NHS
Test and Trace

MAKING COVID-19 PCR TESTING AVAILABLE IN GENERAL PRACTICE

GUIDANCE DOCUMENT

November 2020

Contents

NHS
Test and Trace

We provide swab testing

We are NHS Test and Trace.

We are making Covid swab testing available to all General Practices in England. The service will be available to all practices on **a voluntary, opt in basis.**

This will be a supplementary option for practices and does not replace any of the existing routes to access testing. Members of the public will continue to be directed to drive through, walk in and home testing services.

Target population

These tests can be offered **to patients who present in practice with Covid symptoms**.

GPs can use their discretion to offer the swabs where they deem it to be clinically appropriate in order to streamline patient care and to increase improve access to testing for patients who would otherwise be unlikely to get a test via the primary testing routes, for example, due to barriers around language, distance, disability or digital inclusion.

Testing will also be available to **symptomatic general practice staff and their symptomatic household members**.

We want to help you to keep general practices open and your community safe

By offering swab tests via general practice we hope to address health inequalities by reaching vulnerable patients who might otherwise not easily access testing, and support you to streamline patient care.

Timely testing for patients improves patient care and ensures symptomatic people safely isolate and protect others in their community.

We also hope to provide an easy access to testing for symptomatic general practice staff and their households to support keeping general practice settings operational

We piloted the service with a number of general practices and identified the following benefits:

1

It addresses health inequalities by improving access to testing for the most vulnerable patients

2

It provides a helpful addition to the UK testing capability

3

The process is simple and straightforward to administer

4

Patients like the joined up service

This is what our pilot GPs said about the service:

"We have deaf patients who would struggle with 119"	"Our closest RTS is some distance away so we are glad to add this to the services we can provide"	"The admin burden has proven to be minimal"	"Great to have the test kits at hand rather than telling [vulnerable] patients to call 119"
"[It allows us to test] frail patients who would struggle with a home testing kit"	"[As a visiting service] it is good that we can offer testing kits to elderly who are normally housebound"	"Really straightforward, the admin side was so easy"	"[The service] improves patient experience, as you can do [the swab] there and then"
75% of sites have had to use a GP surgery email on behalf of a digitally excluded patient	**3** of our hot sites have reported that their RTS is too far away for the vulnerable patients in their catchment area	Sites reported registration takes 2-3 minutes a test kit with an average of 5 tests per week across the pilot	

How the service works

Service overview

NHS Test and Trace

A General Practice is provided with a Unique Organisation Number (UON)	The Practice can order test kits, which will be posted to them.	The tests are used	The General Practice registers the kit	The swab is posted / collected	The results are returned directly to the patient	Practices and patients can call 119 for information
All general practices settings will be provided with a unique organisation number (UON).

This enables them to register to use the service if they decide it is right for them. | The practice can order kits via our gov.uk portal.

The kits will be posted to the site address they specify during the ordering process. | If a patient presents with symptoms in the practice, and the clinician deems it appropriate to offer them a Covid test, they are able to do so.

The patient should complete the test there and then (i.e. they should not take test kits home with them).

Symptomatic staff can test themselves as can their symptomatic household members. | The practice registers the kit on behalf of the patient (this takes approx. 2-5 mins per patient using their UON.

Symptomatic staff their household members can register their test using the UON and select 'staff' at the appropriate point. | There are two pathways for getting test kits to our laboratories:

They are posted via Royal Mail (if the General Practice needs to return under 5 test kits a day)

2. They can be collected by eCourier if the site needs to return over 8 kits a day | Patients receive the results via email (and text message if a mobile number is registered).

These then flow automatically onto the patient record.

Note that new COVID-19 swab test results are not automatically flagged in GP IT systems. | General practices can call 119 for help with their orders, registrations and test kits.

Patients can call 119 to find out the status of their test once it has been registered. |

Please note that this process may evolve as we test and learn during and after roll out. Throughout, patient and staff safety is our first priority.

We have two service models, depending on your circumstances. This affects how many kits you can order and how you can return these to our labs

Category 1

All general practices will be placed in **Category 1** when they initially opt-in via the Gov.uk portal.

They can order a batch of up to **40** swab testing kits per week. These can be returned via Royal Mail priority post boxes.

Category 2

These sites will be able to order batches of up to **200** swab testing kits per week.

These can be returned via Royal Mail priority post boxes or Courier.

General practices can move from Category 1 to 2 if they meet either of the following criteria:

- They are using more than 40 kits per week
- They have unique circumstances that mean they require a courier collection e.g. they are conducting weekend testing, they are not located near a priority post box, their priority post box is full due to close proximity to other surgeries / testing organisations)

To begin this process, please ring 119

Receiving your Unique Organisation Number

All general practices will receive a Unique Organisation Number (UON) – this will act as your gateway into the service

NHS Test and Trace assigns all of our organisational users a single Unique Organisation Number (UON).

