Oklahoma State Department of Health   - Testing Site (Covid) Portal User Guide

Version 3 - Nov 17, 2020
Version 2 - May 21, 2020
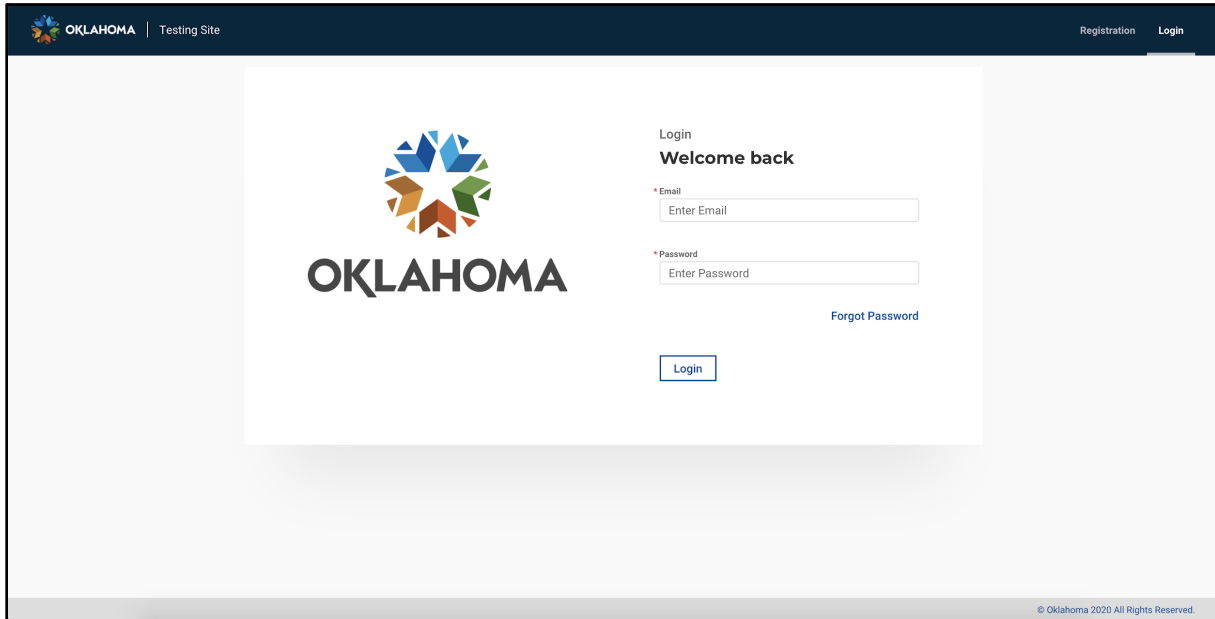Version 1 - April 28, 2020

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Login

The Oklahoma State Department of Health Testing Site application can be found by clicking this link. Here the user can login with their Oklahoma DOH email and password.
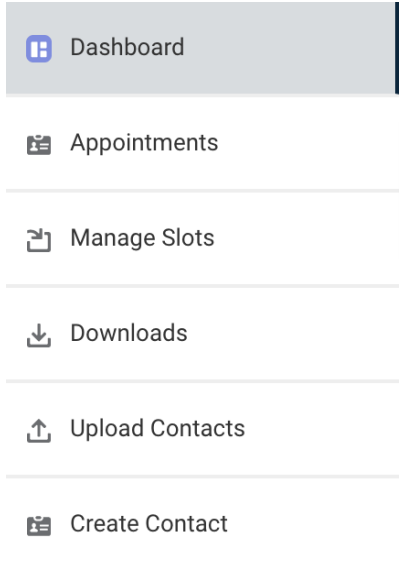
# Navigation

Once logged in the user will be redirected to the Dashboard of the application. Aside from the dashboard, the user will be able to see the navigation bar on the side of the page

The user can navigate each page clicking either of the three pages of the application.

