



NHS Scotland guidance for PCR testing for care at home staff through the DHSC portal

GUIDANCE DOCUMENT

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Contents

Summary: Testing for care at home staff	2
How am I involved?	3
How does the service work?	5
End to end process: Care at Home provider managers	8
<ul style="list-style-type: none">• Preparing for the service• Ordering test kits• Communication responsibilities• Storing and distributing kits• Encouraging participation	
End to end process: Homecare workers	20
<ul style="list-style-type: none">• Collection of test kits• Using the test kits• Registering test kits• Returning test kits• Results• Weekly retesting	
Where to go for help	37
Appendix	39

Summary: Testing for care at home workers

What is the service?

- **Weekly PCR testing** of care at home staff in adult social care.
- Care at home provider managers should order tests every 28 days for their care at home workers
- Four tests are delivered for each care at home worker to the employer, for a 28 day testing cycle
- Each care at home worker should be given four test kits every 28 days.
- **Every 7 days a care worker should take a test**, register it online, and return it by post between Thursday and Sunday
- Care at home workers will receive their results in 2 to 4 days by email and text message (SMS)

Why is testing important?

- **Identifies care at home staff who currently have Covid-19** so they are able to self-isolate if their result is positive
- **Protects those receiving care** from infection passed to them by care at home staff who are confirmed positive
- **Prevents and controls the spread of the virus** by identifying asymptomatic cases

Which organisations are able to access test kits?

Your organisation is able to access testing now if:

- You are a Care Inspectorate regulated homecare organisation in Scotland providing personal care
- This is defined in the Care Inspectorate data as locations with the primary inspection category “Community based adult social care services” and providing the service type “Domiciliary care service”.
- If you believe you match these criteria and have not been contacted by NHS Test and Trace with information on ordering test kits, please call 0300 3032713

How am I involved?

A “Care at Home organisation manager”

You are the manager of a care at home provider, responsible for a team of care at home workers or you have been delegated responsibility for testing by your organisation

Your key responsibilities are to:

1. **Attend a webinar to understand the process**
2. **Order test kits for your care at homeworkers for every 28 day testing cycle**
3. **Communicate your organisation Unique Organisation Number (UON) to care at home workers**
4. **Distribute test kits to your care at home workers**
5. **Encourage and support your care at home workers to complete weekly testing. This must happen between Thursdays and Sundays**

A “Care at home worker”

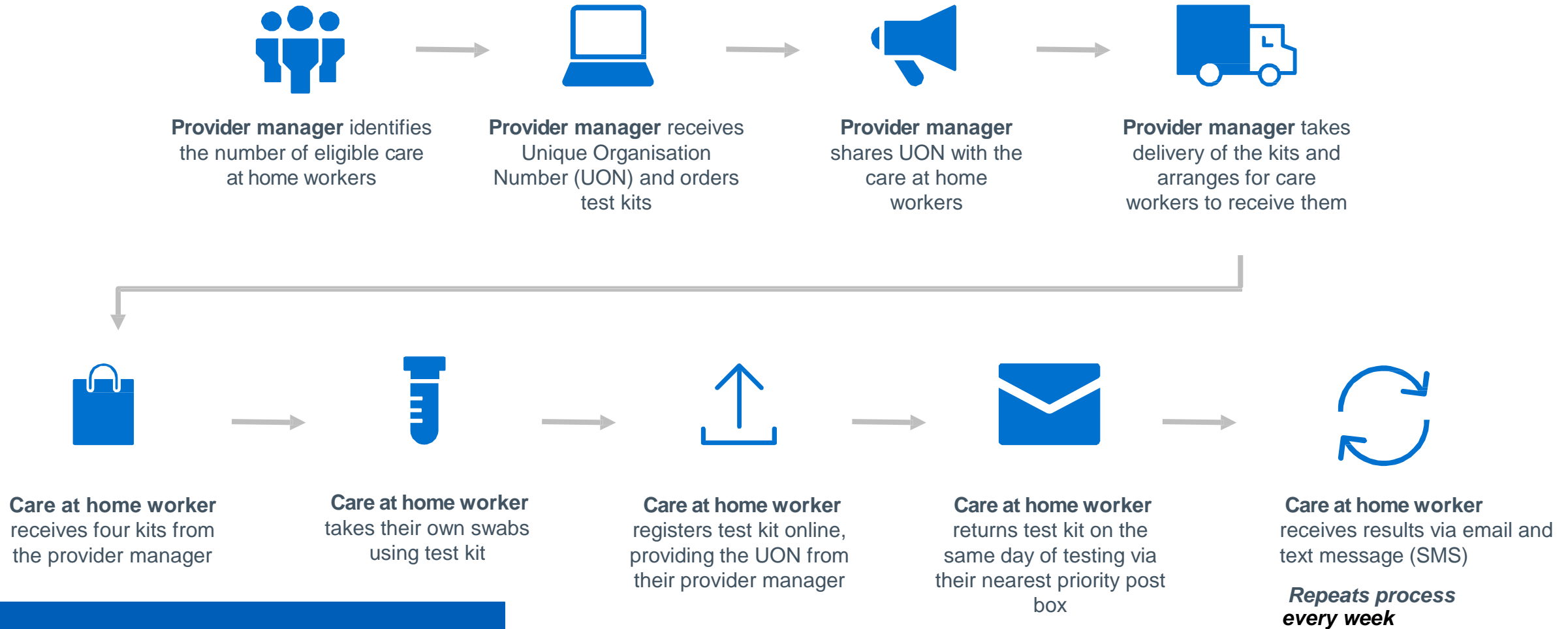
You are a care at home worker who visits people with care and support needs in their homes

