SimpleReport

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)

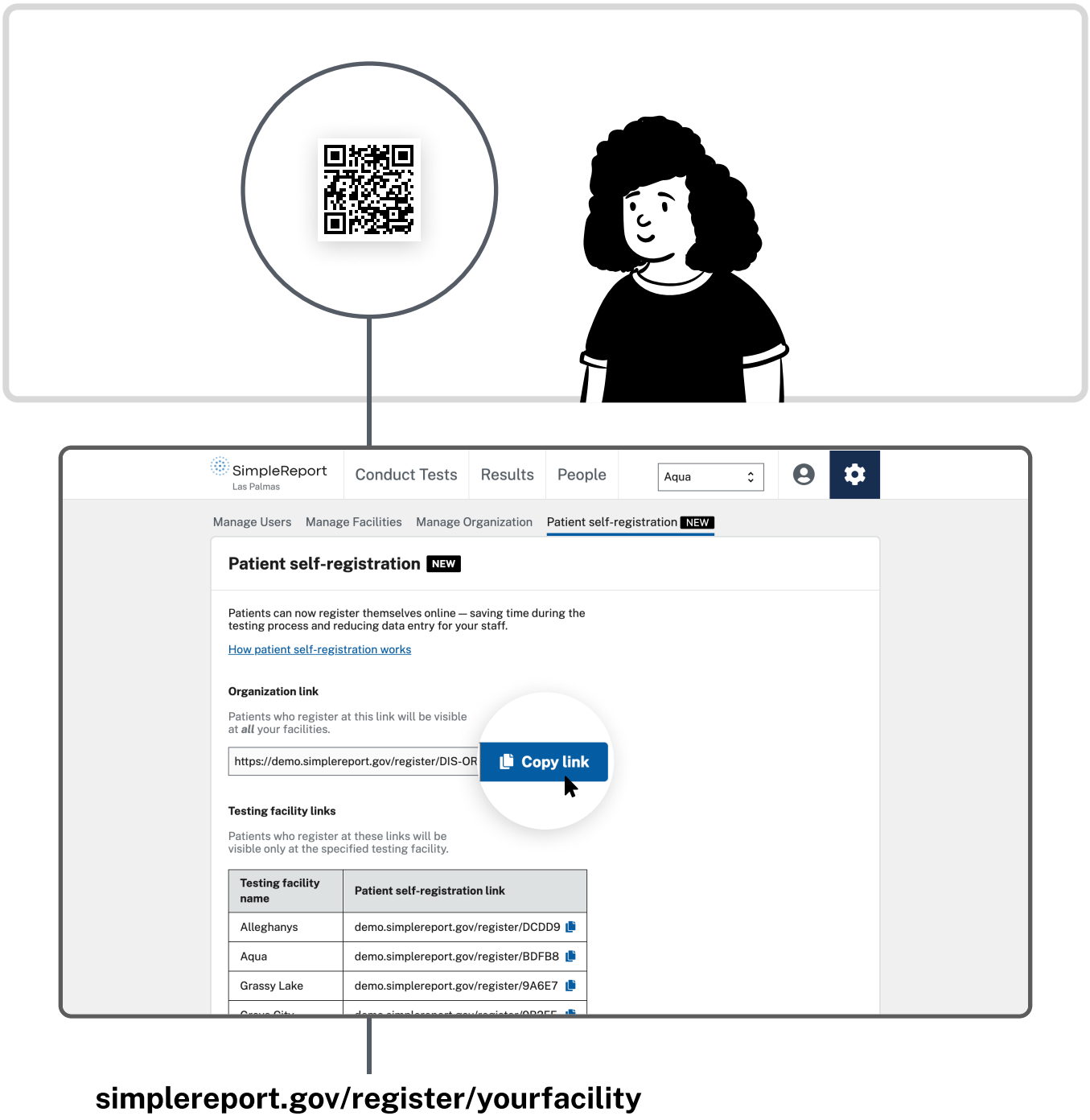
What you'll need

- 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.