A UON is a random 8 digit number which is exclusive to individual organisation. This can be used to login to all online elements of the testing process.

You will need to use your UON for:

- Ordering test kits (https://request-testing.test-for-coronavirus.service.gov.uk)
- Booking a courier to collect completed kits (https://testkitcollect.co.uk)
- Registering completed test kits for results (https://gov.uk/register-organisation-tests)

You will also need to use your UON number when contacting us for support, including if you need to call 119.

If your practice is unsure of it's UON, please visit https://organisation-number-lookup.test-for-coronavirus.service.gov.uk or by contacting the NHS Test and Trace Helpdesk on:
- **119** in England, Northern Ireland and Wales
- **0300 303 2713** in Scotland

.

Call 119 if your sites did not receive a UON email or if you need to change your details on the account

The information about your practice was provided by the CQC to be used exclusively in support of activities in response to the COVID-19 pandemic.

We understand that there may be some instances where the data did not provide your practice's or hot site's details, such that you are not able to order kits. We also understand the information given to us may not be accurate.

To resolve these issues please ring 119 with the following details:

- Organisation name
- ODS number
- Key contact email address
- Key contact phone number
- Key contact name
- Key contact job title
- Full practice address

Ordering and using the test kits

You can order kits up to once a week using the online portal

You can register for test kits on behalf of your General Practice by visiting the following website: https://request-testing.test-for-coronavirus.service.gov.uk/

Once you have placed and order, the you will receive a confirmatory email from the following address:

organisation.coronavirus.testing@notifications.service.gov.uk

To order kits, you will need:

- your Unique Organisation Number
- number of test kits you will need

If you are having problems ordering test kits, please call 119.

Please see the **appendix** for a step-by-step guide on how to order kits through the portal.

12
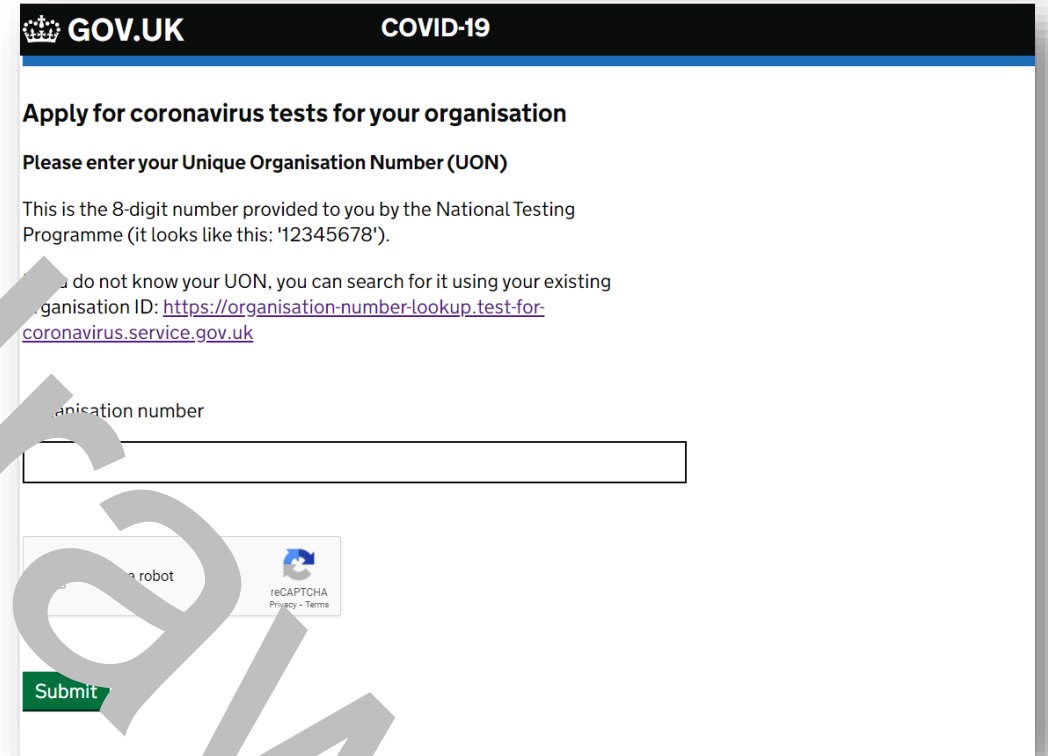
Each box contains 40 kits containing everything needed to perform and return a swab test.

These are Kingfisher PCR swab kits.

