TAP – REGISTRATION, DATA COLLECTION, KnowCodes

1. Persons coming to be tested can either pre-register or will need to be registered on site

2. You can find people who have pre-registered on the “Pre-registration look-up” report

3. Use the search box to search for a person by their name

4. Confirm their identify by name and date of birth (DOB)
5. Click on ID to go to that record

6. Confirm all information on the Patient Information page is correct

7. Pay special attention to: Name, DOB, and email

8. Check that you have confirmed

9. Answer all of the questions on the COVID Test form

10. Check that Patient is aware results will be provided to them via email and/or text

11. Pay special attention to: TESTING SITE CODE, Collection date, Collection Time, and Sample successfully collected

*** you MUST mark that the sample was successfully collected for the lab to receive an order
*** if you accidentally mark “yes” simply change the answer to “no” if sample was not collected

12. Check if the sample was collected, a lab order will be automatically created

13. CHANGE THE TIME to accurately capture when sample was collected

*** The time from sample collection to result is being tracked to evaluate lab result times

14. Only select yes to ROI collected if an ROI has truly been collected from the Patient
15. If a person does not have an email to send their KnowCode, give them a KnowCode

   a. Go to the first full row of KnowCode stickers
   b. Each row is for one person
   c. Sticker 1 – give to person being tested
   d. Sticker 2 – put on their consent form
   e. Sticker 3 – leave on page and return these to EIP office

16. You ONLY need to hand out a code to people without an email address

17. You HAVE to type in the KnowCode you handed out to the person into REDCap, or they will be unable to access their results

18. People who have an email address will be emailed their KnowCodes when their results are available, do NOT provide them a KnowCode on site