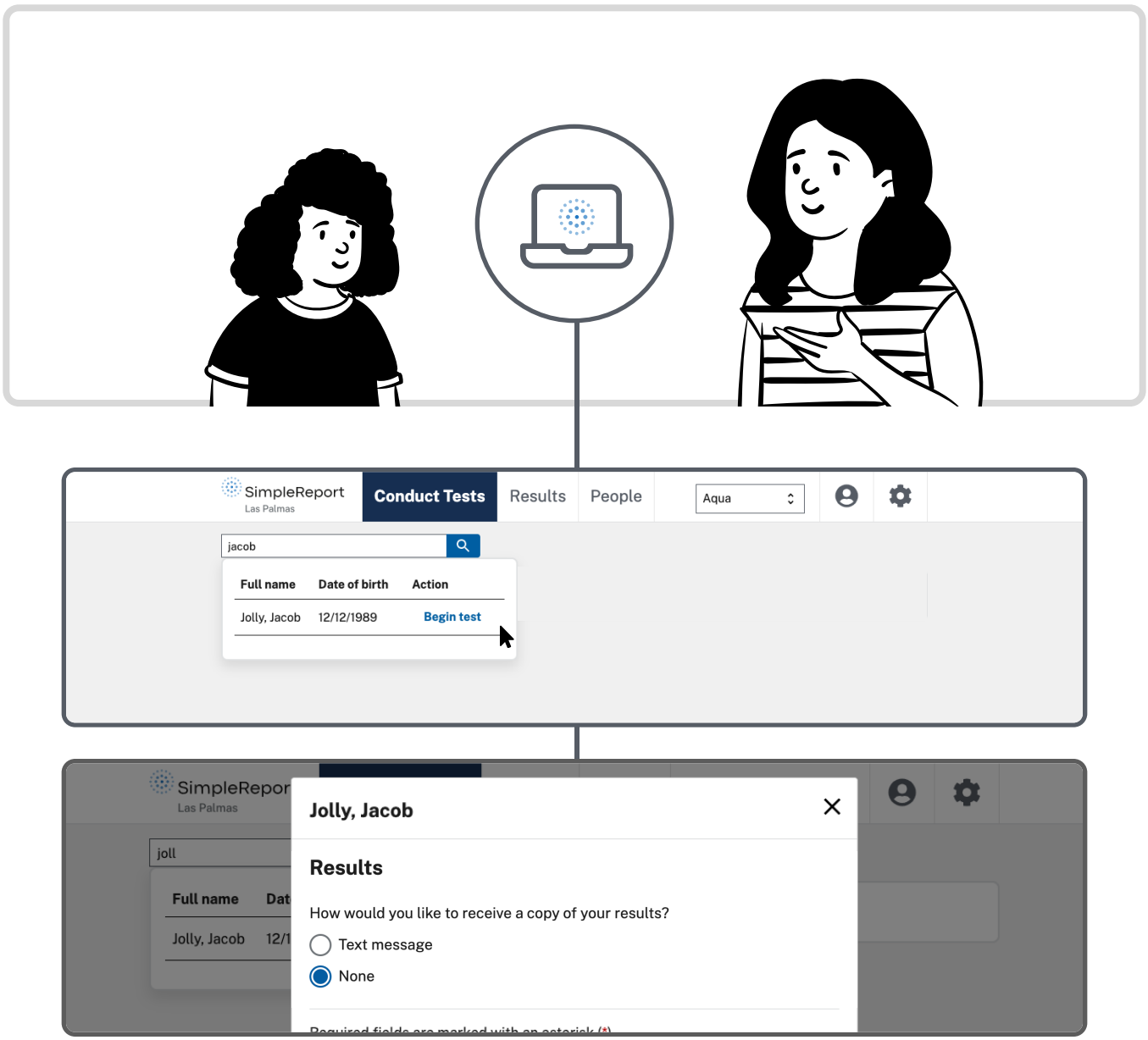


simplereport.gov/register/yourfacility

Step 2a

Check in patient

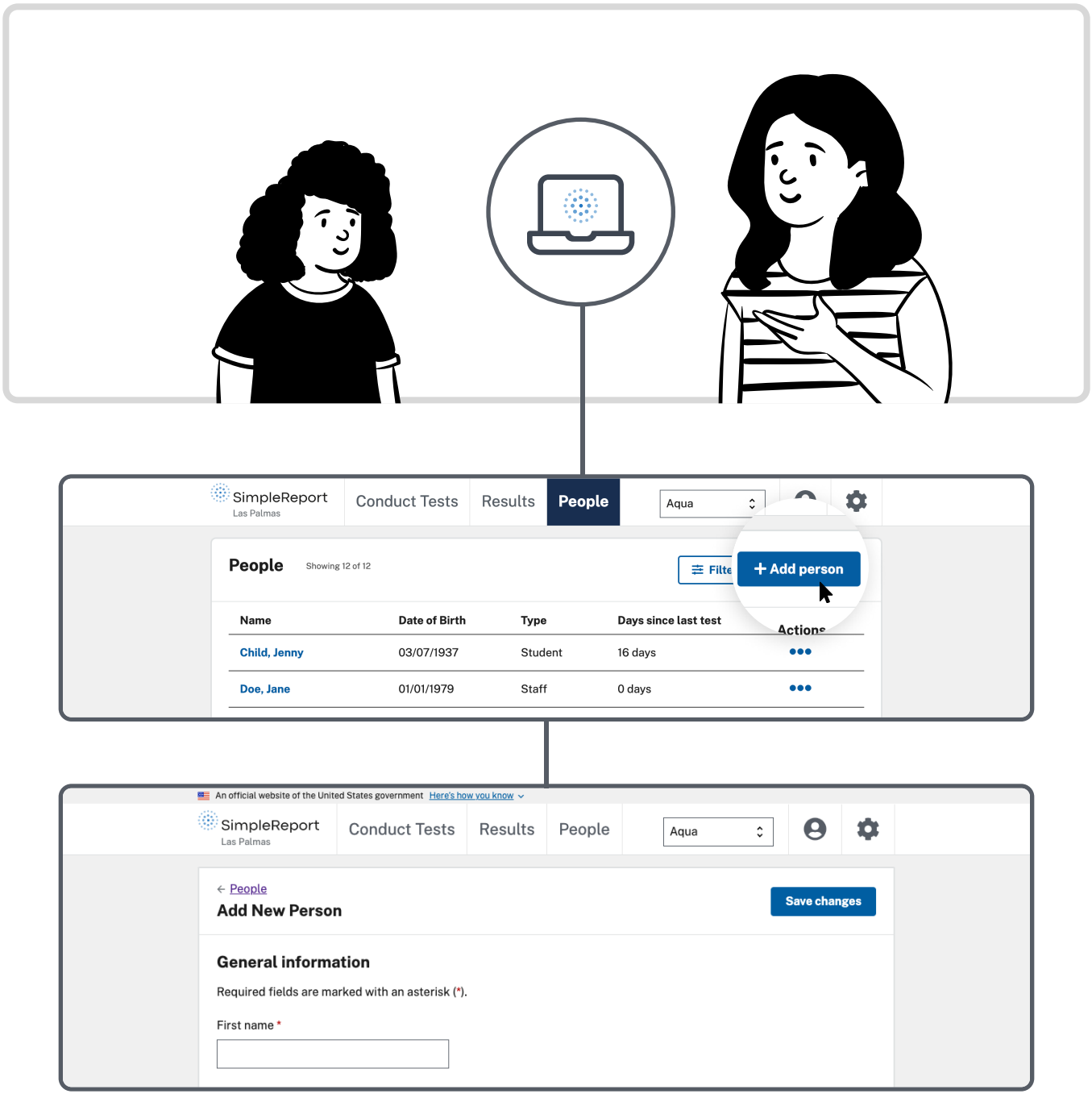
1. Call the next person in line and begin the check in process with them.
2. On the **Conduct Tests** page, search and add them to the test list. If you can't find them in SimpleReport, go to step 2b, then continue below.