In each Kingfisher kit, you will receive a:

| Swab | + | Vial (barcode affixed) | + | Clear plastic bag (with absorbent pad) | + | Biohazard bag (barcode affixed) | → | Individual return box |
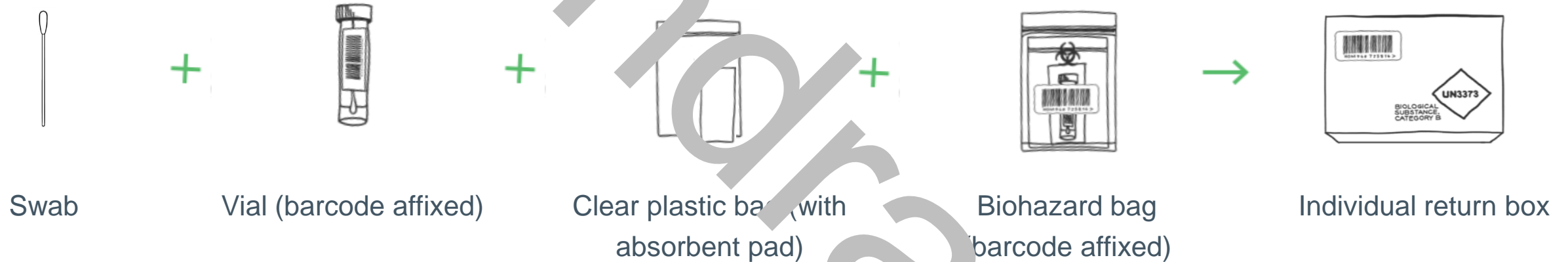
In addition you will also find a Royal Mail label to be used if you return the sample via the Priority Post Box. Please place each item in the following piece of packaging. Ensure that the barcode attached to the vial and the barcode on the biohazard bag are the same.

Who these tests are for

These tests can be offered to patients who present with COVID-19 symptoms in general practice settings. This will be a supplementary option for practices and does not replace any of the existing routes to access testing.

Members of the public will continue to be directed to drive through, walk in and home testing services.

Clinical staff can use their discretion to offer the swabs where they deem it to be clinically appropriate in order to:

- streamline patient care; and/or

- improve access to testing for patients who would otherwise be unlikely to get a test via the primary testing routes. For example:
  - due to barriers around language;
  - disability
  - frailty; or
  - digital inclusion.

The tests can also be used by symptomatic general practice staff and their symptomatic household members.

Most patients should be able to self-administer swabs

There is an expectation that GP staff should administer swabs. Where staff do administer a test, it is considered a non-aerosol procedure.
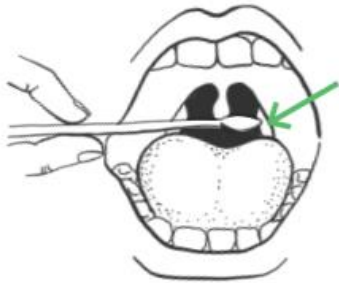
Where possible a **combined nose and throat swab** should be taken. However a person-centred approach should be used to assess which sample is taken.

Where a combined nose and throat swab is not possible, a nose swab from **both nostrils** can be taken. The swab does not need to be pushed far into the nostril.

Extra care is needed when interpreting the results from a nasal swab compared to a full throat and nose swab. If the result is negative but the patient has persistent symptoms, a clinical assessment should be made to determine whether a repeat test is required. Isolation should continue until symptoms reside.
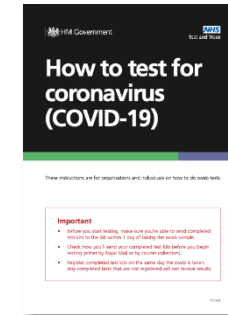
Instructions for self-swabbing have been provided for patient use.

Separate instructions will be available for testing on children. Please ensure you familiarise yourself with both.

YouTube video instructions for self-swabbing

There is a step-by-step guide to performing the test in the following video:

https://www.youtube.com/watch?v=zCqo7M QT6U

For advice on testing children, please also see the following video:

https://www.youtube.com/watch?v=Xaw8DsF2Igc

Registering test kits

Registering test kits

You need to register every kit on our portal, you can do this individually or multiple (up to 50) at one time. The portal to register kits can be found at: https://gov.uk/register-organisation-tests

You will need:
- Your Unique Organisation Number (UON)
- The barcode number of the test kit you are registering
- Date and time of test

For each patient being tested:
- Name
- Email address and mobile phone number (optional) to which the test results should be sent (refer also to 'Results' slide)
- Staff or non-staff
- Whether they have symptoms or not and the date of onset of symptoms (only symptomatic persons should be swabbed)
- Gender
- Occupation & whether they were in the office in the last 2 weeks (you can select *prefer not to say*)
- Ethnicity group & background (you can select *prefer not to say*)
- Date of birth
- First line of address and postcode
- NHS number (optional, but we recommend adding to support quick delivery of results into GP record)

Please see the step-by-step guide for registering a kit in the **appendix**.