Your key responsibilities are to:

1. **Conduct tests weekly only between Thursdays and Sundays**
2. **Register your tests as soon as you have completed them each week using your employer’s Unique Organisation Number (UON)**
3. **Return your test kits at a Royal Mail priority post box on the same day that you take the test**
4. **If you test positive: isolate, notify your line manager and provide contacts to NHS Test and Protect**
5. **Regardless of your result, continue following all IPC measures such as wearing PPE, washing your hands and socially distancing where possible**

How the service works

Summary: Testing for care at home workers



If you have any queries with any of the steps please call the national coronavirus contact 0300 3032713

Unique Organisation Number (UON)

NHS Test and Trace assigns all participating organisations a single Unique Organisation Number (UON)

Care at home provider managers will receive their UON via the email address registered with Care Inspectorate. Please make sure that the person who receives these emails understands the importance of this message and knows who to contact

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

Care at home provider managers will need to use their UON for:

- Ordering test kits (<https://request-testing.test-for-coronavirus.service.gov.uk>)
- Contacting the national coronavirus contact center for support (0300 303 2713)

Care at home workers will need to use their UON for:

- Registering completed test kits to make sure they will receive their results (<https://gov.uk/register-organisation-tests>)

If you have any issues with this process, please call 0300 303 2713



Ordering test kits

Ordering test kits



The **care at home provider manager** is responsible for ordering test kits for the care at home workers in the team

Each employer manager must register for test kits using this link (<https://request-testing.test-for-coronavirus.service.gov.uk>)