3. Go through the questions provided and note their responses.
4. Select **Complete**.



Step 2b

Register patient

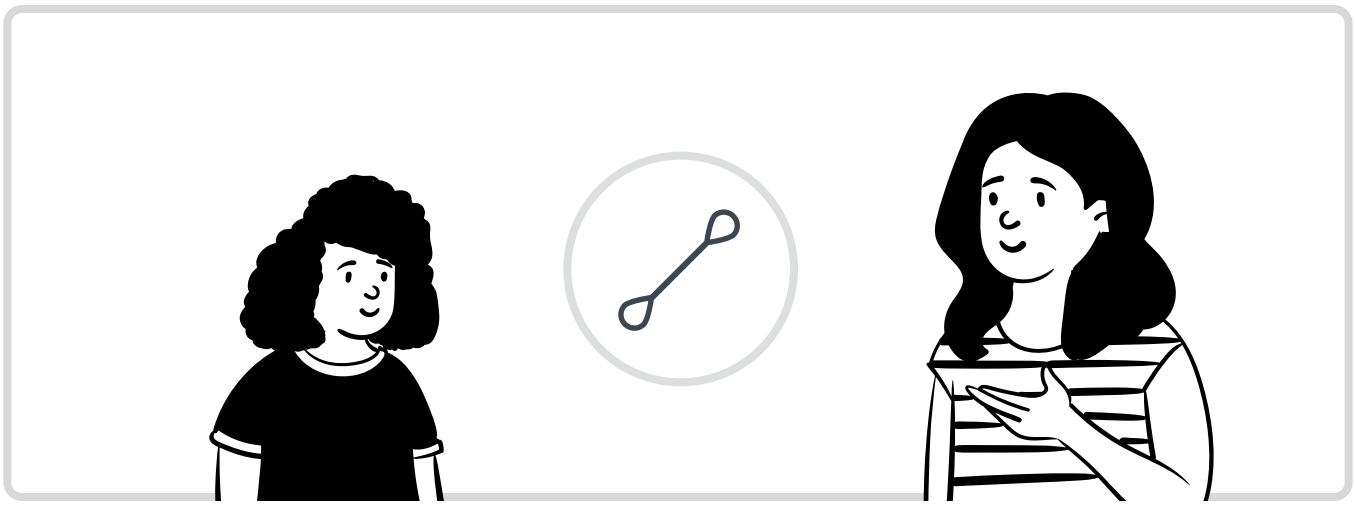
For students and staff who haven't pre-registered, go to the **People** tab and create their patient profile, then go back to step 2a.



