

## Introduction

### Setting up your SimpleReport testing workflow

This guidance was created by SimpleReport and is designed specifically for schools doing COVID-19 rapid testing. SimpleReport is a free web tool created by the CDC that helps make COVID-19 rapid testing and reporting easier for schools.

#### Pre-register

(optional)



##### On site

Post signs with a link to the self-registration form.



##### At home

Send out the self-registration link in advance.



##### CSV upload

Request a bulk upload of patient data.

#### Check-in



##### Check-in

Search for a patient to begin their test.

If they didn't pre-register, you can add them now.

#### Test



##### Conduct test

Conduct the test and wait for the results.

Optional: Use the SimpleReport timer to track the time.

#### Submit



##### Submit result

Select the result and click **Submit**.

SimpleReport sends the data to your public health department.

#### Who's involved



Test administrator



Patient (student or staff)

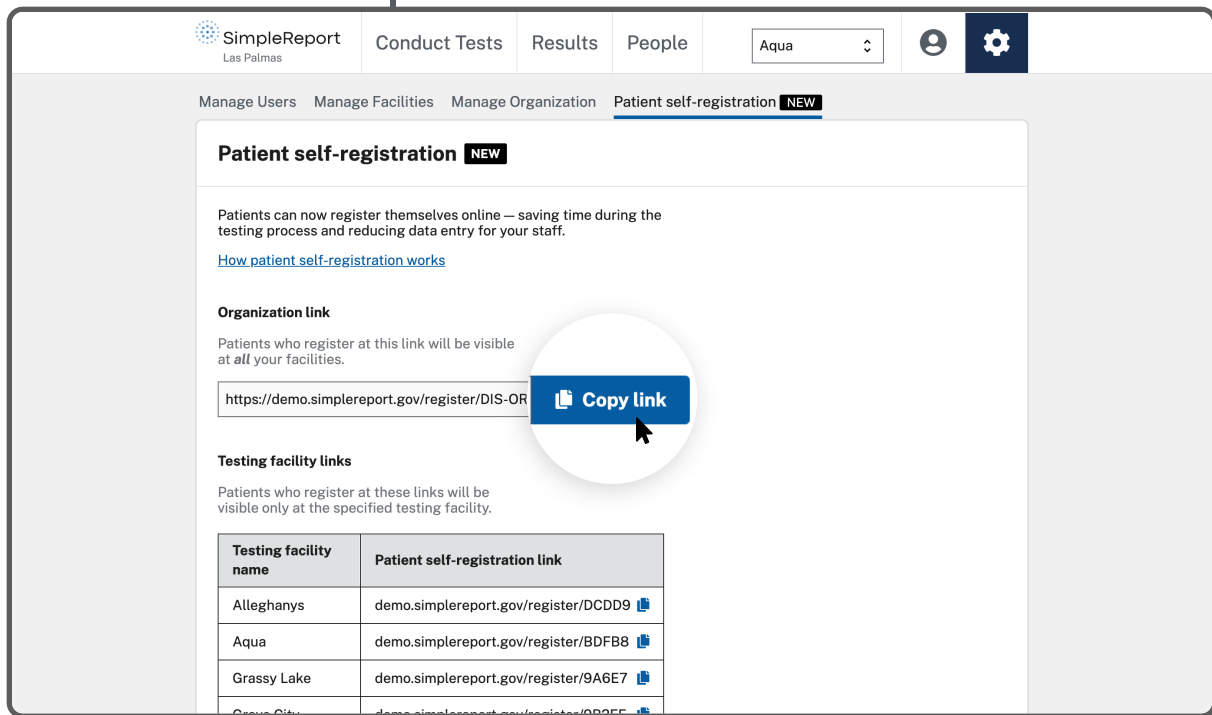
#### What you'll need

- Computers or tablets
- Test kits
- Personal Protective Equipment (PPE)

## Step 1

### (Recommended) Share self-registration link or QR code

Send out self-registration information ahead of time. Ask staff or parents and guardians to create SimpleReport patient profiles for students.