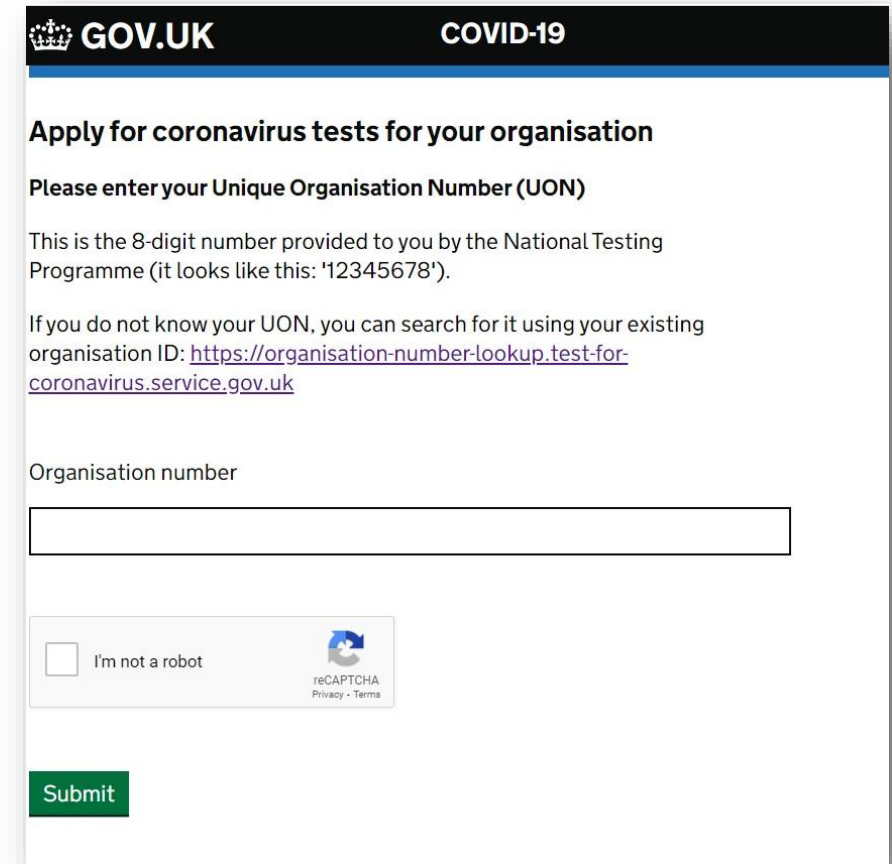
In order to apply, **you will need:**

1. Your Unique Organisation Number (UON)
2. The total number of care at home workers for testing

When ordering you will be asked to enter the number of non staff. You should enter zero for this

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

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



GOV.UK **COVID-19**


Apply for coronavirus tests for your organisation

Please enter your Unique Organisation Number (UON)

This is the 8-digit number provided to you by the National Testing Programme (it looks like this: '12345678').

If you do not know your UON, you can search for it using your existing organisation ID: <https://organisation-number-lookup.test-for-coronavirus.service.gov.uk>

Organisation number

☐ I'm not a robot  reCAPTCHA
Privacy - Terms

Submit

Screenshot of entering a UON

After test kits have been ordered



Order kits

The **care at home provider manager** will receive an email from: organisation.coronavirus.testing@notifications.service.gov.uk when their test kits have been dispatched, informing them of their delivery date

Test kits will be delivered in boxes of 40 to the **registered address of your care at home organisation with the Care Inspectorate**

The care at home provider manager is responsible for taking delivery of the test kits

The employer manager must then order kits every 28 days for their care at home workers

If you have any issues ordering test kits, please call 0300 303 2713

The screenshot shows the GOV.UK COVID-19 page for applying for coronavirus tests for an organisation. The page has a black header with the GOV.UK logo and 'COVID-19'. The main heading is 'Apply for coronavirus tests for your organisation'. Below this is a section titled 'Please enter your Unique Organisation Number (UON)'. It explains that the UON is an 8-digit number provided by the National Testing Programme (example: '12345678'). It also provides a link for searching by organisation ID: <https://organisation-number-lookup.test-for-coronavirus.service.gov.uk>. There is a text input field for the 'Organisation number'. Below the input field is a reCAPTCHA 'I'm not a robot' checkbox. At the bottom is a green 'Submit' button.

Screenshot of entering a UON



Communicating to your care at home workers

Communicating to your care at home workers

The **care at home provider manager** is responsible for communicating key information that care at home workers will need to successfully conduct testing

We encourage care at home provider managers to use existing communication channels that are best suited to your team

The activities which need to take place are:

	Communication	When to do this?	Recommended form of communication	Alternative form of communication
1	Share your location's Unique Organisation Number (UON) with care at home workers in the team	Before test kits are delivered, care workers will need the UON to register their kits	Send an email to all care workers including the UON. Suggested wording will be provided	<ol style="list-style-type: none"> 1. Group text message/WhatsApp 2. Display the UON where team members can see it (e.g. team noticeboard) 3. Add information to workers' wage slips
2	Make the team aware of the process	Before the test kits are delivered	Email relevant links to the team. Suggested wording will be provided	<ol style="list-style-type: none"> 1. Announce in team meetings 2. Watch the webinar as a team
3	Share all relevant support materials	Before testing begins	Email relevant links to the team. Suggested wording will be provided	<ol style="list-style-type: none"> 1. Provide printed copies of materials to the workforce who need them
4	Inform the team that the kits have arrived, and distribute them or arrange collections	As soon as the kits are delivered	Most appropriate channel for your team, e.g. Microsoft Teams channel	<ol style="list-style-type: none"> 1. Share a drafted email 2. Group text message/WhatsApp



Distributing test kits

Distributing test kits

Once the kits are delivered to the registered address, it is the **care at home provider manager's** responsibility to distribute them to care at home workers.

The care at home provider manager should inform their team that the kits have arrived. They can either distribute the kits or advise carers to collect **four test kits each as soon as possible**.