In the rare occurrence that a patient nor a close family member does not have an email address, some pilot sites have provided their generic practice address to receive the result. If this is not possible, the individual will not be able to receive a test as the email address field is mandatory.

Returning test kits

Most General practices will use Royal Mail Priority Post Boxes to return test kits to our laboratories

Each test kit contains a pre-paid return label. Please attach these to the delivery packaging next to the security seal.

You will find your nearest priority post box and its collection times at www.royalmail.com/services-near-you

Please be aware of the following key points to ensure samples reach the laboratories in time:

- **Do not** put any completed tests in a priority box on Sunday (unless you have a courier collection booked no testing should be conducted on a Sunday)

- Please drop the kits at least one hour before the last collection time to ensure that is not missed

Only use a Royal Mail priority post box. It will be labelled with the below sign Priority Box sign and one of the regional NHS logos. Please do not enter any Post Office with the kit.

Some sites will use courier collection

Courier collection is provided by **eCourier**. This is only if you regularly complete more that 8 tests in a day, or if you have unique requirements, such as weekend test or remote geographical location. You must be set up as Category 2 site to be able to book a courier.

A courier collection can be scheduled for each Category 2 address using the eCourier portal (https://testkitcollect.co.uk/). You can book courier collection for the following day or up to 6 days in advance using their portal. **Next day collection must be booked by 5pm**.

The courier will collect the kits between **9am – 5pm**. They will send confirmation to the registered email of any bookings. This courier will collect any test kits completed since the last collection.

Choose 'Other'
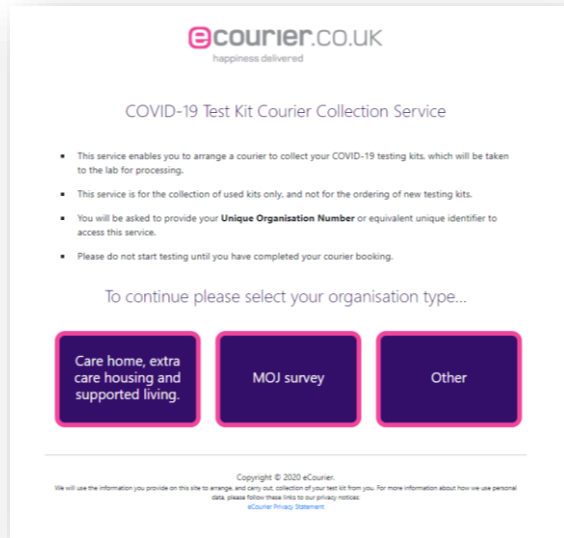
Enter your UON & Postcode
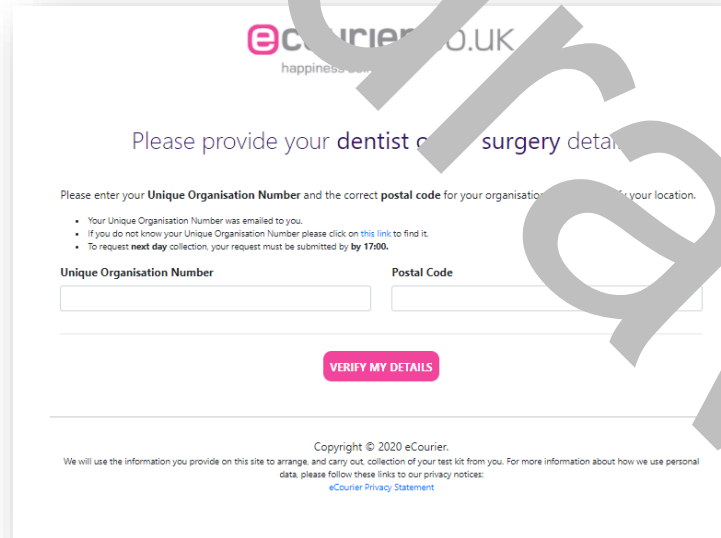
Choose day for collection & fill in details
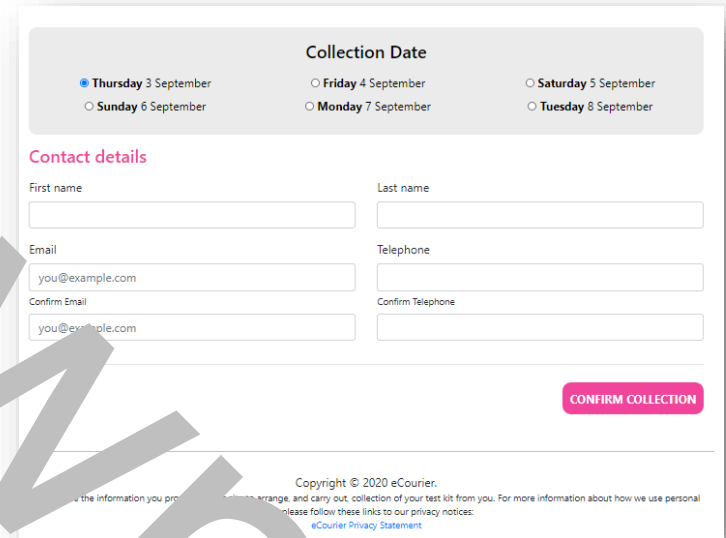
Results

