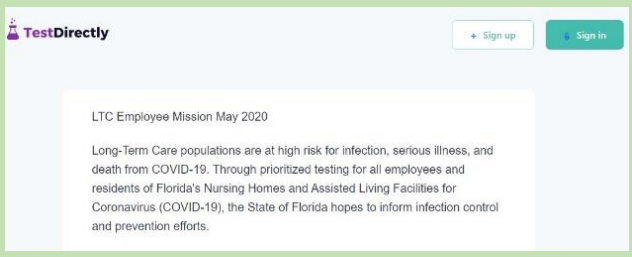
Long Term Care (LTC) Testing

COVID-19

Employee Registration

Step 1

- Obtain the **Facility license number** from your employer. You are now ready to create your account in the TestDirectly portal.
- Open a browser and redirect to the: floridaltc.testdirectly.com or using your smartphone, scan the QR Code (to the right) to open the browser using your smartphone.
- The following screen will appear:

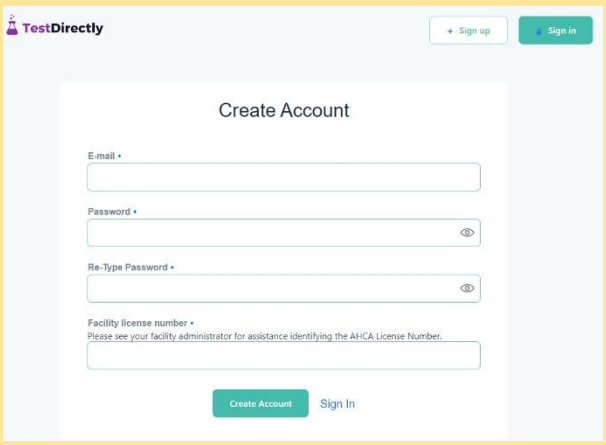


Scan me

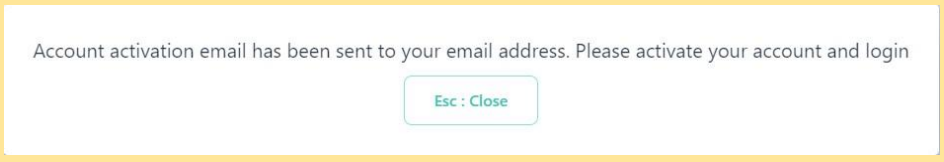
- Click the **+ Sign up** button in the upper right corner to begin creating your account. The *Create Account* page displays.

Step 2

- Complete the fields as requested and select **Create Account.**

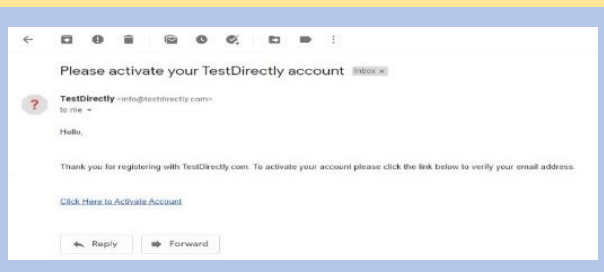


- You will receive an account activation message. If not redirected, go back to the TestDirectly select **Sign in.**

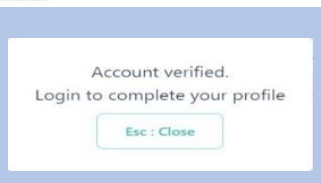


Step 3

- Open your email account (used to create account) and click on the link to verify your account.