Step 3

Conduct test

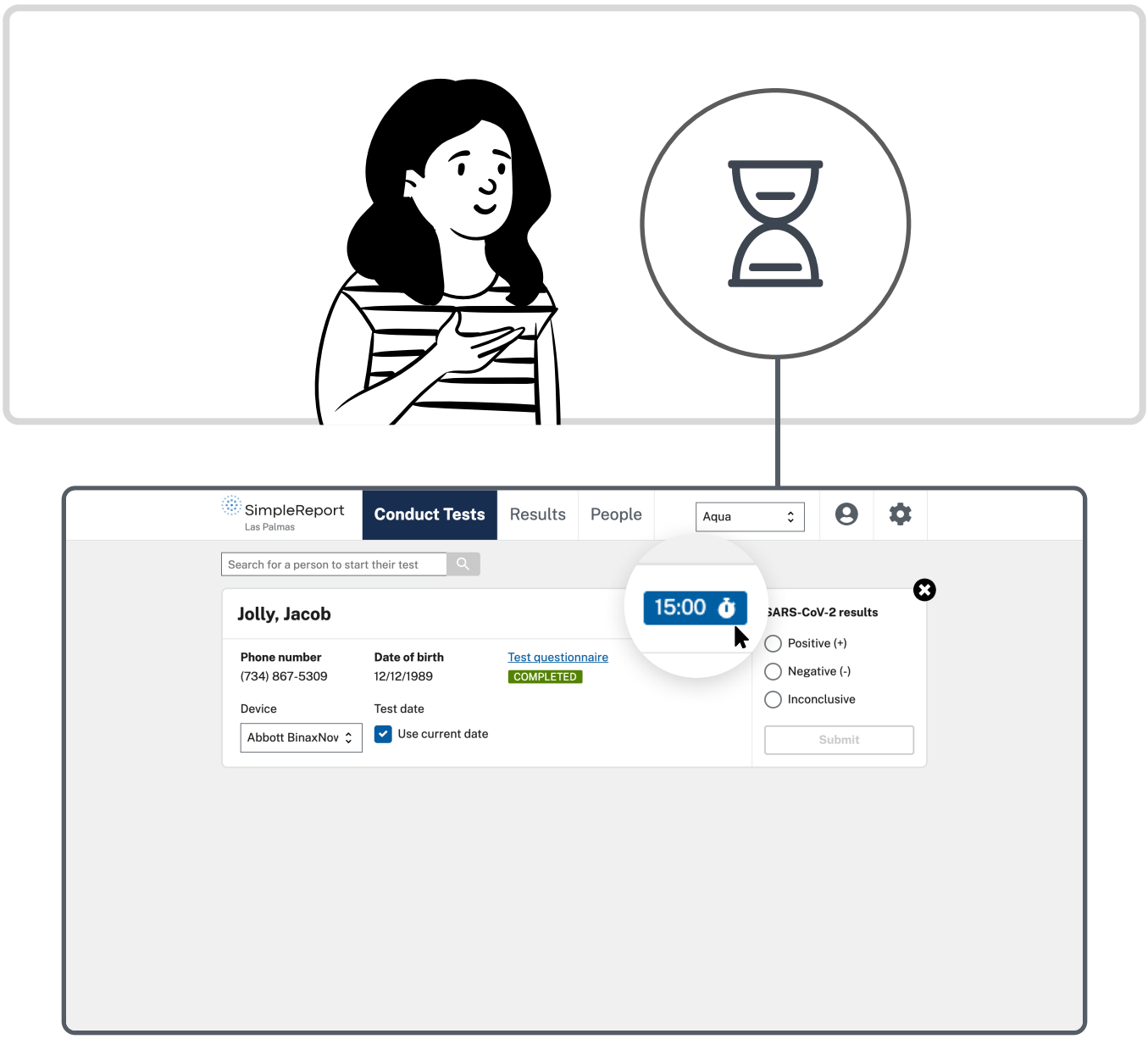
1. A test administrator prepares and begins the test. If the test has an option for patients to self-swab, provide the swab and instructions.
2. After getting the patient sample, place in a designated area for tests in progress.