 A screenshot of the SimpleReport web application interface. The top navigation bar includes 'SimpleReport Las Palmas', 'Conduct Tests', 'Results', 'People', and a search bar with 'Aqua'. Below the navigation bar, there are tabs for 'Manage Users', 'Manage Facilities', 'Manage Organization', and 'Patient self-registration NEW'. The main content area is titled 'Patient self-registration NEW' and contains the following text:
 

Patients can now register themselves online – saving time during the testing process and reducing data entry for your staff.

[How patient self-registration works](#)

**Organization link**  
Patients who register at this link will be visible at *all* your facilities.

[Copy link](#)

**Testing facility links**  
Patients who register at these links will be visible only at the specified testing facility.

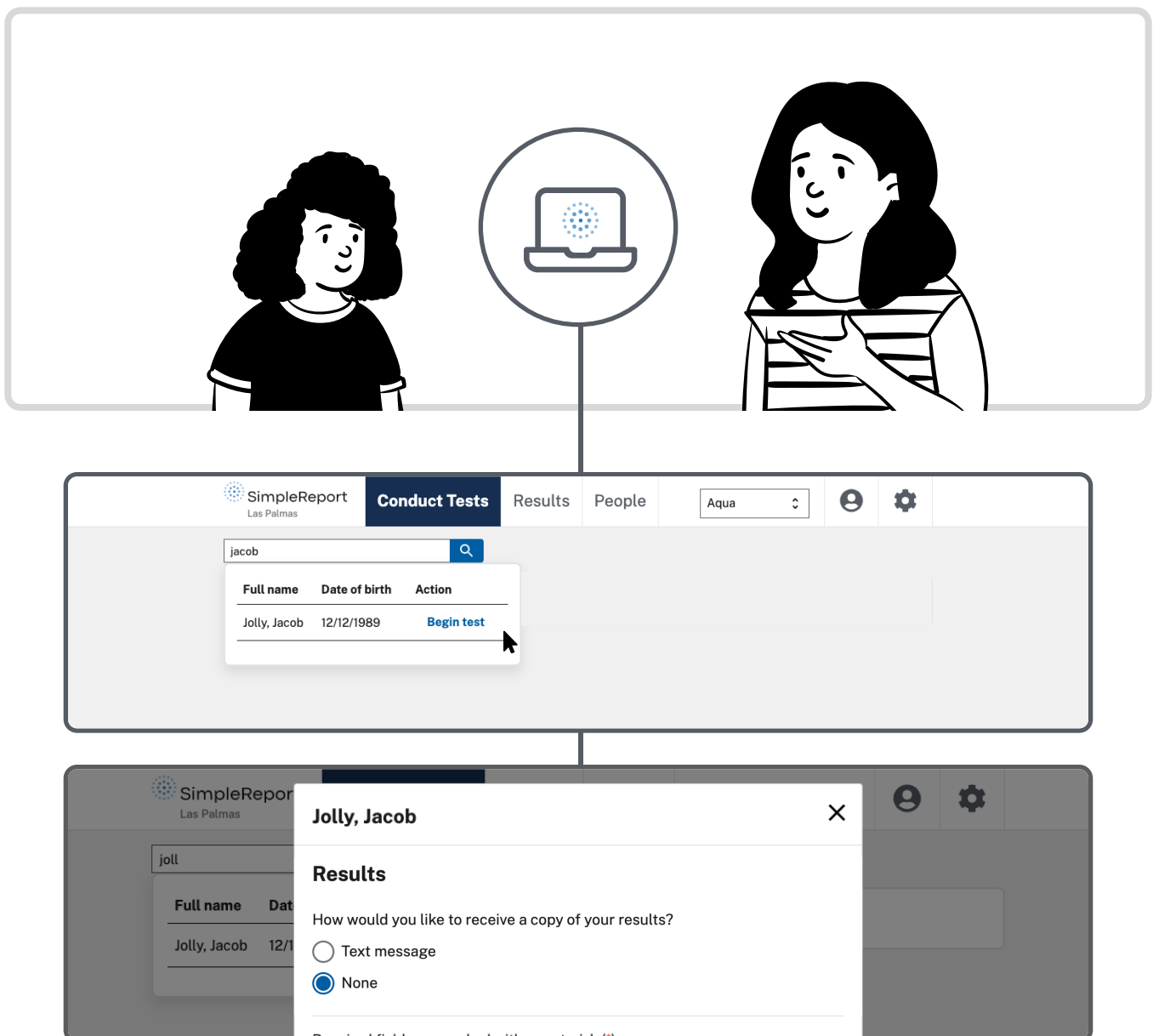
Testing facility name	Patient self-registration link
Alleghans	<a href="https://demo.simplereport.gov/register/DCDD9">demo.simplereport.gov/register/DCDD9</a>
Aqua	<a href="https://demo.simplereport.gov/register/BDFB8">demo.simplereport.gov/register/BDFB8</a>
Grassy Lake	<a href="https://demo.simplereport.gov/register/9A6E7">demo.simplereport.gov/register/9A6E7</a>
Grassy City	<a href="https://demo.simplereport.gov/register/002FF">demo.simplereport.gov/register/002FF</a>