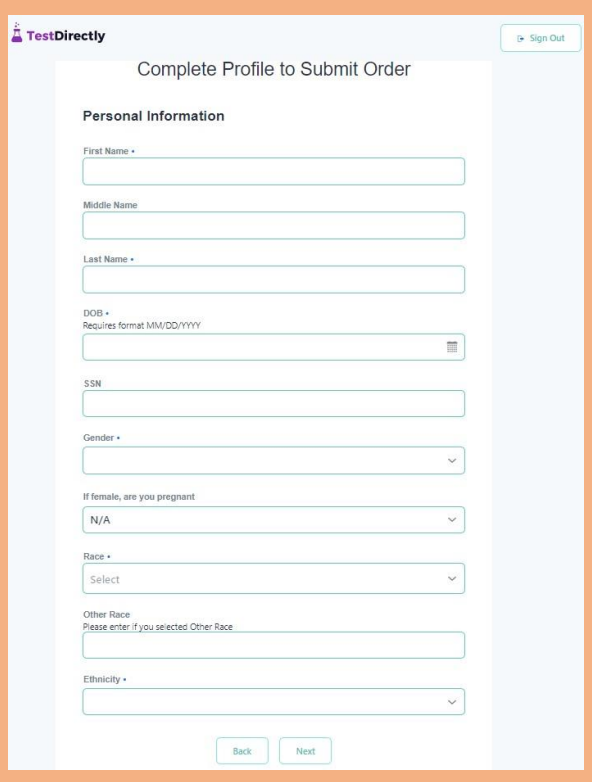


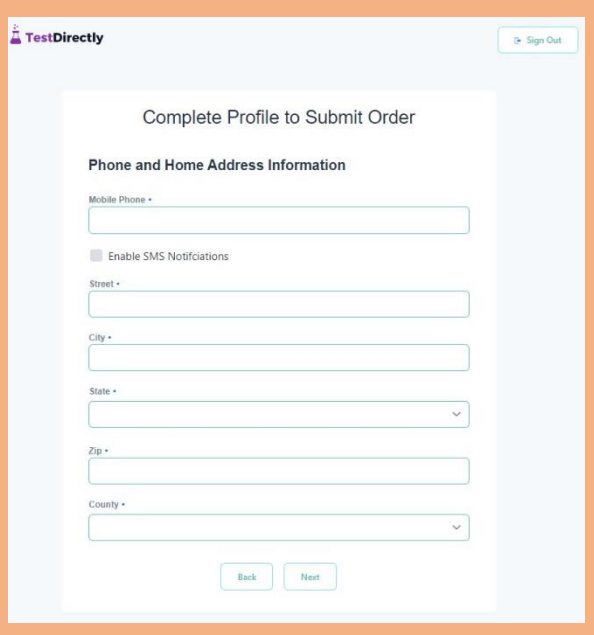
- Once your account has been verified, you will receive the Account verified message. Login to complete your profile.



Step 4

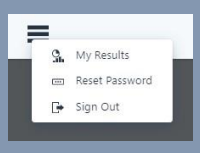
- Complete the employee profile.

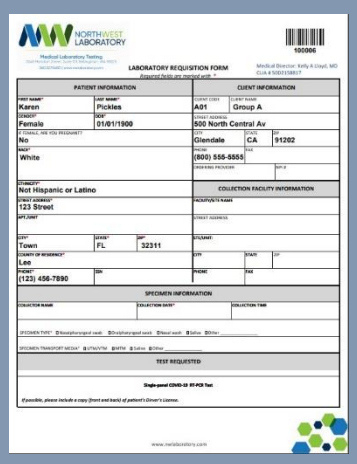




Step 5

- Once you select Next, you will be redirected to the Order Form screen with your **Laboratory Requisition Form**. Notice all fields are prepopulated for you. From this page, you may:
  - Email the form to yourself
  - Download and save the form for later access
  - Print the form from within the browser
- You may now **Sign Out**.





Congratulations!

You have successfully registered for the TestDirectly portal. Please take your printed form with you on the day of your test.

Long Term Care (LTC) Testing

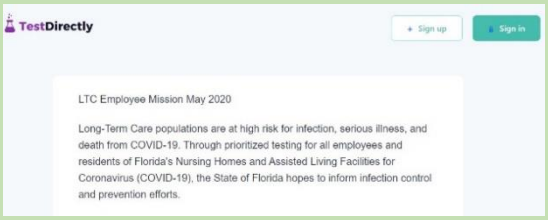
COVID-19

Accessing Employee Results

Step 1

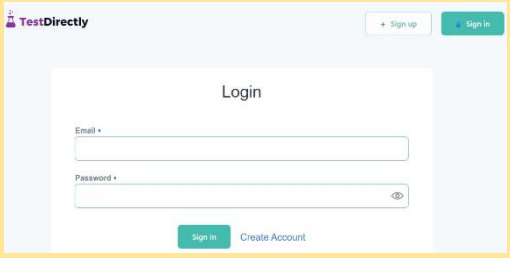
- Open a browser and redirect to the: floridaltc.testdirectly.com or using your smartphone, scan the QR Code to open the browser using your smartphone.
- The following screen will appear:

Scan me



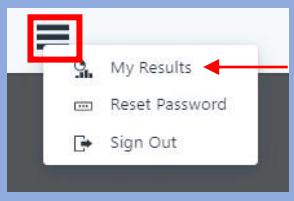
Step 2

- Click the **Sign in** button in the upper right corner to sign into your account. The *Login* page displays.