We will directly notify patients about their test results

The person tested will receive:

1. An email
2. A text message (if number provided)

The results will also include guidance on next steps for the patient. We have included example guidance in the next few slides for your information.

The results of the test will flow into the patient record in the same way as with tests completed at other testing routes (for example, home testing).

Note: A national decision was made not to flag test results on GP IT systems. It is possible to produce local work arounds for this if you wish test results to flag on your systems.

Template of email containing results

There are 3 possible results – Negative, Positive and Unclear

Negative

Positive

Unclear

Template of text message containing results

There are 3 possible results – Negative, Positive and Unclear

Negative

Your coronavirus test result is negative. You did not have the virus when the test was done. You only need to self isolate if:
- You get symptoms of coronavirus (you'll need a new test)
- You're going into hospital (self-isolating until the date you go in)
- Someone you live with tests positive
- You've been traced as a contact of someone who tested positive

For advice on how long to self isolate, go to www.nhs.uk/coronavirus and read 'Self-isolation and treating symptoms'

Otherwise, you may return to work if you've not had a high temperature for 48 hours and feel well. Talk to your employer first.

For a care home resident, follow the care home guidance. If the resident still has symptoms, they may need a repeat test.

Contact 111 if you need medical help.

In an emergency, dial 999.

Positive

Your coronavirus test result is positive. It means you had a virus when the test was done.
Try not to. You can often ease symptoms at home until you recover.
You may be contacted for contact tracing.

You must, by law, self-isolate for 10 days from your symptoms starting. If you've not had symptoms, self-isolate for 10 days from your test.
You may return to work on day if you've not had a high temperature for 48 hours and are well. Talk to your employer first. People you live with should self-isolate for 14 days from your symptoms stating or 10 days from their symptoms starting.
For a care home resident, follow relevant guidelines
For a child or staff at school or nursery, tell the school/nursery.

For medical help, Contact 111.
In an emergency, dial 999.

Unclear

We could not read your coronavirus test sample. This means its not possible to say if you had the virus when the test was done.
We're sorry, but you'll need to get another test as soon as possible.
Keep self-isolating (and staff off work if relevant) if:

- You have or develop symptoms of coronavirus.
- Someone you live with has symptoms or tests positive.
- You've been traced as a contact of someone who tested positive.

For advice on how long to self-isolate in these situations go to www.nhs.uk/coronavirus and read 'Self-isolation and treating symptoms'.
You can end your self-isolation period early if your new test results says to stop self-isolating.

For a child or staff at school or nursery, tell the school/nursery.

Contact 111 if you need medical help.
In an emergency, dial 999.

Where to go for help

The 119 service is there if you need help

They can help you with the following queries:

- Finding out your UON

- Adding / editing a GP account

- Late / incomplete deliveries

- Issues with placing an order

- Changing from Category 1 to 2

- Results that are still missing after 5 days (N.B. they cannot provide the result but will be able to investigate)

NOTE: Patients will need their barcode number when they call 119 to check their test status

Appendix

Guide to ordering kits.

You must input the below details to be able to place an order

You will receive an error message if you input a number of test kit requested above your category limit.

Individual registration – Process Walkthrough

Registration
Individual kit registration portal

Steps to register a test kit one at a time:

1. Please go to https://test-for-coronavirus.service.gov.uk/care-home

2. Enter Unique Organisation Number, UON will come in email from organisation.coronavirus.testing@notifications.service.gov.uk with the subject title 'COVID-19: Your new Unique Organisation Number (UON)'

3. Enter or scan test kit barcode, please ensure carefully and do not copy and paste

4. Enter the person's personal details:

   • *Name*
   • *Whether they are a service user or staff member*
   • *Whether they have symptoms or not*
   • *Gender*
   • *Date of birth*
   • *Email address* **(for results)**
   • *Phone number* **(for results)**
   • *Home postcode*
   • *NHS number (optional, note that this is important to update the subjects NHS record)*

5. Check your answers

6. Test kit registration confirmed

7. The person who was tested will receive confirmation of registration via email.

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Register test kits for your care home, GP or dental surgery

Use this service to register coronavirus (COVID-19) test kits for:

• care home residents and staff
• people tested at their GP or dental surgery

after they take the swab test.