▣ Dashboard
📇 Appointments
↗ Manage Slots
⬇ Downloads
⬆ Upload Contacts
📇 Create Contact

Dashboard

On the Dashboard page the user can have a main central control over the properties of the application.
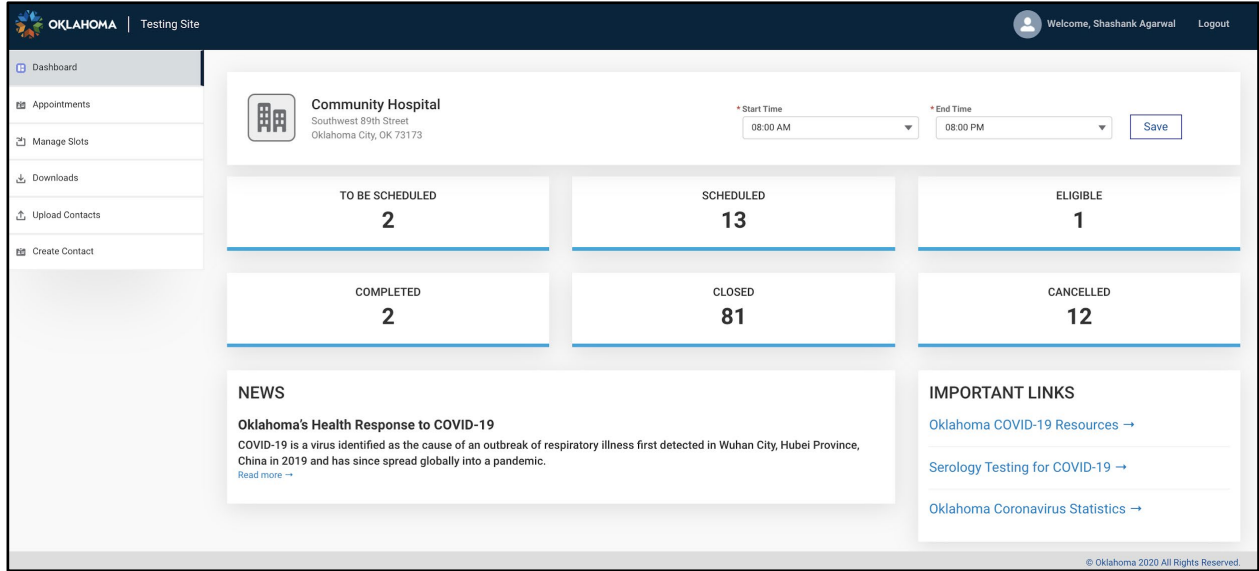
The Dashboard shows information over the appointments on queue, News, and Important Links. The **start** time and **end** time that is on the header of the page is to help define the operating business hours and determine when the user is taking scheduled appointments. The user should make sure to click save to enter the time.

The fields on the dashboards that are associated with appointments are:
- To be Scheduled
- Scheduled
- Eligible
- Completed
- Closed
- Cancelled

The News section of the dashboard provides current news about COVID-19 and Oklahoma' Health Response.

NEWS

Oklahoma's Health Response to COVID-19

COVID-19 is a virus identified as the cause of an outbreak of respiratory illness first detected in Wuhan City, Hubei Province, China in 2019 and has since spread globally into a pandemic.

Read more →

The Important links section of the dashboard provides links to helpful resources.

IMPORTANT LINKS

Oklahoma COVID-19 Resources →

Serology Testing for COVID-19 →

Oklahoma Coronavirus Statistics →

Appointments

When the user clicks on the appointments page, they will be able to view and select different tabs for COVID Testing i.e.
- PCR Testing
- Rapid Testing

On selecting either of the testing type contains these tabs, Completed Appointments, Scheduled Appointments, In Progress Appointments and Cancelled Appointments.

