

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)

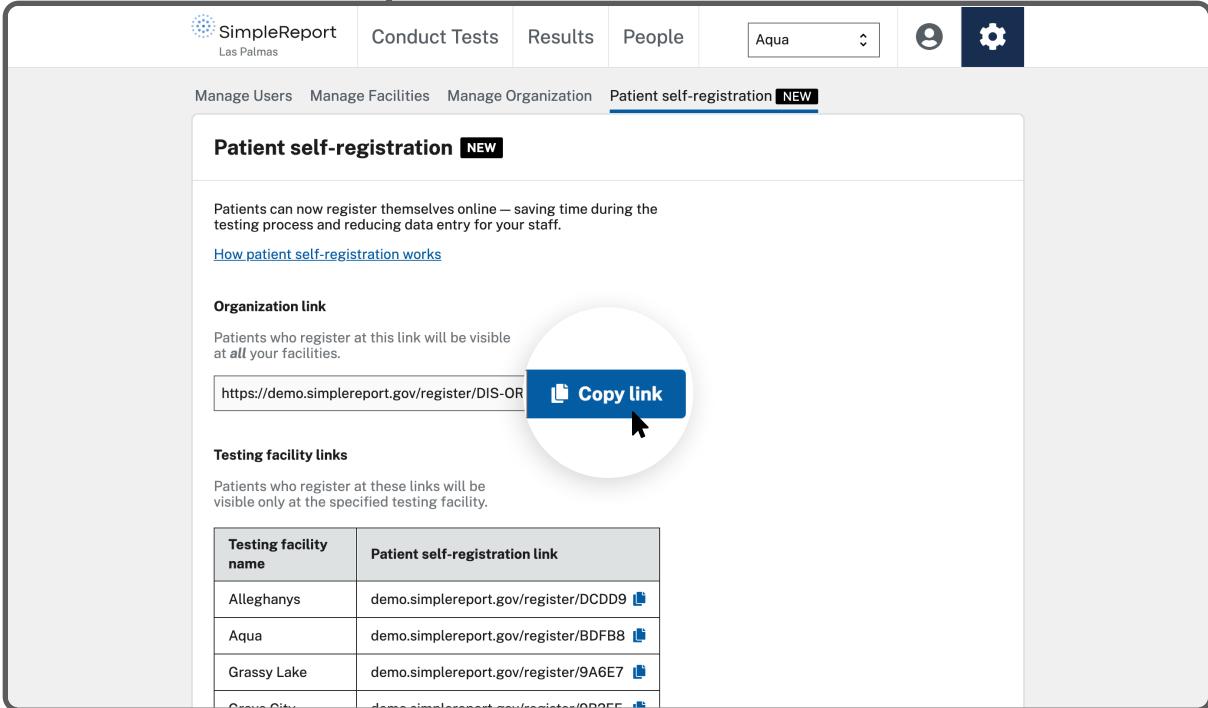
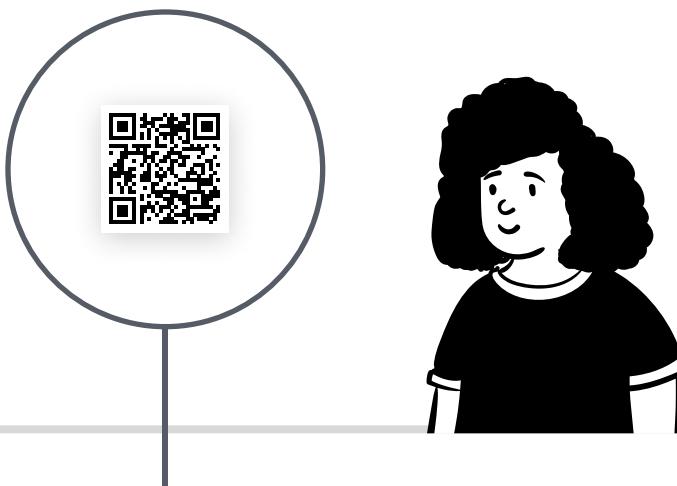
What you'll need

- 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.