If a member of staff gets coronavirus symptoms, send them home immediately to self isolate. Then they'll need to apply for a coronavirus test here.

To complete this form, you'll need

the test kit you are registering

your mobile number, or a mobile number for the person you're registering it for

• The permission of the person being tested to enter their personal details

Register test kit >

Individual registration upload – Process Walkthrough

NHS Test and Trace

STEP 1: Confirmation of verbal consent

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Confirm you have consent

☑ I confirm that I've got consent from each person to register them

☑ I confirm that I've got consent for the results to go to the contact details entered for them

Continue

STEP 2: Select GP

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Which type of organisation are you?

○ Care home
○ GP surgery
○ Dental surgery
○ Prison
○ Other

Continue

STEP 3: Enter your 8 digit UON

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What's your organisation number?

This is the 8 digit number provided to you by the National Testing Programme. For example 12345678.

▶ What to do if you cannot find your organisation number

Continue

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STEP 4: Add each person's details one by one

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How do you want to register tests?

◯ Use our spreadsheet to add a list of patients
Enter and upload details for up to 50 people at a time

◯ Add each person's details one by one
Use an online form to enter their details

Continue

STEP 5: Who are you registering

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Who are you registering?

◯ Non-staff (for example residents or patients)

◯ Staff

Continue

STEP 6: Enter the name of the person being tested

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What's the person's name?

First name

_____

Last name

_____

Continue

STEP 7: Enter date of birth

STEP 8: Enter gender

STEP 9: Enter ethnicity, you can select prefer not to say

STEP 7

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What's Peter Smith's date of birth?

For example, 31 3 1980

Day   Month   Year

[   ]   [   ]   [   ]

[Continue]

STEP 8

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What's Peter Smith's gender?

○ Male

○ Female

[Continue]

STEP 9

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What is Peter Smith's ethnic group?

This will help us understand how coronavirus is affecting people of different ethnic backgrounds.

○ **Asian or Asian British**
Includes any Asian background, for example, Bangladeshi, Chinese, Indian, Pakistani

○ **Black, African, Black British or Caribbean**
Includes any Black background

○ **Mixed or multiple ethnic groups**
Includes any Mixed background

○ **White**
Includes any White background

○ **Another ethnic group**
Includes any other ethnic group, for example, Arab

or

○ Prefer not to say

[Continue]

STEP 10: Enter work status, you can select prefer not to say

STEP 11: Enter area of work status, you can select prefer not to say

STEP 12: Enter occupation, you can select prefer not to say. You must select an option from drop down menu,

Individual registration upload – Process Walkthrough

STEP 13: Enter name of employer, you can select prefer not to say

STEP 14: Enter country the person taking the test lives in.

STEP 15: Enter home postcode. And additional question will ask for the first line of their address

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What is the name of Peter Smith's employer?

This helps us trace their work colleagues if they test positive for coronavirus.

Employer Name

[   ]

[Continue]

Prefer not to say

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What country does Peter Smith live in?

○ England
○ Scotland
○ Northern Ireland
○ Wales

[Continue]

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What's Peter Smith's home postcode?

For residents, enter the organisation's postcode.

For patients of a GP or dental surgery, enter their personal home postcode.

For staff, enter their personal home postcode.

Postcode

[   ]

[Continue]

STEP 16: Enter NHS number, this is used to link the result to patient records.

STEP 17: Select Yes as this route should only be used by symptomatic staff or patients.

STEP 18: Enter date of onset of symptoms.

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Do you know Peter Smith's NHS number?

It's OK if you do not, you can still continue.

Their NHS number is a 10 digit number, like 867 406 5600. You can find it on any letter the NHS has sent them, on a prescription, or by logging in to some GP online services.

How to find your NHS number

○ Yes, I know Peter Smith's NHS number

○ No, I do not know Peter Smith's NHS number

Continue

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Does Peter Smith currently have coronavirus symptoms?

This will help us track and trace the spread of coronavirus.

The main symptoms of coronavirus:
- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

Most people with coronavirus have at least one of these symptoms.

○ Yes, they currently have at least one of these symptoms

○ No, they currently do not have any of these symptoms

Continue

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When did Peter Smith's symptoms start?

Enter the date. If they cannot remember the exact date, enter the date they think it was, roughly.

Use the format DD MM YYYY, for example 15 4 2020

Day   Month   Year

Continue

STEP 19: Enter test kit barcode

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Enter your unique test kit barcode or Randox URN

There are 2 types of home test kit, one of which is branded Randox.