Scheduled Appointments

On the Scheduled appointments tab the user can find patients that made an appointment for the testing site. The user will see a list view of the patient records organized by the fields:
- Patient Name
- DOB (Date of Birth)
- Patient ID
- Date
- Time
- Action

	Completed	Scheduled	In Progress	Cancelled				

Show [10 ▾] entries   [Search Appointment..] **[Cancel Appointments]**

	PATIENT NAME	DOB	PATIENT ID	DATE	TIME	ACTION		
☐	Kirti V	07-27-2020	P-00733	2020-07-27	10:35 AM	Re-Schedule	In Progress	Cancel
☐	KishanThree PatelThree	11-11-1987	P-03171	2020-11-16	09:00 AM	Re-Schedule	In Progress	Cancel
☐	Testing Dawn	07-02-2001	P-03238	2020-11-15	09:30 AM	Re-Schedule	In Progress	Cancel
☐	Muffett Dawn	08-21-1979	P-03239	2020-11-15	09:30 AM	Re-Schedule	In Progress	Cancel
☐	Testing Dawn	07-02-2001	P-03238	2020-11-17	10:00 AM	Re-Schedule	In Progress	Cancel
☐	Testing Dawn	07-02-2001	P-03238	2020-11-17	07:30 AM	Re-Schedule	In Progress	Cancel
☐	Testing Dawn	07-02-2001	P-03238	2020-11-17	06:30 AM	Re-Schedule	In Progress	Cancel

Scheduled Action

On the Scheduled Appointments action button, the testing site user will be able to reschedule an appointment, marking appointment as "In Progress", or cancel an appointment.

When **rescheduling an appointment**, the user will click rescheduling an appointment for that selected testing type and a pop up for an appointment slot will be revealed. Here the user will choose a date for the appointment.

Schedule Appointment

	SAT 04/18	SUN 04/19	MON 04/20	TUE 04/21	WED 04/22	THU 04/23	FRI 04/24
7:00 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
7:10 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
7:20 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
7:30 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
7:40 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
7:50 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
8:00 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
8:10 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
8:20 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
8:30 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
8:40 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
8:50 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
9:00 AM	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available

[Cancel]

When the specimen for the patient is collected, then the test site user will mark it as **In Progress**. Once the user clicks on In Progress button below screen will appear where Patient has to enter following details:

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- **Test Type** - It shows the recommended Test Type (PCR or Rapid) on which testing site user will have flexibility to change the testing type.
- **Sample Collected By** - name of the sample collection agent/ nurse
- **Specimen Type Description -** name of the specimen source
- **Lab Name -** its defaulted to "Public Health Lab" for PCR and "Internal Lab" for Rapid testing
- **Verbal Consent -** Unless Patient provides the verbal consent, the testing site user cannot move ahead with sample collection.

Details

Please select the verbal consent checkbox to move forward.

Test Type
| PCR Testing ▼ |

Sample Collected By
| |

Specimen Type Description
| Select ▼ |

Lab Name
| Public Health Lab ▼ |

☐ **Verbal Consent**

[Submit] [Cancel]

After filling out the above details, users clicks on Submit to be able to mark the appointment as **"In Progress".**

Appointment Cancel - Clicking on the **Cancel** button against the appointment record under Scheduled Appointment list view will trigger the appointment cancellation where the user will be asked to enter the **Reason for Cancellation** for this appointment after which "Yes" will lead to appointment cancellation.

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Cancel Appointment

Are you sure you want to cancel your appointment?

Click "Yes" to cancel and "No" to go back.

* Enter reason for cancelation

[   ]

[Yes] [No]

Bulk Appointment Cancellation - Portal User will have the option to perform the bulk appointment cancellation from **Scheduled Appointment** list view.

Show [10 ⌄] entries

	PATIENT NAME	DOB	PATIENT ID
☐	David Moyes		P-03038
☐	Michael Burlin		P-03039

Showing 1 to 2 of 2 entries

User will have to pick and choose all the appointments to be cancelled by selecting the checkbox in front of appointment records

Once all the appointments that need to be cancelled are selected then the user needs to click on the **Cancel Appointments** next to Search Appointment on the right side.

Click on Cancel Appointments will lead to a dialog box where **Reason of Cancellation** needs to be specified and confirmed.

In Progress Appointments

As part of "In Progress" appointments tab the user can find patients that have been marked as In Progress by testing site users. The user will see a list view of the patient records organized by the fields:

- Patient Name
- DOB (Date of Birth)
- Patient ID

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- Sample Collected By
- Source of Specimen
- Action

Completed	Scheduled	In Progress	Cancelled		

Show 10 entries

Search Appointment..