The screenshot shows the SimpleReport software interface with the following elements:

- Top navigation bar: SimpleReport Las Palmas, Conduct Tests, Results, People, a dropdown menu set to "Aqua", and a settings gear icon.
- Header: Manage Users, Manage Facilities, Manage Organization, Patient self-registration [NEW] (highlighted).
- Section: Patient self-registration [NEW]
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](#)
- Section: Organization link
Text: Patients who register at this link will be visible at all your facilities.
Link: <https://demo.simplereport.gov/register/DIS-OR> (with a "Copy link" button over it).
- Section: Testing facility links
Text: Patients who register at these links will be visible only at the specified testing facility.
Table:

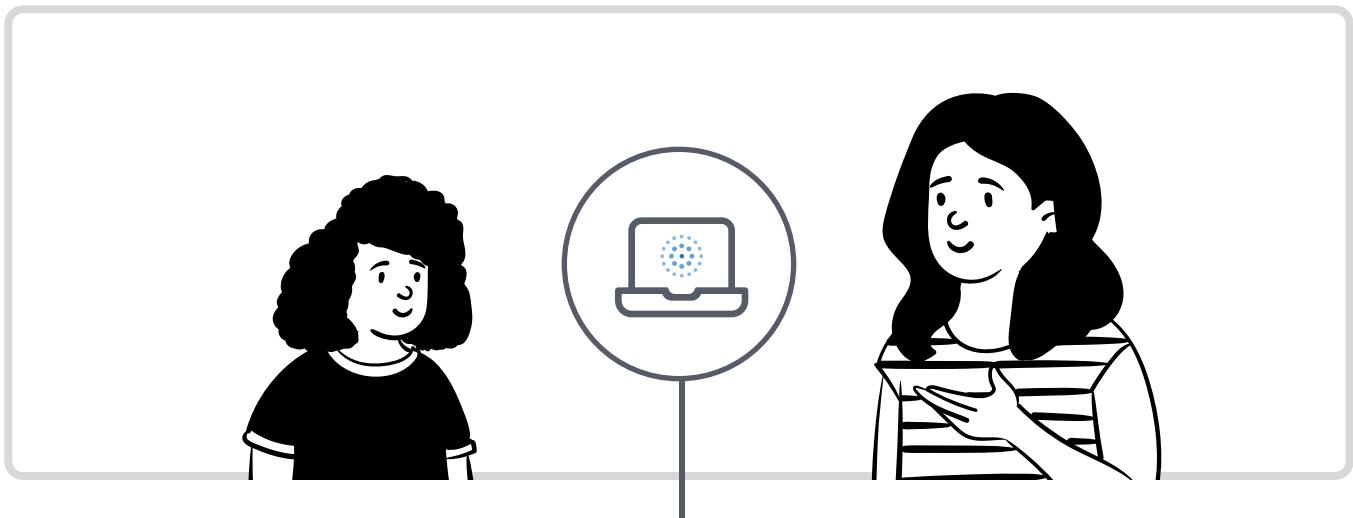
Testing facility name	Patient self-registration link
Alleghany	demo.simplereport.gov/register/DCDD9
Aqua	demo.simplereport.gov/register/BDFB8
Grassy Lake	demo.simplereport.gov/register/9A6E7
Greens City	demo.simplereport.gov/register/0D9EE