If you have a non-Randox test, use the camera on your phone or computer to scan one of the identical barcodes inside your test kit. You'll either find them attached to the plastic vial, biohazard bag and return box or loose for you to stick on yourself (please read instructions).

You can also manually enter the 11 character reference below the barcode.

If you have a Randox test kit, manually enter the 9 or 10 character unique reference number (URN) on the label.

▶ What does the barcode look like?

▶ What does the Randox URN look like?

[Scan my barcode]

Test kit barcode reference or URN

Confirm test kit barcode reference or URN

[Continue]

STEP 20: Enter the date and time the test was completed. This can be done retrospectively.

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When did Peter Smith take their swab test?

Select the date and time they will take their swab, or if they've already taken the swab test, tell us the date and time they took it.

We need to know this so the lab can tell when the test was taken. If you select the wrong date and time, it could mean they receive an incorrect result.

Select a date

◯ Today, 15 October 2020

◯ Yesterday, 14 October 2020

◯ A different date

Enter a time
For example, 9pm
Hour

◯ am

◯ pm

[Continue]

STEP 21: Enter email of the person being tested. Results will be sent to this email address.

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‹ Back

Enter an email address

We'll send their test result to this email address.

If the email address does not belong to the person being registered, make sure you have got their consent for their results to go to someone else's email address.

Email address

Confirm Email address

[Continue]

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STEP 22: Enter mobile phone number of the person who's taken the test. If they do not have a mobile please select 'N...'

STEP 23: Check your answers. You are able to change details at this stage.

Your test will have now been registered.

The confirmation page also allows you to register more test kits should you need to.

Note: The person who was tested will receive confirmation of registration via email.

Multiple registration upload – Process Walkthrough

Multiple registration upload – Process Walkthrough

This portal should be used to register 5 or more test kits in one upload

STEP 1: Look out for our email confirming your UON

This email will come from organisation.coronavirus.testing@notifications.service.gov.uk with the subject title 'COVID-19: Your new Unique Organisation Number (UON)'

STEP 2: Before testing, download the record keeping spreadsheet. This is available to download from https://gov.uk/register-organisation-tests.

The spreadsheet is the same for staff and non-staff within your organisation but you should save and upload two separate spreadsheets if you're uploading results for both groups.

NOTE: Do not alter the spreadsheet layout. Only use the record keeping spreadsheet provided via the online service to upload registrations. Trying to upload a different or altered spreadsheet will not work.

STEP 3: Once you have completed testing, visit the Organisation Registration service at:
https://gov.uk/register-organisation-tests
Complete registration as soon as possible after conducting testing.

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Register test kits for your organisation

Use this service to register coronavirus (COVID-19) tests for your organisation.

If you're registering a test for yourself, you can still use this service. You can get the results sent directly to you by entering your personal contact details.

Before you start

- read the online guidance pack and your printed instructions
- if you need to, book your courier collection here
- take your test on the same day you're returning your kit

Make sure people getting tested give you consent to:

- register them
- get their results sent to the contact details you enter

What you'll need

- your 8 digit organisation number
- a completed version of our current record keeping spreadsheet if you're registering lots of tests
- the barcode or unique reference number for each test kit
- address (and ideally mobile number) to get the test results

How we use personal data

Find out how we use people's data when you register them for a coronavirus test. Read the coronavirus privacy note.

Start now ▸

STEP 4: Complete the **record keeping spreadsheet** (sample on the next page) with details of all the individuals you are testing that day.

Please carefully read the following notes before filling in the spreadsheet

You can enter up to 50 people per spreadsheet for tests. If you need to register more than 50 people, you will need to use multiple spreadsheets.

Separate spreadsheets should be completed for staff and non-staff.

On each row of the spreadsheet (for each individual tested) it is important to **enter the correct email address and phone number that you want the results for that person to be sent to – failure to do so is a breach of GDPR regulations.** Please also ensure that this email address is able to receive emails, as this is how test results will be communicated.

TIP: Pre-populate personal information on this spreadsheet and print the spreadsheet so that 'Test kit URN or barcode' and 'Time of swab taken' can be entered at the point of testing. **Please note that when printing only the first eight columns of the spreadsheet will print.**

TIP: To maximise administrative efficiencies when re-testing, rather than populate a new spreadsheet every time you test, you may want to create master spreadsheets of all staff and all non-staff. You can then create new copies for each new testing day, and simply remove the details of anybody not being tested on that day, and save the dated copy of each spreadsheet for your organisations records.

Ensure that the personal details on the master spreadsheets are kept up-to-date, and remember to add new staff members and non-staff.