**[simplereport.gov/register/yourfacility](https://simplereport.gov/register/yourfacility)**

## Step 2a

### Check in patient

1. Call the next person in line and begin the check in process with them.
2. On the **Conduct Tests** page, search and add them to the test list. If you can't find them in SimpleReport, go to step 2b, then continue below.
3. Go through the questions provided and note their responses.
4. Select **Complete**.

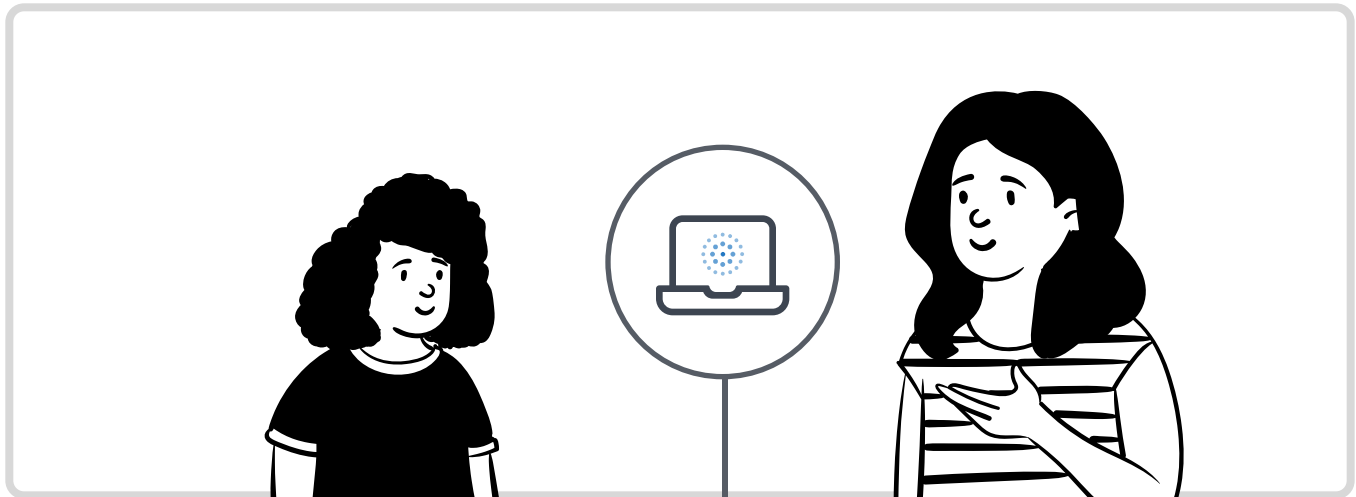
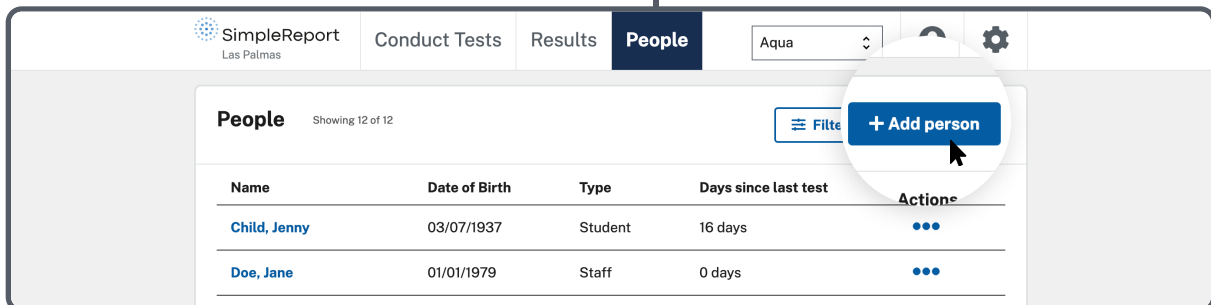