You will know best how to handle the distribution process for your team but below are some suggestions that have been put forward by care at home providers as part of our initial research.

1. **Care at home workers** can pick up kits at the same time they pick up other materials (e.g. PPE, consumables and other medical supplies)
2. **Care at home provider managers** or supervisors can hand out the kits to the group at daily/weekly meetings

Ensure each care worker receives 4 kits every 28 days so that weekly testing can continue without interruption

Each test kit should include a pink individual Royal Mail return label. Please check that there is one in each bag provided.

Encouraging participation

Encouraging participation

In order to protect your care at home workers and the people they support, it is important that care at home workers are encouraged to complete the end-to-end weekly process of:

1. Completing the test **between a Thursday and Sunday** each week
2. Registering the test online
3. Returning the test through a priority post box

Below are some ideas that we have seen work well to encourage participation for homecare workers:



Digital tracker (e.g. Microsoft Teams) so care at home workers can confirm they have tested each week



A physical tracker (e.g. a matrix on a team notice board with stickers for completed tests)



Text/WhatsApp group message reminders to test



Sending outlook invite placeholders to remind team members to test



Collecting or receiving test kits

Collecting test kits

The **care at home provider manager** will inform care at home workers when test kits arrive and how they can be collected or distributed

Each care worker should take four test kits, one for each of the four weekly testing cycles

Please ensure you have postage labels for each test

Prepare for testing by looking at guidance

Before testing be sure to:

- Read guidance for care at home workers
- Read guidance included with your test kit
- Watch the instructional video for self swabbing

<https://www.gov.uk/government/publications/covid-19-guidance-for-taking-swab-samples/how-to-use-the-self-swabbing-kit-for-a-combined-throat-and-nose-swab-video>

If a care at home worker becomes symptomatic and has a kit available at home, they should test themselves in addition to the normal weekly cycle

Instructional video for self swabbing

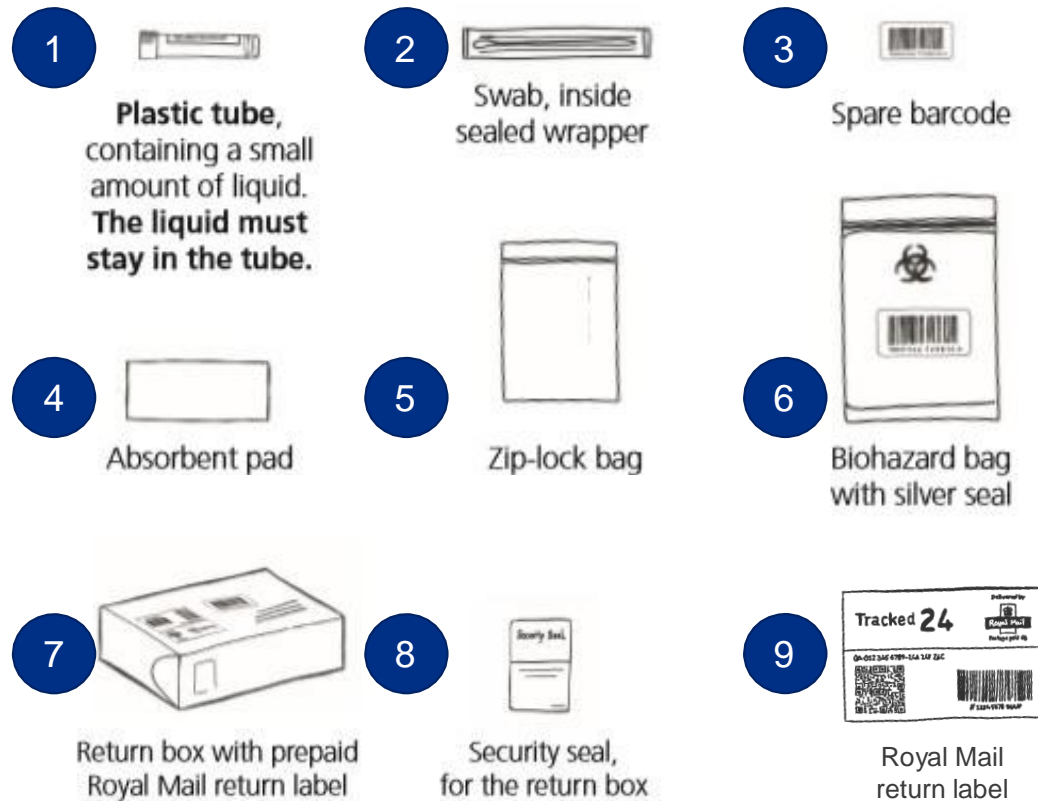




Using the test kits

Taking the test

The test kits homecare workers will receive will be standard organisation test kits; they will contain:



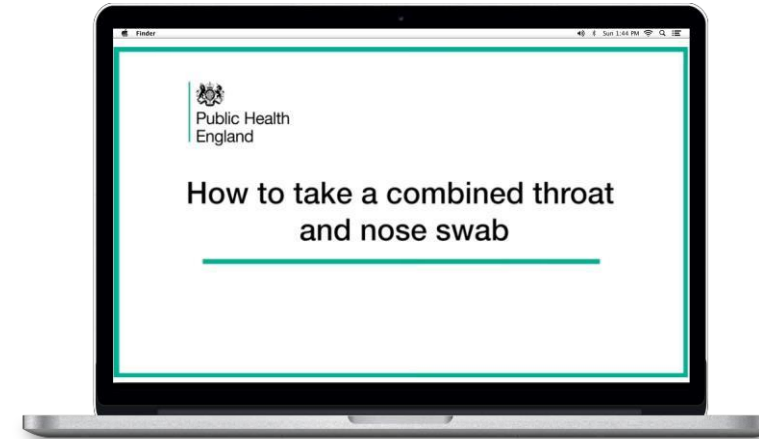
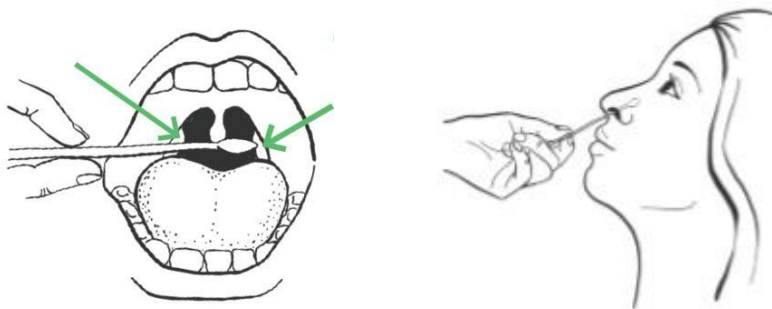
An example test kit

Taking the test

Care at home workers will conduct a combined throat then nose self-swab for the test

Follow the instructional video on how to do a throat and nasal swab

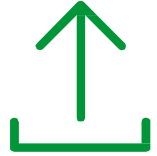
<https://www.gov.uk/government/publications/covid-19-guidance-for-taking-swab-samples/how-to-use-the-self-swabbing-kit-for-a-combined-throat-and-nose-swab-video>



You must only conduct your test between Thursdays and Sundays. Testing on other days may result in delays replenishing your employers test kits after your four week cycle. Try to take the test on the same days each week, where possible.

Always leave 7 days between tests where possible

If possible please continue testing whilst on holiday (in the UK) or off work due to illness which is not related to Coronavirus



