



How to Obtain a COVID-19 Test For Your Patient

Updated July 31, 2020

Please refer to the specific testing procedures detailed below for different populations.

Providers can use the **online COVID ordering system** (instead of the faxable order form) to submit orders to East Side Clinical Labs (ESCL) for patient swabbing to take place at the **drive-up specimen collection sites**. Use the online system for all test orders for patients with mild symptoms where no physical exam is needed.

Hospitalized Patients

The hospital team orders and obtains a nasopharyngeal (NP) swab specimen and sends it to the hospital lab.

If the hospital lab performs the test:

1. Follow hospital process.
2. Complete and fax the [PUI for COVID-19 Reporting Form](#) to **401-222-2488** or submit the form through the online COVID ordering system.
3. Report positive results to RIDOH at **401-654-6990**.

Nursing Home or Congregate-Living Residents, Outbreak-Related Testing

The facility's medical team calls RIDOH at 401-654-6990 to report a concern and, if appropriate, obtain specimen collection kits from RIDOH's State Health Laboratories (SHL). The facility's medical team obtains a nasopharyngeal (NP) specimen and sends it to RIDOH's SHL.

1. Complete and fax [PUI for COVID-19 Reporting Form](#) to **401-222-2488** or submit the form through the online COVID ordering system.
2. The facility transports the specimen to RIDOH's SHL. If a mobile swabbing unit has assisted in the swabbing, they may transport the specimen.
3. RIDOH will call the ordering clinician or facility as soon as the result is available. Please do not call RIDOH to check on the status of a test.

Nursing Home Staff Cyclical Testing

All nursing home staff will be tested once every seven to 10 days for surveillance purposes. All surveillance testing will be conducted by a laboratory designated by RIDOH. The nursing home should send insurance information for residents and staff to the laboratory.

Staff who have been tested will receive their individual results. Test results will also be provided to nursing home administration. Nursing homes and assisted living facilities may utilize electronic portals to retrieve results when processed at a commercial lab and may also opt to receive faxed results.

Healthcare Workers, Including EMS Professionals

Workers' **personal** healthcare providers must place an order for an individual to be tested at a drive-up specimen collection site located at Rhode Island Hospital or at Newport Hospital.

These hospital-based drive-up sites are **exclusively for healthcare workers and EMS professionals**.

1. Ordering provider calls **401-654-6990** to order and schedule a test.
2. Complete and fax [PUI for COVID-19 Reporting Form](#) to **401-222-2488** or submit the form through the online COVID ordering system.
3. Give the patient [PUI Instructions](#).
4. The specimen is collected at the hospital-based drive-up site.
5. The specimen is transported to RIDOH's State Health Laboratories (SHL).
6. RIDOH will call the ordering clinician as soon as the test result is available. Please do not call RIDOH to check on the status of a test.

Pediatric Patients

There are several options to order COVID-19 tests for children.

1. Primary Care Offices: some offices are able to test their patients. Call your child's primary care physician to check.
2. Just Kids Sick Care
 - a. If it is for testing only, the ordering clinician needs to fax either the [fillable form](#) or [downloadable form](#) to East Side Clinical Laboratories (ESCL) and identify Just Kids Sick Care as the test site. (ESCL is currently updating their form.) The patient must call for an appointment. If it is for a clinical visit, the patient must call first for an appointment.
3. Rhode Island Convention Center parking garage and Stop & Shop locations
 - a. A provider can schedule a test for a pediatric patient at one of these locations through the [online ordering system](#). The symptoms and risk factors pages replace the need to submit a PUI for COVID-19 Form to RIDOH.
 - b. The parent or caregiver will be requested to swab children younger than 12 with coaching from the staff at the testing site. The convention center conducts symptomatic and asymptomatic testing; the Stop & Shop locations conduct asymptomatic testing only.
4. Other Respiratory Clinics
 - a. Refer to the list of [Respiratory Clinics](#). The patient should call ahead to confirm children can be tested at the site.

Additional Populations for Testing

- Patients of any age with symptoms of COVID-19.
- Patients of any age with underlying conditions placing them at higher risk for COVID-19 complications.
- Anyone age 65 or older.
- Patients who work in [high-contact professions](#).
- Patients who have attended a [large gathering](#) (more than 100 people) in the past two weeks.
- Patients who have recently returned to Rhode Island after out-of-state travel to a location with a [positivity rate of COVID-19 greater than 5%](#).

Drive-up Testing Sites at the Rhode Island Convention Center or Stop & Shop Locations

Drive-up testing sites are located at the Rhode Island Convention Center parking garage in Providence and at several Stop & Shop stores located across the state. The Rhode Island Convention Center site offers symptomatic and asymptomatic testing. Stop & Shop locations also offer pre-scheduled walk-up testing and only conduct asymptomatic testing. Patients can self-schedule an asymptomatic testing appointment at these locations through portal.ri.gov.