The diagram illustrates the patient check-in process. It shows two people, a person on the left and a person on the right, with a laptop icon in the center. Below this is a screenshot of the SimpleReport 'Conduct Tests' page. The search bar contains 'jacob' and a dropdown menu shows a result for 'Jolly, Jacob' with a 'Begin test' link. Below that is a screenshot of the 'Results' form for 'Jolly, Jacob', showing a question: 'How would you like to receive a copy of your results?' with radio buttons for 'Text message' and 'None'.

## Step 2b

### Register patient

For students and staff who haven't pre-registered, go to the **People** tab and create their patient profile, then go back to step 2a.

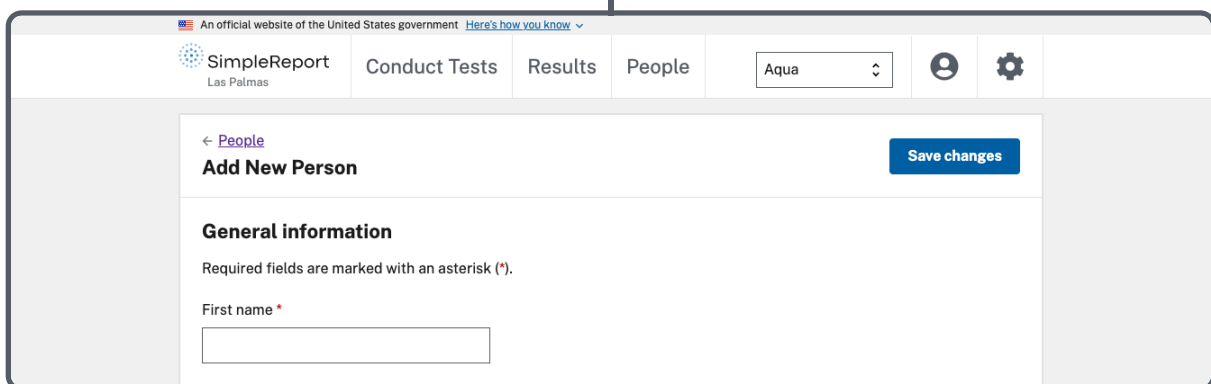



SimpleReport Las Palmas

Conduct Tests Results **People** Aqua

People Showing 12 of 12 Filter **+ Add person**

Name	Date of Birth	Type	Days since last test	Actions
Child, Jenny	03/07/1937	Student	16 days	...
Doe, Jane	01/01/1979	Staff	0 days	...



