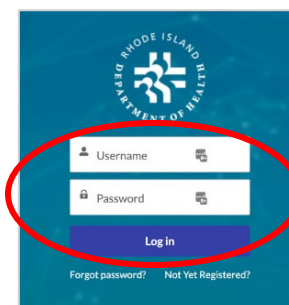
Create Password

Confirm Password

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.*

New Patient

****All fields are required in the form below. Lab cannot process incomplete forms.**

* First Name

* Last Name

* Date of Birth

* Email

(If the patient does not have an e-mail please use 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.

COVID-19 SYMPTOMS

* DATE OF ONSET

Check all that apply:

- Fever
- Pneumonia
- Sore Throat
- Runny Nose
- Shortness Of breath
- Congestion
- Myalgia
- Body Aches
- Cough
- Chills
- Headache
- GI Upset

Other

OTHER TESTING RESULTS

- [+] CXR / CT
- [+] RPP
- [+] Rapid Flu

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.

OTHER RISK FACTORS

- Symptoms Only
- Chronic Illness (heart, lung, diabetes, etc.)
- Immunocompromised

Travel within 14 days prior to symptom onset:

- International travel or cruise
- Domestic air travel
- Domestic travel to communities with widespread transmission
- Close contact of positive COVID-19 case (within 14 days prior to symptom onset)
- Attendee of mass gathering with positive COVID-19 cases (within 14 days prior to symptom onset)

ISOLATION PLAN (IF DISCHARGED HOME):

- Patient received instructions to isolate at home
- Patient advised to call ahead when seeking follow-up healthcare
- Close household contacts advised to be quarantined until results are finalized

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.

April 4, 2020 - April 7, 2020
Time Zone: America/New_York

SAT 04 ~~SUN 05~~ **MON 06** TUE 07

9:00 - 10:00am	9:00 - 10:00am
10:00 - 11:00am	10:00 - 11:00am
11:00 - 12:00pm	11:00 - 12:00pm
12:00 - 1:00pm	12:00 - 1:00pm
1:00 - 2:00pm	1:00 - 2:00pm
2:00 - 3:00pm	2:00 - 3:00pm

Previous **Next**

- 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

- 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

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

 Service Appointment
SA-0018

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

DETAILS RELATED

> General Information

∨ Scheduled Times

Scheduled Start	Scheduled End
4/6/2020, 10:00 AM	4/6/2020, 11:00 AM

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