Step 4

Wait for test results

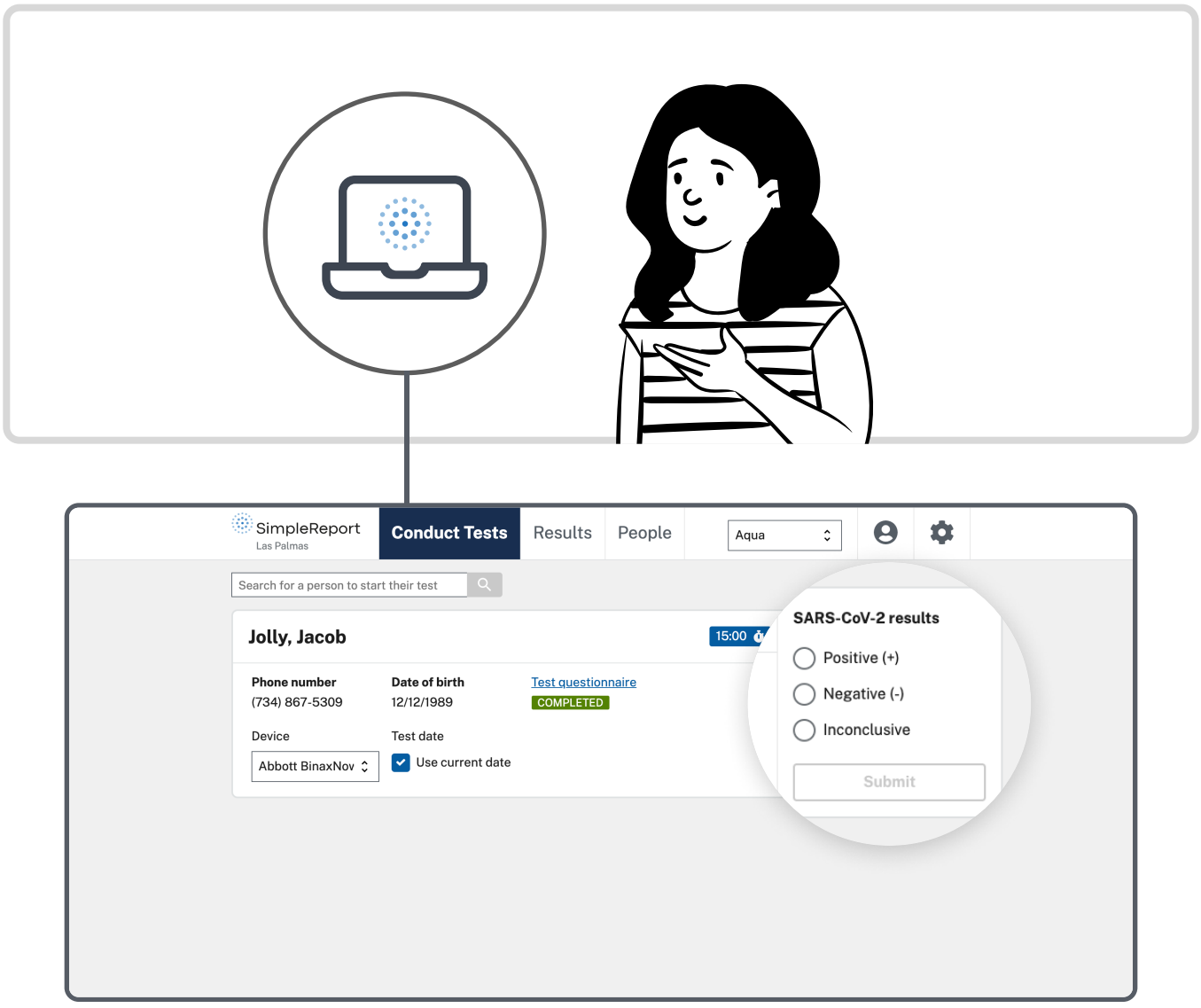
1. Start the **timer** in SimpleReport, or use your own method to track test processing time.
2. Begin the testing process with a new patient. If you have two test administrators, one person should focus on conducting tests, and the other on recording results.