An official website of the United States government [Here's how you know](#)

SimpleReport Las Palmas

Conduct Tests Results People Aqua

← People **Save changes**

**Add New Person**

**General information**

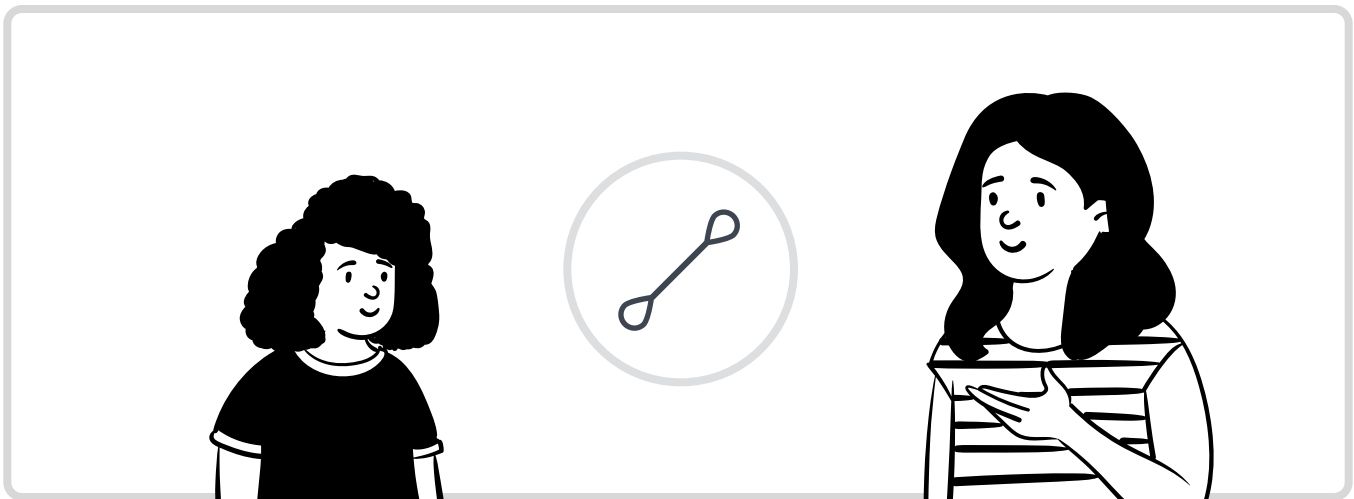
Required fields are marked with an asterisk (\*).

First name \*

### Step 3

## Conduct test

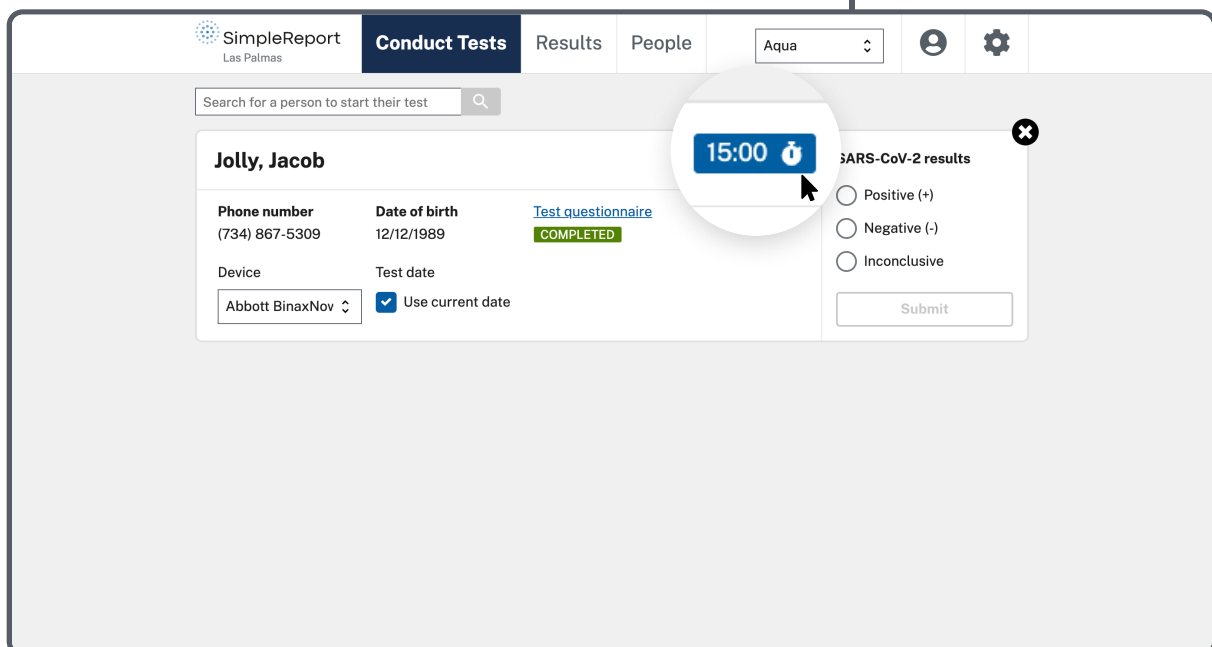
1. A test administrator prepares and begins the test. If the test has an option for patients to self-swab, provide the swab and instructions.
2. After getting the patient sample, place in a designated area for tests in progress.