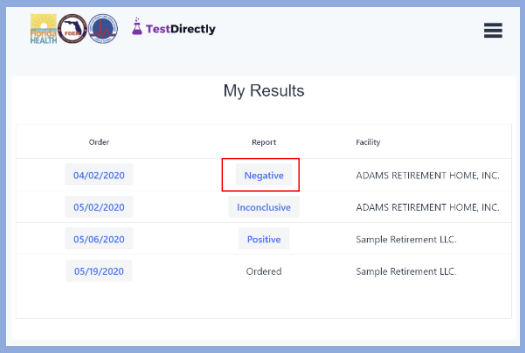


View Results

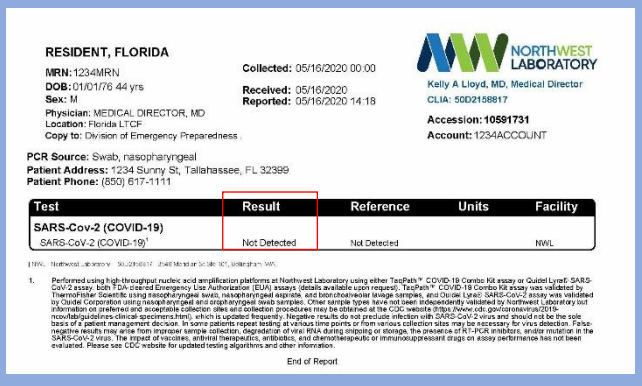
1. Select the **My Results** from the menu to view the My Result screen.



2. Select (click) on the Report result (Negative/Positive/Inclusive) to view a copy of the results.



- Sample copies of the report are below.



RESIDENT, FLORIDA
MRN: 1234MRN
DOB: 01/01/76 44 yrs
Sex: M
Physician: MEDICAL DIRECTOR, MD
Location: Florida LTCF
Copy to: Division of Emergency Preparedness

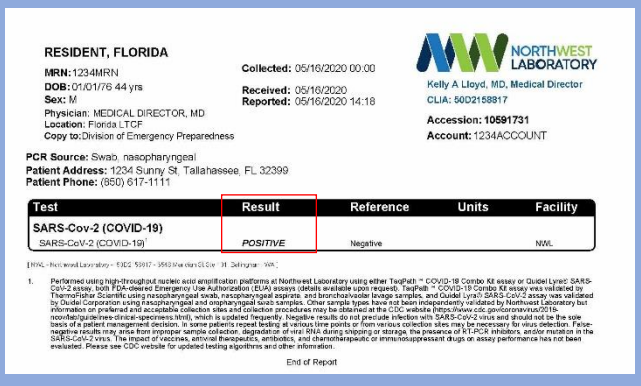
Collected: 05/16/2020 00:00
Received: 05/16/2020
Reported: 05/16/2020 14:18

NORTHWEST LABORATORY
Kelly A Lloyd, MD, Medical Director
CLIA: 50D2158817
Accession: 10591731
Account: 1234ACCOUNT

PCR Source: Swab, nasopharyngeal
Patient Address: 1234 Sunny St, Tallahassee, FL 32399
Patient Phone: (850) 617-1111

Test	Result	Reference	Units	Facility
SARS-Cov-2 (COVID-19)				
SARS-CoV-2 (COVID-19)[1]	Not Detected	Not Detected		NWL

End of Report



RESIDENT, FLORIDA
MRN: 1234MRN
DOB: 01/01/76 44 yrs
Sex: M
Physician: MEDICAL DIRECTOR, MD
Location: Florida LTCF
Copy to: Division of Emergency Preparedness

Collected: 05/16/2020 00:00
Received: 05/16/2020
Reported: 05/16/2020 14:18

NORTHWEST LABORATORY
Kelly A Lloyd, MD, Medical Director
CLIA: 50D2158817
Accession: 10591731
Account: 1234ACCOUNT

PCR Source: Swab, nasopharyngeal
Patient Address: 1234 Sunny St, Tallahassee, FL 32399
Patient Phone: (850) 617-1111

Test	Result	Reference	Units	Facility
SARS-Cov-2 (COVID-19)				
SARS-CoV-2 (COVID-19)[1]	*POSITIVE*	Negative		NWL

End of Report