Step 5

Submit test results

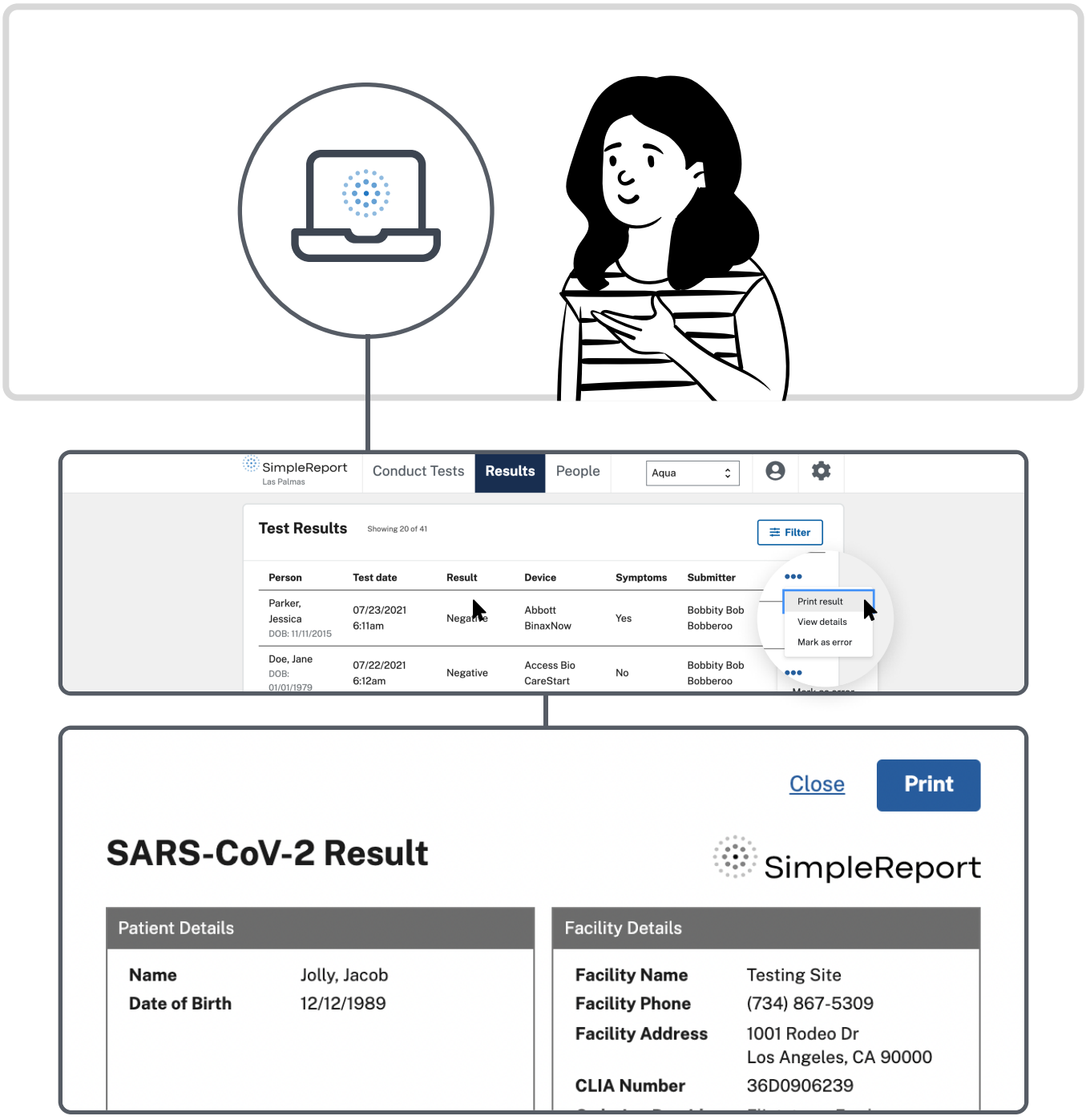
1. When the test processing time is up, enter the result for the correct student or staff member.
2. If positive or inconclusive, follow your school's required procedures.



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.



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.