simplereport.gov/register/yourfacility

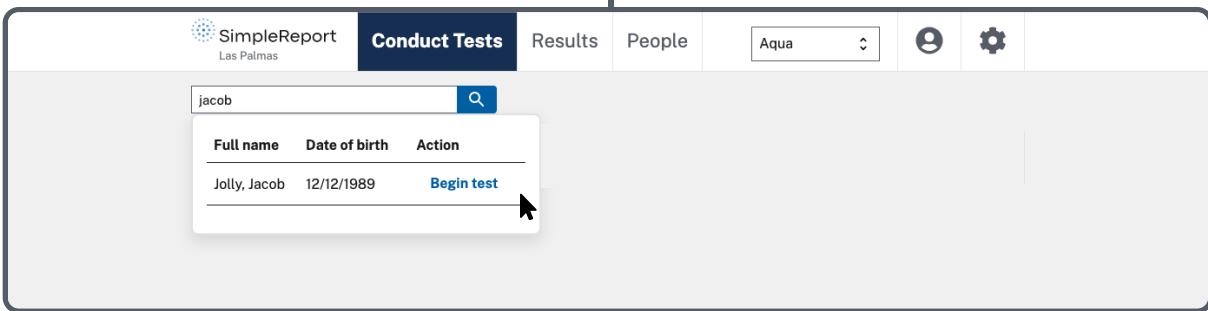
Step 2a

Check in patient

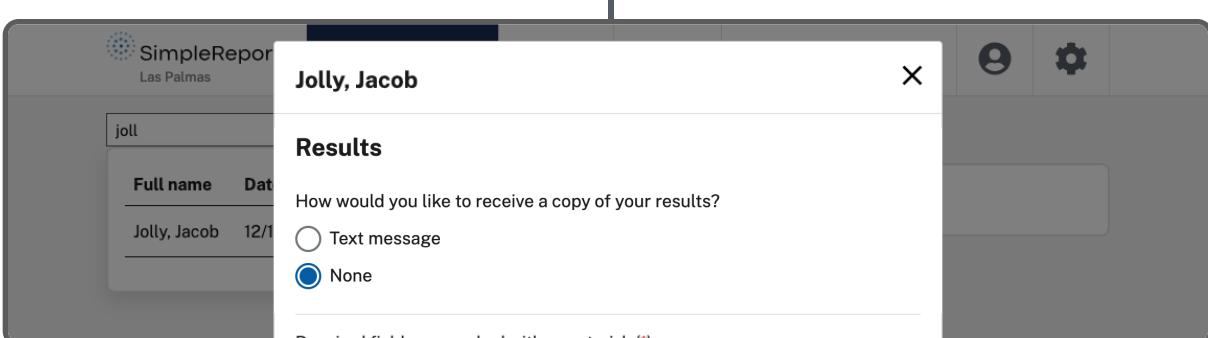
1. Call the next person in line and begin the check in process with them.
2. On the **Conduct Tests** page, search and add them to the test list. If you can't find them in SimpleReport, go to step 2b, then continue below.
3. Go through the questions provided and note their responses.
4. Select **Complete**.



The illustration shows a patient with curly hair on the left and a healthcare provider with long dark hair on the right. They are facing each other, and between them is a circular icon containing a laptop computer. The laptop screen displays the SimpleReport logo.



The screenshot shows the SimpleReport interface with the title "Conduct Tests". A search bar contains the name "jacob". Below it, a table lists "Full name" as "Jolly, Jacob" and "Date of birth" as "12/12/1989". To the right of the table is a button labeled "Begin test" with a cursor pointing at it.