If the patient has only mild symptoms and no physical exam is needed, a healthcare provider can place an order for testing at one of these drive-up testing sites. **All orders for testing at one of these sites must be done through the online system.** To register and use the online ordering system:

1. Go to schedulecovidtest.ri.gov [linkprotect.cudasvc.com] and click on *Not yet registered?* to set up your account. You will need your date of birth, Rhode Island Medical License number, your NPI, an email, and a phone number. Once your account is set up, you can share your password with administrators or medical assistants in your office to assist with future ordering.
 2. To place an order, you will be asked to enter your patient's name, date of birth, address, phone, email, symptoms, and risk factors. Finally, you will need to select the testing location and time. All testing will be conducted a minimum of 24 hours after the order is placed.
 - a. If your patient does not have an email, please enter email@email.com.
 - b. The symptoms and risk factor pages replace the need to submit a *PUI for COVID-19 Reporting Form* to RIDOH
- Give your patient [PUI Instructions \[health.ri.gov\]](https://health.ri.gov) [linkprotect.cudasvc.com]. Patients will not receive a confirmation that their appointment was booked. From within the portal, you can print a hard copy or download a PDF of the patient's record to give to them or email them.
 - The specimen is collected at the drive-up site and transported to the commercial lab. For children younger than 12, a parent or caregiver will be instructed on how to perform the nasal swab.
 - The ordering clinician will receive lab results directly from the commercial lab. Please communicate these results to your patient, and if the results are positive, inform your patient that a representative from RIDOH will also contact them directly for follow up.
 - Testing results will take three to five days.
 - Report all positive results to RIDOH at **401-654-6990**.

If you have any problems using the online ordering system, call RIDOH at 401-374-6670 or email doh.elicense@health.ri.gov

CVS Pharmacy Drive-Up Testing Sites

Patients can self-schedule for a COVID-19 test at one of 10 CVS locations throughout the state. Patients can go online to be [pre-screened for testing and schedule an appointment](#). Consult RIDOH's list of [testing sites](#) for information about other community based locations where patients have the option to self-schedule an asymptomatic test.

Walk-Up and Drive-Thru Testing Site by Care New England in Pawtucket

The walk-thru and drive-up testing site is located at the former Memorial Hospital, at 111 Brewster St., Pawtucket. All patients must have an appointment to be tested. For inquiries about testing at this site, call **401-CARE-NOW (401-227-3669)** Monday to Friday 8 a.m.- 5 p.m.

- If the patient has only mild symptoms and no physical exam is needed, a healthcare provider can complete the following steps to make an appointment:
 - Healthcare providers employed by Care New England Medical Group can submit a referral through the patient's electronic medical record (EMR).
 - Healthcare providers who are not affiliated with Care New England Medical Group can make appointments for testing by calling **401-CARE-NOW (401-227-3669)**.
- Upon making the appointment, give your patient the [PUI Instructions](#).
- The specimen is collected at the walk-up and drive-up site and transported to a commercial lab.
- The ordering clinician will receive lab results directly from the commercial lab. Please communicate these results to your patient, and if the results are positive, inform your patient that a representative from RIDOH will also contact them directly for follow up.
- Testing results will take two to five days.
- Report all positive results to RIDOH at **401-654-6990**.

Respiratory Clinics

If the patient requires clinical assessment with a physical exam but does not require an ED-level of care, a personal healthcare provider can refer or patient can call a [Respiratory Clinic](#) at a primary care practice, health center, or urgent care facility.

- A Respiratory Clinic can perform a clinical assessment, including a physical exam.
- Most respiratory clinics can obtain specimens and order tests.
- Patients (or providers referring patients) must **call ahead** for an appointment and instructions.

If, after a clinical assessment, it is determined the patient requires testing, the Respiratory Clinic can order a test through a commercial lab or place an order for testing at a drive-up testing site.

If Respiratory Clinics want to order a test through a commercial lab, the clinic staff must:

1. Complete a COVID-19 testing order form (either the [fillable form](#) or a [downloadable form](#)).
2. Fax the completed form to **401-208-0411**.
3. Complete and fax [PUI for COVID-19 Reporting Form](#) to **401-222-2488**.
4. Give the patient [PUI Instructions](#).
5. The specimen is transported to the commercial lab.
6. The ordering provider will receive lab results from the commercial lab, and the test result may take three to four days.
7. Report positive results to RIDOH at **401-654-6990**.

Respiratory Clinics must order tests through commercial labs only. These tests are **not** processed through RIDOH State Health Laboratories.

Beat COVID-19 Walk-Up Testing Site (Pawtucket/Central Falls residents only)

Providers or patients can schedule a test at the BEAT COVID-19 site in Central Falls. Call the BEAT COVID-19 hotline at 855-843-7620 for an appointment. Patients can also walk in at the site with an appointment. This site only offers rapid testing to Central Falls and Pawtucket residents.