



Long Term Care (LTC) Testing

COVID-19



LTC Facility Administration Registration

Start Here

- Before you get started, locate the email previously sent to you.
 - Username is the AHCA Facility license number.
Example: 32311
 - Password default is FL plus the facility's five-digit zip code. *Example: FL32311*
- To login, open a browser and redirect to:
floridaltc.testdirectly.com/facility.
- Enter the username and password; and Sign In to begin.

The screenshot shows the TestDirectly login interface. At the top, there are logos for Florida Health, FDEM, and the State of Florida. Below the logos is the title "Login". There are two input fields: "User Name" with the text "fsuser" and "Password" with a masked password "*****" and an eye icon to toggle visibility. A green "Sign In" button is located at the bottom right of the form.

New Order

- Upon login, users can initiate a **New Order** and enter as many orders as needed.
- Generate the requisition by clicking
 - **Save** will keep that record and allow you to select New Order to enter entry of the next resident's information
 - **Save and Print** will print that single Laboratory Order requisition
 - All requisitions can be batch printed after all Orders are entered
 - Select **Orders**, click on **View Selected Requisitions**, click on the icon to print.
 - Select Esc: Close when you are done entering resident information

The screenshot shows the "TestDirectly - Add / Edit Order" form. It has two tabs: "Patient" (selected) and "Address". The "Patient" tab contains several input fields: "First Name", "Middle Name", "Last Name", "DOB" (with a note "Requires format MM/DD/YYYY"), "SSN", and "Gender". There is a checkbox for "Use Facility Address" which is checked. At the bottom, there are three buttons: "Esc : Close", "Save", and "Save and Print".

Processing Orders

- The **Processing** queue tracks all pending reports.

The screenshot shows the "Florida Assisted Living Facility: Processing" table. The table has columns for "Order", "Patient", and "Status".

Order	Patient	Status
04/02/2020	Denise Davis	Processing
05/02/2020	Kathy Washington	Processing
05/06/2020	Stephanie Phillips	Ordered
05/19/2020	Jane Adams	Processing
05/19/2020	Jenna Miranda Byrd	Ordered

Completed Orders

- The administrator will receive an email when reports are available for review.
- All recent orders the laboratory has completed are centrally located.
- Reports can be printed all together by using the **Print Selected** button below or by clicking on the result (in the last column).

The screenshot shows the "Florida Assisted Living Facility: Completed" table. The table has columns for "Order", "Patient", and "View Report".

Order	Patient	View Report
03/12/2020	Lewis C Clark	Negative
05/03/2020	Peter Ghosh	Inconclusive
05/10/2020	Karen Jones	Positive
05/11/2020	John Klein	Negative
05/11/2020	Richard Baker	Negative

We are just a telephone call away!

833-956-0323