## Step 4

### Wait for test results

1. Start the timer in SimpleReport, or use your own method to track test processing time.
2. Begin the testing process with a new patient. If you have two test administrators, one person should focus on conducting tests, and the other on recording results.

SimpleReport Las Palmas

**Conduct Tests** Results People Aqua

Search for a person to start their test

**Jolly, Jacob**

Phone number (734) 867-5309 Date of birth 12/12/1989 [Test questionnaire](#) COMPLETED

Device Abbott BinaxNov Test date  Use current date

15:00

SARS-CoV-2 results

Positive (+)

Negative (-)

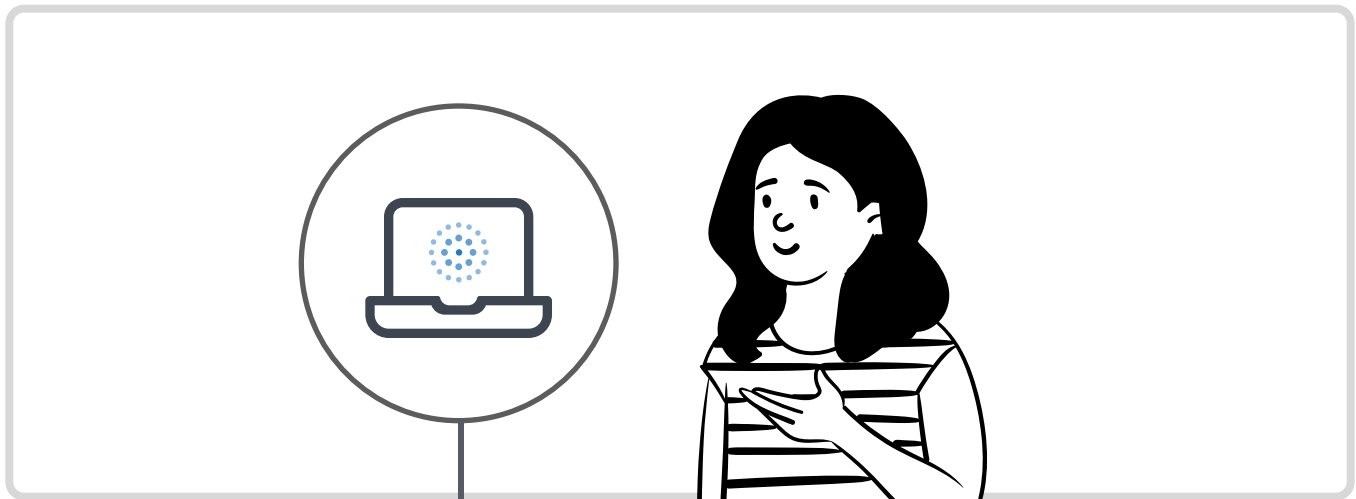
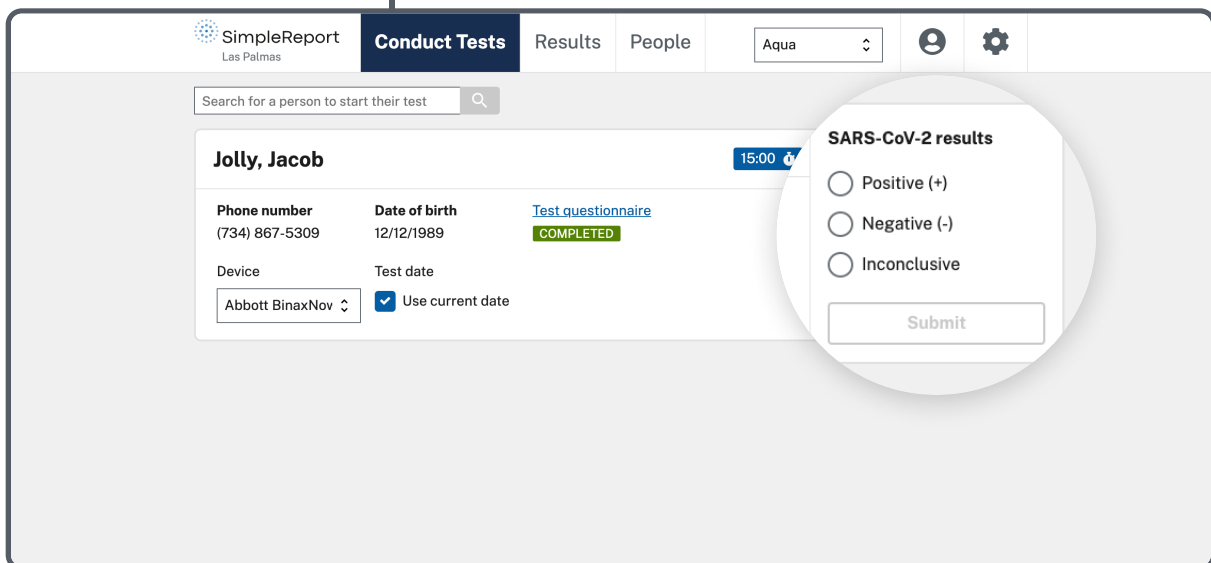
Inconclusive

Submit

## Step 5

### Submit test results

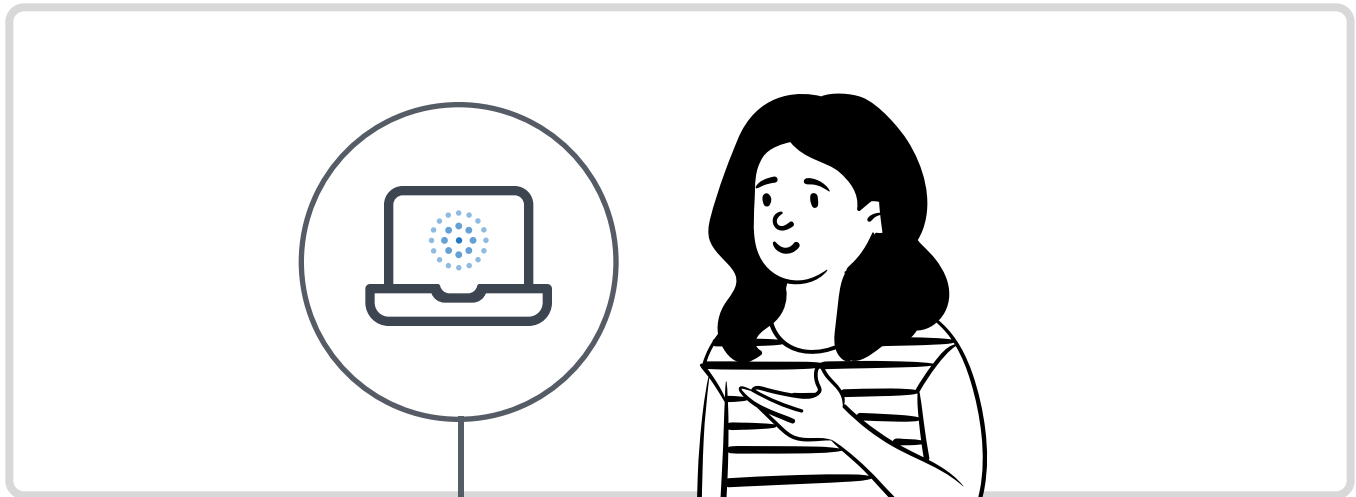
1. When the test processing time is up, enter the result for the correct student or staff member.
2. If positive or inconclusive, follow your school's required procedures.