PATIENT NAME	DOB	PATIENT ID	SAMPLE COLLECTED BY	SOURCE OF SPECIMEN	ACTION
Kirti V	07-27-2020	P-00733	Dicy S	Swab, mid-turbinate	Complete
KishanThree PatelThree	11-11-1987	P-03171	E2E UAT Test #1	Sputum	Complete
KishanThree PatelThree	11-11-1987	P-03171	Testing with new data type	Swab, nasal	Complete
KishanThree PatelThree	11-11-1987	P-03171	Testing again	Swab, oropharyngeal	Complete
KishanThree PatelThree	11-11-1987	P-03171	Testing one again	Brochoalveolar lavage	Complete
KishanThree PatelThree	11-11-1987	P-03171	Testing afternoon	Other-Specify	Complete
Testing Dawn	07-02-2001	P-03238	Nursing staff in UAT	Sputum	Complete

On the "**In Progress" Appointments** action button, the testing site user will be able to **complete** an appointment.

PATIENT NAME	DOB	PATIENT ID	SAMPLE COLLECTED BY	SOURCE OF SPECIMEN	ACTION
Kirti V	07-27-2020	P-00733	Dicy S	Swab, mid-turbinate	Complete

When **completing an appointment**, the user will click **complete** and a pop up for an appointment slot will be revealed as per the testing type.

For PCR Testing - Testing site users need to confirm as per the below confirmation screen for marking appointment as complete.

Complete Appointment

Are you sure you want to mark this appointment as complete?

Complete   Cancel

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For Rapid Testing - Testing site users need to enter the patient test result for rapid testing type as per the below screen for marking appointment as complete along with few other information

- **Test Results** - Positive, Negative or Invalid.
- **Test Name** - defaulted to "Abbot ID Now COVID-19"
- **Notes** - Additional comments/notes that needs to be mentioned

---

Complete Appointment

* Test Results

| Select Result ▼ |

* Test Name

| Abbot ID Now COVID-19 ▼ |

Notes

[   ]

[Submit] [Cancel]

On clicking Submit, user will be prompted to confirm as per below screen where marking as "Complete" will complete the appointment.

Complete Appointment

Are you sure you want to mark this appointment as complete?

[Complete] [Cancel]

Completed Appointments

On the Completed Appointments tab the user can find patients that made an appointment for the testing site. The user will see a list view of the patient records organized by the fields:

- Patient Name
- DOB (Date of Birth)
- Patient ID
- Completed Date
- Result

		PCR Testing	Rapid Testing		

Completed   Scheduled   In Progress   Cancelled

Show 10 entries   Search Appointment..

