


**State of Idaho Long Term Care, Intermediate Care and Assisted Living Communities Instructions to Register PCR Tests and Order Supplies**

- **Step 1:** Go to [www.IdahoCovidTest.com](http://www.IdahoCovidTest.com)
- **Step 2:** Click on 'RESULTS AND SUPPLY'
  - This will redirect you to the portal. You will enter your personalized username and password here. If you do not know your portal information please contact us at [Idaho@Phamatech.com](mailto:Idaho@Phamatech.com)
  - If you need test supplies (PCR tubes, swabs, labels, packaging supplies and prepaid shipping label), click on the 'Supplies' tab and make the order for the appropriate quantity.
- **Step 3:** In the portal you will need to enter the information for your donors (residents and staff). The information that you will need is:
  - First Name
  - Last Name
  - Email Address (may use facility administrator email for all).
  - Phone Number (may use facility administrator phone number for all).
  - Date of Birth
  - Sex
  - Race (may decline to state).
  - Ethnicity (may decline to state).
  - Address (may use facility address for all).
  - Insurance Information
- **Step 4:** Go to "Schedule" tab
  - Find the donor to be tested, enter (or scan with barcode scanner) specimen ID from the label below (ie id-10000197). You will be supplied with rolls of these when you order supplies.

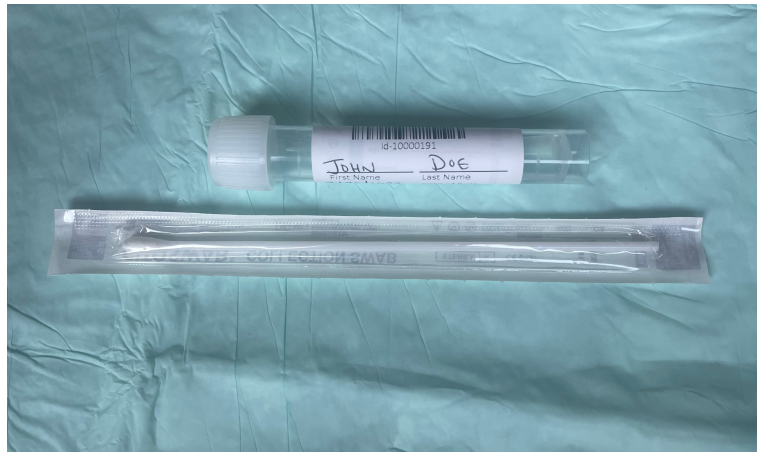


- Write the Name and DOB of the patient on the label with the matching specimen ID



A specimen ID label with a barcode at the top. Below the barcode is the ID number 'id-10000191'. The label has three fields for handwritten information: 'First Name' with 'JOHN', 'Last Name' with 'DOE', and 'Date of Birth' with '7/20/1970'.

- Transfer the Specimen ID label to the PCR tube.



- Select Test Type - either COVID or COVID + Flu A/B
- Select date of specimen collection
  - System will automatically select the date of entry unless a future date is selected.
- **Step 5:** Collect the nasal specimen from the donor. These swabs are made for anterior nares specimen collection (not mid-turbinate or nasopharyngeal), thus the specimen is collected with five (5) vigorous rotations in *each* nostril.
- **Step 6:** Replace the lid of the tube and twist clockwise to seal tightly. Place the tube into the supplied specimen bag.
- **Step 7:** Once all of the specimens are collected, place them into the shipping box and seal with tape. Place the prepaid UPS shipping label on the box and send all specimens to the lab immediately.
- **Step 8:** Once the results are ready, they will appear in the “Results” tab.