 A screenshot of the SimpleReport web application interface. The top navigation bar includes the SimpleReport logo, the 'Conduct Tests' tab (highlighted in dark blue), and other tabs for 'Results' and 'People'. A search bar is present with the text 'Search for a person to start their test'. Below the search bar, the profile for 'Jolly, Jacob' is displayed, including a '15:00' timer. The profile shows 'Phone number (734) 867-5309', 'Date of birth 12/12/1989', and a 'Test questionnaire COMPLETED' status. Under 'Device', 'Abbott BinaxNov' is selected, and 'Use current date' is checked. A circular callout on the right side of the form highlights the 'SARS-CoV-2 results' section, which contains three radio button options: 'Positive (+)', 'Negative (-)', and 'Inconclusive', along with a 'Submit' button.

## Step 6

### (Optional) Share results

If the patient opted in to receive test results via text or email, they'll get them now. You can also print the results.



SimpleReport Las Palmas | Conduct Tests | **Results** | People | Aqua

Test Results Showing 20 of 41

Person	Test date	Result	Device	Symptoms	Submitter
Parker, Jessica DOB: 11/11/2015	07/23/2021 6:11am	Negative	Abbott BinaxNow	Yes	Bobby Bob Bobberoo
Doe, Jane DOB: 01/01/1979	07/22/2021 6:12am	Negative	Access Bio CareStart	No	Bobby Bob Bobberoo

Print result | View details | Mark as error

Close | **Print**

## SARS-CoV-2 Result

SimpleReport

Patient Details		Facility Details	
<b>Name</b>	Jolly, Jacob	<b>Facility Name</b>	Testing Site
<b>Date of Birth</b>	12/12/1989	<b>Facility Phone</b>	(734) 867-5309
		<b>Facility Address</b>	1001 Rodeo Dr Los Angeles, CA 90000
		<b>CLIA Number</b>	36D0906239



## All steps

# SimpleReport workflow

### Step 1: (Recommended) Share self-registration link or QR code

Send out self-registration information ahead of time. Ask staff or parents and guardians to create SimpleReport patient profiles for students.

### Step 2a: Check in patient

1. Call the next person in line and begin the check in process with them.
2. On the **Conduct Tests** page, search and add them to the test list. If you can't find them in SimpleReport, go to step 2b, then continue below.
3. Go through the questions provided and note their responses.
4. Select **Complete**.

### Step 2b: Register patient

For students and staff who haven't pre-registered, go to the **People** tab and create their patient profile, then go back to step 2a.

### Step 3: Conduct test

1. A test administrator prepares and begins the test. If the test has an option for patients to self-swab, provide the swab and instructions.
2. After getting the patient sample, place in a designated area for tests in progress.

### Step 4: Wait for test results

1. Start the timer in SimpleReport, or use your own method to track test processing time.
2. Begin the testing process with a new patient. If you have two test administrators, one person should focus on conducting tests, and the other on recording results.

### Step 5: Submit test results

1. When the test processing time is up, enter the result for the correct student or staff member.
2. If positive or inconclusive, follow your school's required procedures.

### Step 6: (Optional) Share results

If the patient opted in to receive test results via text or email, they'll get them now. You can also print the results.