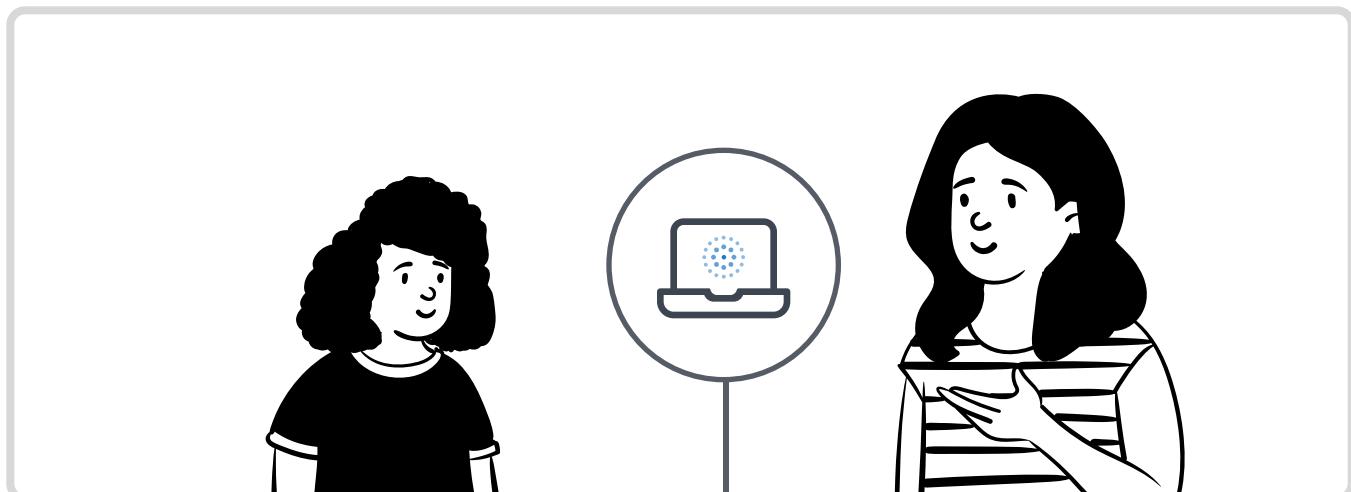


The screenshot shows a modal window for "Jolly, Jacob". The title bar says "Results". The content asks, "How would you like to receive a copy of your results?". Two options are shown: "Text message" (radio button) and "None" (radio button, selected). At the bottom, a note says "Required fields are marked with an asterisk (*)." The background shows a partial view of the SimpleReport interface with the name "joll" in the search bar.

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 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 Filter Save changes

← [People](#)

Add New Person

General information

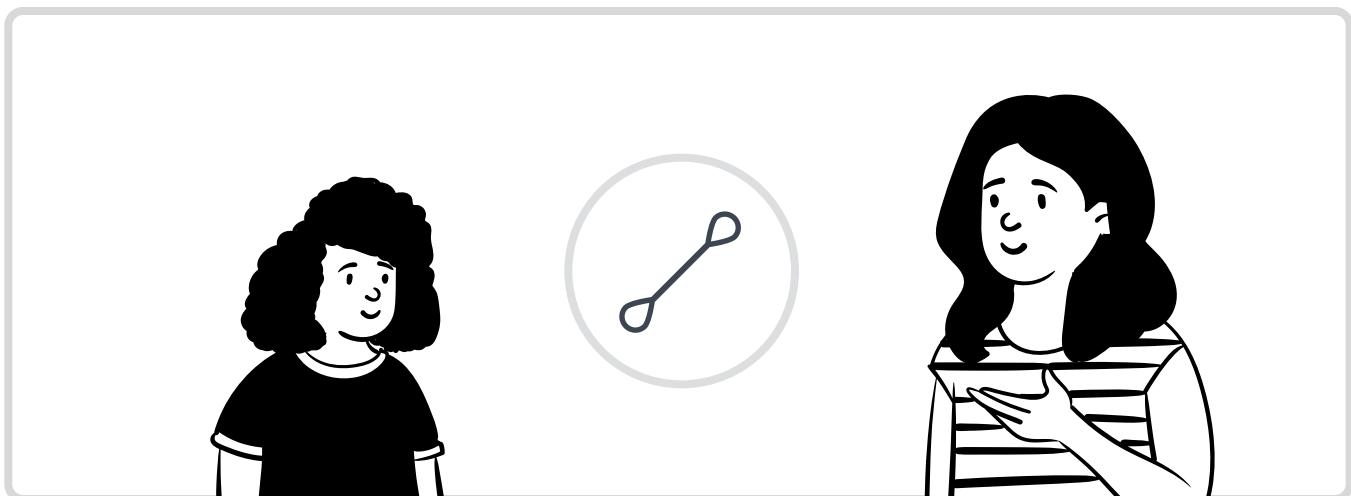
Required fields are marked with an asterisk (*).