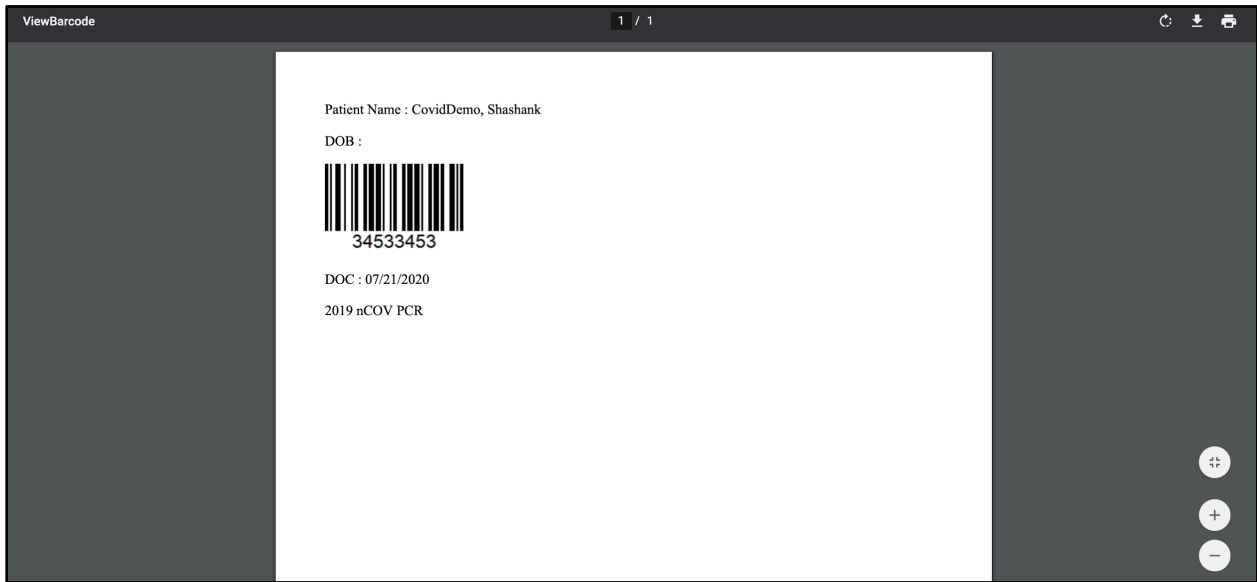| PATIENT NAME	DOB	PATIENT ID	COMPLETED DATE	RESULT	ACTION
Shashank CovidDemo		P-00713	07-21-2020	Positive	View Barcode
sameer khanAccount		P-00729	11-11-2020		View Barcode
testing QR event	11-14-1986	P-03143	11-10-2020	Positive	View Barcode
Vedith Kumar	11-07-2012	P-03142	11-10-2020	SARS-CoV-2 Not Detected	View Barcode
Stephen Covid	05-09-1950	P-00207	11-10-2020	Positive	View Barcode
testing QR event	11-14-1986	P-03143	11-10-2020	SARS-CoV-2 Not Detected	View Barcode
Vedith Kumar	11-07-2012	P-03142	11-11-2020	SARS-CoV-2 Detected	View Barcode

Completed Action

Completed Appointments action button has been configured differently for Rapid Testing vs PCR Testing.

PCR Testing

In case of PCR testing, all the patient information will be sent over to the laboratory (Public Health Lab system) which will firstly sent back the unique Barcode Id to be attached with Specimen samples and further after analysing will be sending back the test results. Test Results will be shown on the screen as soon as it is received from Labware.

PATIENT NAME	DOB	PATIENT ID	COMPLETED DATE	RESULT	ACTION
Shashank CovidDemo		P-00713	07-21-2020	Positive	View Barcode

Testing site users will be able to click on **View Barcode** as part of the quick action button to be able to view and download the barcode generated and attach it with a specimen sample.

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Patient Name : CovidDemo, Shashank

DOB :

34533453

DOC : 07/21/2020

2019 nCOV PCR

Rapid Testing

In Case of Rapid Testing, testing site users will be able to view the patient information along with test results which was updated as part of the previous step while marking appointment as **Complete** from **In Progress.**

PATIENT NAME	DOB	PATIENT ID	COMPLETED DATE	RESULT	ACTION
Stephen Covid	05-09-1950	P-00207	11-10-2020	Positive	Add Appointment

Alongside, testing site users will have the option to additionally **Add Appointment** in case of false positive or any other cases which will prompt users to select the testing type (PCR or Rapid) which they need to schedule for patients for retesting.

Add Appointment

* Select the Testing Type

Select Type ▼

Book Appointment　　Cancel

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Clicking on **Book Appointment** will take the user to the calendar view where appointments needs to be booked using available date and time.

Schedule Appointment								
						■ Available ■ Selected ■ Not Available		
	TUE	**WED**	**THU**	**FRI**	**SAT**	**SUN**	**MON**	**TUE**
	11/17	**11/18**	**11/19**	**11/20**	**11/21**	**11/22**	**11/23**	**11/24**
06:30 AM	Available (2)	Available (3)	Available (3)	Available (3)	Not Available	Not Available	Not Available	Not Available
07:00 AM	Available (2)	Available (3)	Available (3)	Available	Not Available	Not Available	Not Available	Not Available
07:30 AM	Available (2)	Available (3)	Available (3)	Available (3)	Not Available	Not Available	Not Available	Not Available
08:00 AM	Available (2)	Available (3)	Available (3)	Available (3)	Not Available	Not Available	Not Available	Not Available
08:30 AM	Available (2)	Available (3)	Available (3)	Available (3)	Not Available	Not Available	Not Available	Not Available
09:00 AM	Available (2)	Available (3)	Available (3)	Available (3)	Not Available	Not Available	Not Available	Not Available
09:30 AM	Available (2)	Available (3)	Available (3)	Available (3)	Not Available	Not Available	Not Available	Not Available
							Schedule Appointment	Cancel

Booked appointments will show up in respective **Schedule Appointment list view** basis selected testing type.