Registering test kits

Registering test kits

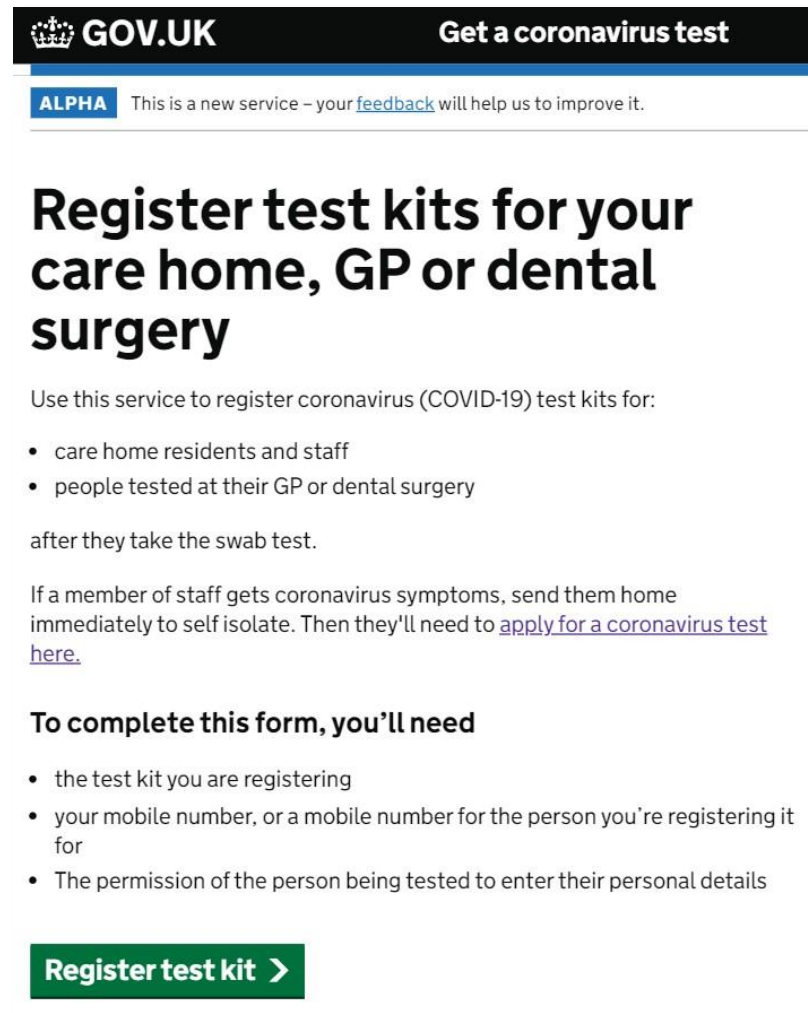
Steps to register a test kit:

These are the key steps, for full step-by-step instructions please see the appendix

Each week you should register your test after you have completed your test

1. Please go to <https://organisations.test-for-coronavirus.service.gov.uk/register-organisation-tests>
2. Enter Unique Organisation Number of your homecare employer, you will receive this from your employer manager
3. Enter or scan test kit barcode, please enter carefully and do not copy and paste
4. Enter 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 records)
5. Check your answers
6. Test kit registration confirmed
7. You will receive confirmation of registration via email

If there are any problems with registering a test kit, please call 0300 303 2713



Screenshot of the registration portal



Returning test kits

Returning test kits

Each test kit contains a pink pre-paid return label. Please attach this to the outside of the delivery packaging next to the security seal. If there is no label in the kit please check in the box that the kits were delivered in. If additional support is needed please call 0300 303 2713

The test kit should be returned via a Royal Mail priority box

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

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



Example of Royal Mail priority post box



Returning test kits

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



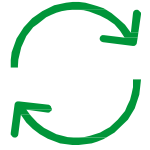
Post kits in the priority mail box at least one hour before the last collection time to ensure that it is not missed



Locate your nearest priority post box and collection times in before taking the test. Tests should be posted on the same day as they are taken



Some post boxes do not collect post on Sundays, and so please check if there is a collection available before testing on Sunday



Receiving results

Receiving results

The person tested will receive:

1. An email
2. A text message (if a mobile phone number was provided at registration)

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

Care at home workers should inform their employer of a **positive result** immediately so that they can protect others that the care worker may have come into contact with at work

Find out more about what to do when you get your results [Coronavirus \(COVID-19\): Testing in Scotland | NHS inform](#)

Examples of email containing results

There are 3 possible results – Negative, Positive and Unclear

Negative

From	NHS COVID-19 Notification
To	email address
Subject	NHS COVID-19 Notification

Dear ((Full Name))
 Birth date – ((Date of Birth))
 ((Date of test))

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-isolate 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 homes 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.

Help the NHS with coronavirus vaccine research
 Sign up below to be contacted about taking part in coronavirus vaccine studies.
www.nhs.uk/researchcontact/testing

Email template for negative result

Positive

From	NHS COVID-19 Notification
To	email address
Subject	NHS COVID-19 Notification

Dear ((Full name))
 Birth date – ((Date of Birth))
 ((Date of test))

Your coronavirus test result is positive. It means you had the virus when the test was done.

Try not to worry. 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 11 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 starting 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.
 More advice: www.gov.uk/coronavirus

Help the NHS with coronavirus vaccine research
 Sign up below to be contacted about taking part in coronavirus vaccine studies.
www.nhs.uk/researchcontact/testing

Email template for positive result

Unclear

From	NHS COVID-19 Notification
To	email address
Subject	NHS COVID-19 Notification

Dear ((Full Name))
 Birth date – ((Date of Birth))
 ((Date of test))

We could not read your coronavirus test sample. This means it's 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 stay 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 result 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.