First name *

Step 3

Conduct test

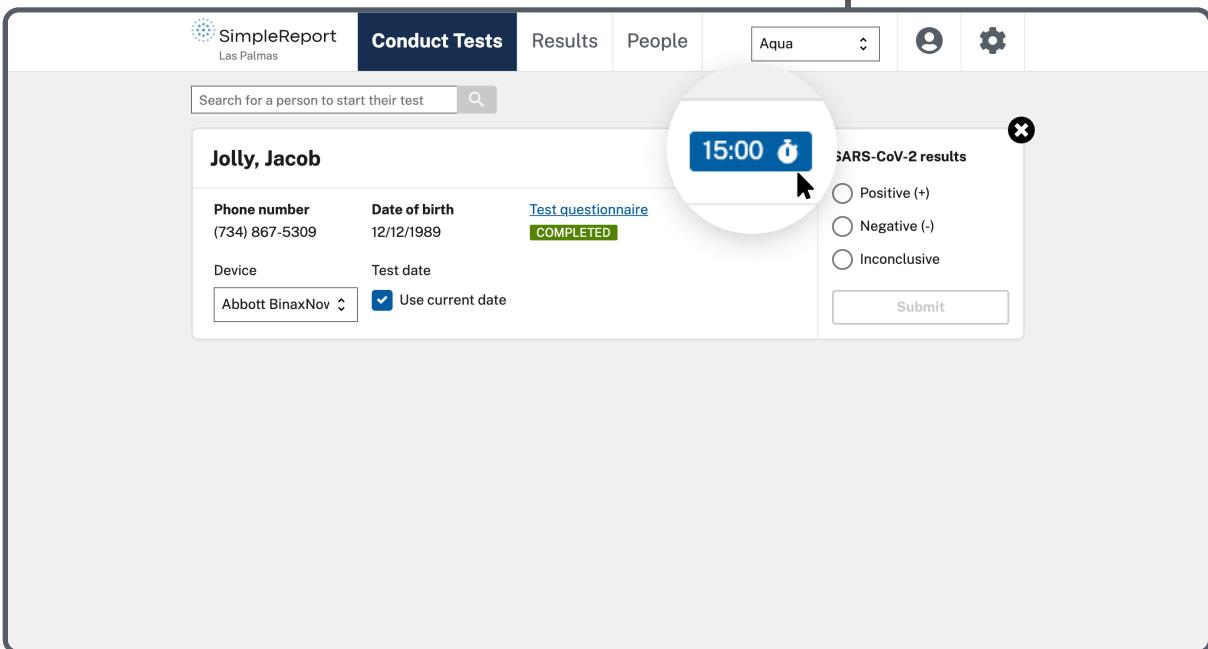
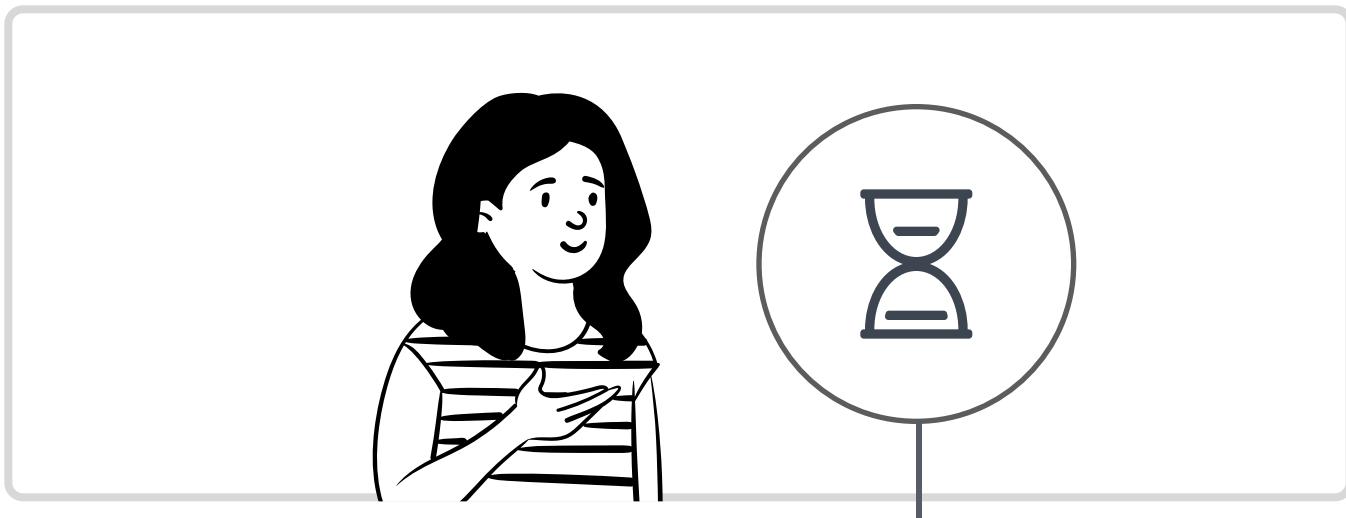
1. A test administrator prepares and begins the test. If the test has an option for patients to self-swab, provide the swab and instructions.
2. After getting the patient sample, place in a designated area for tests in progress.