Manage Slots

Testing site users will have the ability to manage calendars separately for PCR Testing or Rapid Testing by clicking on the respective tabs.
In case of a testing site supporting only one testing type out of two then only respective testing type tabs will be visible.

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On the manage slots page, the testing site user will be able to choose how many slots are available and open for them.

The user will determine how many slots per 30 minutes are available for an appointment. This will show on the appointment slots when **scheduling** and **rescheduling** appointments.

To do so, the user will input a number and click away from the text bar to save the number.

User has the option to pick and choose the slots from the below view in following ways:

1. Clicking on **Time Slot(s) on left side (09:30 AM…)** will select that time slot across all the mentioned dates on the screen
2. Clicking on **top headers (Day/Date)** will select **all the time slots** for that day(s)

3. Clicking on below boxes (one or multiple) highlighted in grey will **select those specific time slots for selected date**

* Number of Available Appointment Slots (Per 30 min) 5							
	THU	FRI	SAT	SUN	MON	TUE	WED
	04/30	05/01	05/02	05/03	05/04	05/05	05/06
09:00 AM	Available (4) Booked (1)	Available (4) Booked (1)	Available (5) Booked (0)	Available (5) Booked (0)	Available (5) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)
09:30 AM	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)
10:00 AM	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)
10:30 AM	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)	Available (0) Booked (0)

Clicking the Save button will update the selected slots with the number of available slots mentioned in the input field on top. Once updated, it will be shown against slots in the manner below.

Available (4) Booked (1)	Available (4) Booked (1)
Available (10) Booked (0)	Available (10) Booked (0)
Available (0) Booked (0)	Available (0) Booked (0)
Available (20) Booked (0)	Available (20) Booked (0)
Available (0) Booked (0)	Available (0) Booked (0)

Every slot will be updated with below details:
Available slots - number of slots which are still available for booking the appointments.
Booked Slots - number of appointments which are already booked for this slot.

Downloads

On the Download page, the Testing Center user will be able to download the list of appointments via following options available:

Appointments Download

From Date - User selects the starting date from which list of appointment records needs to be downloaded

To Date - User selects the calendar schedule date until which list of appointments needs to be downloaded

Testing Type - User can select PCR or Rapid testing type for which appointments need to be downloaded for a selected time period .

Clicking on Download button after selecting fields i.e. from and to date along with testing type will enable user to download the list of appointments in a CSV file format with the below fields

- Testing Id
- Patient Id
- Patient Name
- Phone No
- Date of Birth
- Appointment Status
- Appointment Date
- Appointment Time
- Lab Name
- Result
- Appointment Completion Date
- Lab Test Completion Date

Upload Contacts

On the Upload Contact, the user will be able to upload a CSV file which contains patient details for whom testing appointments needs to be scheduled onto testing centre by selecting specific testing type tabs i.e.

- PCR Testing
- Rapid Testing

- First Name
- Last Name
- Email
- Mobile
- Gender
- Date Of Birth
- Race
- Organization Name
- Ethnicity
- Symptomatic
- Direct Contact with Positive Case (2-14 days)

Please note following points:

- Kindly go through the instructions highlighted in the upload section related to required fields and format/values which is required for successful record insertion.
- Recommended count of uploading the citizen contacts is within the upper limit of **400 records** in a single csv file.

Create Contact

On the create contact page, the testing center user will be able to create and schedule individual patient contact appointments who have not been registered using patient portal

Contact Type - Covid or Antibody Citizen (Required) - Testing Site User needs to select **Covid Citizen for PCR or Rapid testing type.**

Testing site user have to fill out following details as per the below screens to be able to create patient and schedule their appointments.

Once customer details are filled and submitted are created under **Scheduled** status and visible under the appointment section within recommended testing type (PCR or Rapid).