Multiple registration upload – Process Walkthrough

NHS Test and Trace

STEP 5: Confirmation of written consent

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Confirm you have consent

☑ I confirm that I've got consent from each person to register them

☑ I confirm that I've got consent for the results to go to the contact details entered for them

Continue

STEP 6: Select organisation type

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Which type of organisation are you?

○ Care home

○ GP surgery

○ Dental surgery

○ Prison

○ Other

Continue

STEP 7: Enter your 8 digit UON

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What's your organisation number?

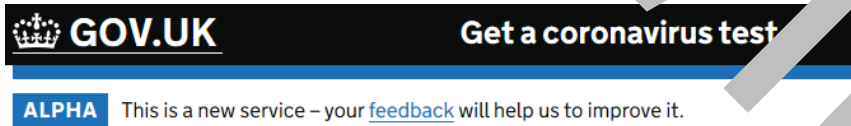This is the 8 digit number provided to you by the National Testing Programme. For example 12345678.

▶ What to do if you cannot find your organisation number

Continue

STEP 8: Select registration method

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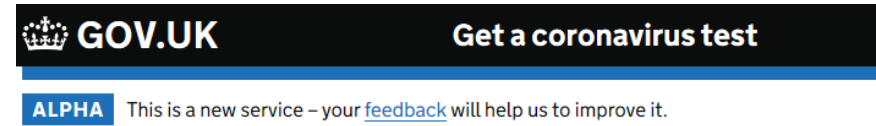
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How do you want to register tests?

◉ Use our record keeping spreadsheet to add a list of personal details
Enter and upload details for up to 50 people at a time

◯ Add each person's details one by one
Use an online form to enter their details

Continue

NOTE: For multiple registration, select the first option which allows you to upload your completed record keeping spreadsheet.

However, if you prefer, individual registration is still available.

STEP 9: Select whether you are registering staff or non-staff

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Who are you registering?

◯ Staff

◯ Non-staff (for example residents or patients)

Continue

Why separate staff and non-staff uploads?
Staff and non-staff testing is often completed at different times and following different processes. Having separate uploads ensures the accuracy and robustness of all records.

Multiple registration upload – Process Walkthrough

STEP 10: Upload your completed record keeping spreadsheet

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Upload personal details

To enter and upload personal details using our spreadsheet:

- download our record keeping spreadsheet if you have not already
- do not add any extra sheets, rows or columns
- enter personal details for up to 50 people at a time
- save the completed spreadsheet and then upload it

Upload a file

[Browse...]

[Upload file]

Upload checklist: Ensure that your spreadsheet:

- ✓ is complete and accurate for all individuals being registered

- ✓ only contains details for 50 people at a time

- ✓ is in the correct Excel file format (.xlsx)

- ✓ does not contain any extra sheets, rows or columns, as this may impact the data upload

STEP 11: Select the correct date that the tests were performed.

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When did you take the tests?

◯ Today, Tuesday 28 July 2020

◯ Yesterday, Monday 27 July 2020

◯ A different date

or

◯ On multiple days

[Continue]

Why are we asking for this?

This is to let the labs know when the test was taken so that they can ensure that the test is not void.

The online service will now automatically display the relevant personal details from the record keeping spreadsheet upload.

Before entering the Barcode/URN and time of test for each individual, please do a quick check of personal details to ensure that they are correct. To see details in full, click 'view personal details' under each individual's name.

NOTE: Take extra care to ensure that email addresses and phone numbers are correct, as this is where test results will be sent.

STEP 12: Complete test details for each person – this comprises the Barcode/URN and the time of the swab test.

NOTE: Test URN/Barcode details need to be entered twice to ensure accuracy. It is recommended that they are written manually rather than copied & pasted.

NHS
Test and Trace

STEP 13: Once you have checked that all personal details are correct and entered all of the testing details, you should check the confirmation box and press save and continue

Confirm records 1 to 25

☑ I confirm all details are correct

Save and continue

STEP 14: Check that the summary details are correct before pressing 'Confirm' to register your test kits

Check before you register your test kits

Organisation type	Care Home	Change
Organisation number	12345678	Change
Registration type	Staff	Change
Number of registrations	25	Change

Confirm

STEP 15: Complete the security check and submit your registration

Security check

Complete the security check to submit your application

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

Continue

NOTE: Pressing 'Continue' will complete your test kit registration. You will be unable to amend any details once this has been pressed.

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Multiple registration upload – Process Walkthrough

Your tests will have now been registered.

The confirmation page also allows you to register more test kits should you need to.

Note: The person who was tested will receive confirmation of registration via email.

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Test kit registrations confirmed

Organisation number	12345678
Registration	Staff
Registrations	25

Keep a copy of your record keeping spreadsheet with the test kit barcodes for your record

Register more test kits

We want to hear from you

What did you think of our service? (takes 3 minutes)