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.

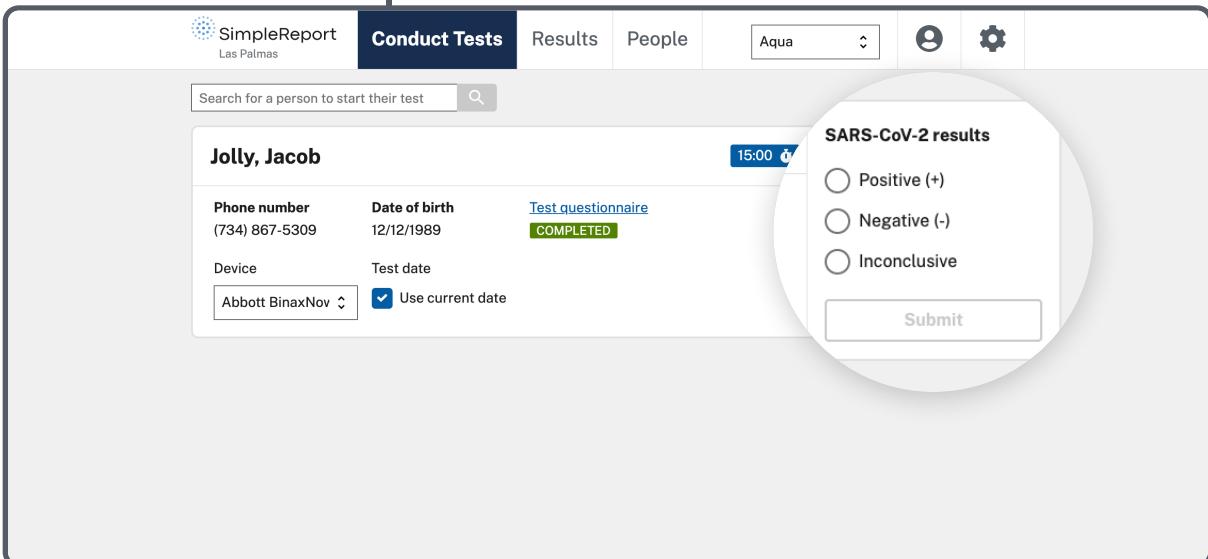
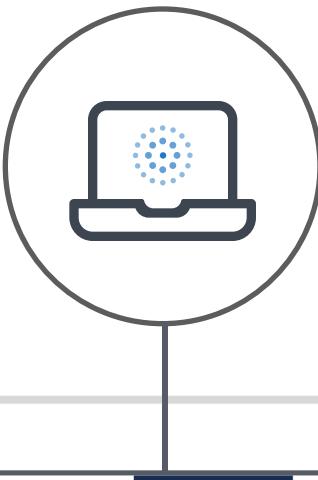


The screenshot shows the SimpleReport software interface. At the top, there is a navigation bar with the SimpleReport logo, a search bar, and tabs for "Conduct Tests", "Results", and "People". A user profile icon and settings gear are also present. Below the navigation bar, a search bar displays "Search for a person to start their test". The main area shows a patient record for "Jolly, Jacob". The patient's information includes a phone number "(734) 867-5309", date of birth "12/12/1989", and a completed test questionnaire. A device dropdown shows "Abbott BinaxNow". A "Test date" field has a checked checkbox for "Use current date". To the right of the patient record, a circular button displays "15:00" with a timer icon. A dropdown menu for "SARS-CoV-2 results" is open, showing three options: "Positive (+)", "Negative (-)", and "Inconclusive". A "Submit" button is at the bottom of this menu. The background of the interface is light gray.

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.

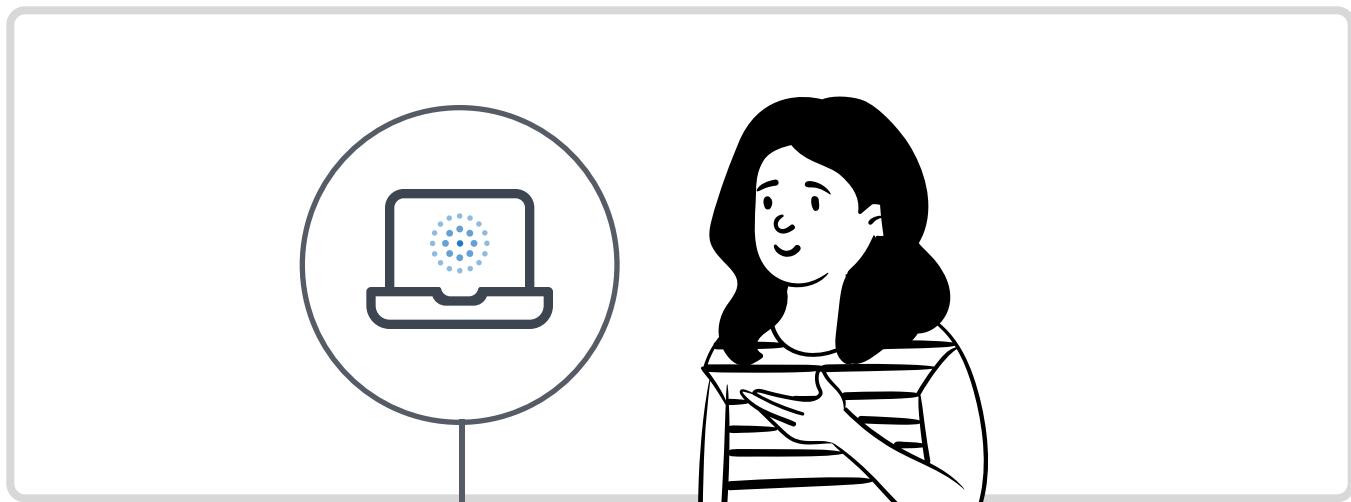


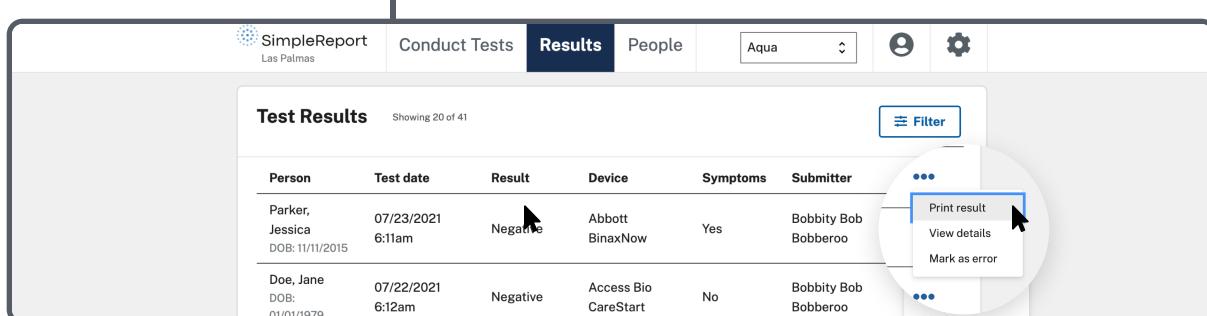
The screenshot shows the SimpleReport software interface. At the top, there is a navigation bar with the SimpleReport logo, a search bar, and tabs for 'Conduct Tests' (which is active), 'Results', and 'People'. A color palette dropdown is set to 'Aqua'. On the left, a search bar says 'Search for a person to start their test' with a magnifying glass icon. Below it, a card displays information for a person named 'Jolly, Jacob': 'Phone number (734) 867-5309', 'Date of birth 12/12/1989', and a link to a 'Test questionnaire' which is 'COMPLETED'. To the right of this card is a circular callout containing the heading 'SARS-CoV-2 results' and three radio buttons for 'Positive (+)', 'Negative (-)', and 'Inconclusive'. A 'Submit' button is at the bottom of the callout. The background of the main interface is light gray.

Step 6

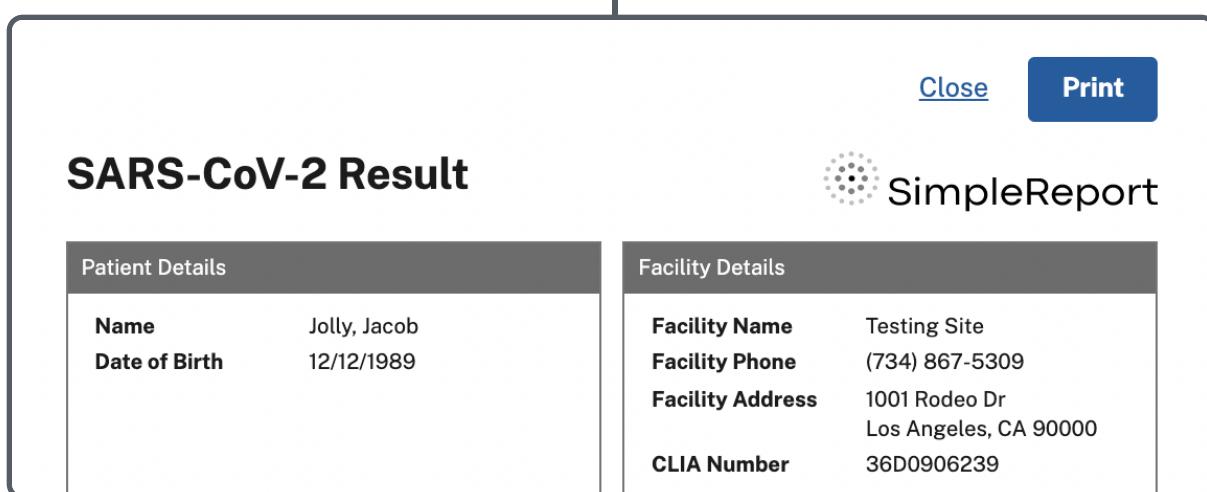
(Optional) Share results

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





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



SARS-CoV-2 Result

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