Help the NHS with coronavirus vaccine research
 Sign up below to be contacted about taking part in coronavirus vaccine studies.
www.nhs.uk/researchcontact/testing

Email template for unclear result



Results & repeat

Examples 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 [Coronavirus \(COVID-19\): General advice | NHS inform](#) 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 the virus when the test was done.

Try not to worry. 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 11 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 starting 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 care worker 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 [Coronavirus \(COVID-19\): General advice | NHS inform](#) 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.

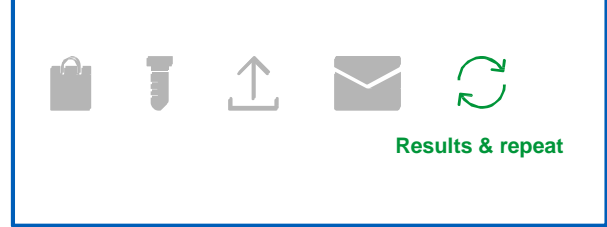
Contact 111 if you need medical help.

In an emergency, dial 999

Examples of text message containing results

Text template for negative result

Text template for positive result



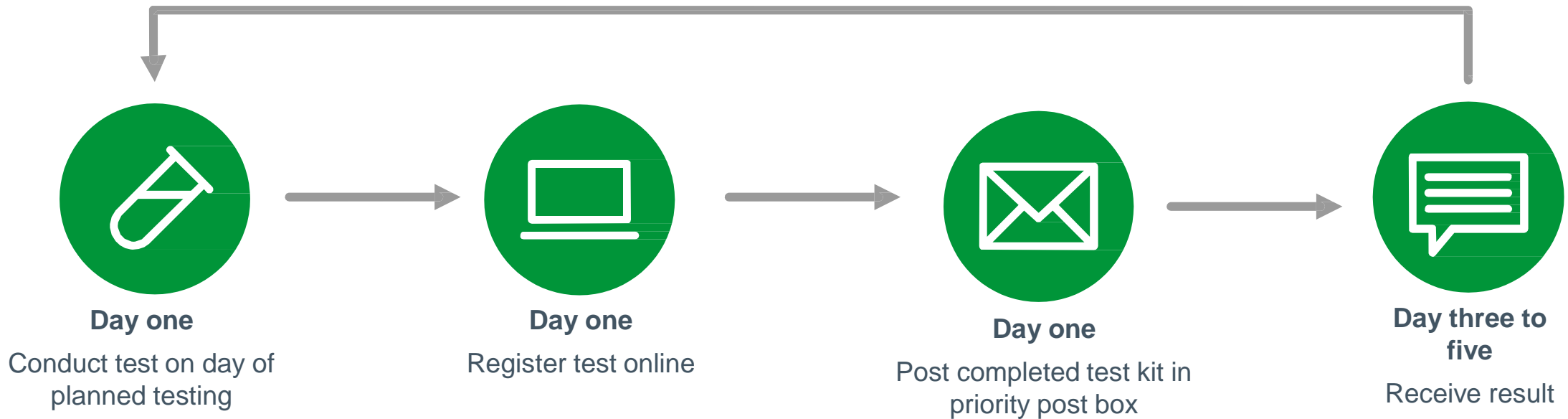
Text template for unclear result

Weekly retesting

Weekly retesting

After you have completed your first round of testing, care at home workers should continue to test on the same day each week between Thursday and Sunday. **If you have tested positive, you do not need to retest for 90 days.**

Repeat testing process every 7 days



If you receive a positive test result please stay

/ return home and inform your line manager

Where to go for help

Where to go for more support?



Online: Visiting the homecare testing portal at:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>



Instructional videos: Watch instructional videos for how to conduct a test at:

<https://www.youtube.com/watch?v=1l0jcv37WzI>

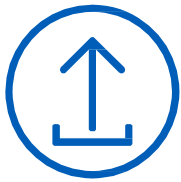
<https://www.gov.uk/government/publications/covid-19-guidance-for-taking-swab-samples/how-to-use-the-self-swabbing-kit-for-a-combined-throat-and-nose-swab-video>



Coronavirus Testing Contact Centre: please call 0300 303 2713

Appendix


Step-by-step guide for care workers to register their kits after completing a test



Individual registration upload – Process Walkthrough

Please refer to slide 24 for initial registration instructions / links

STEP 1: Confirmation of consent

 **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

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 **other**

 **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

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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

 **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

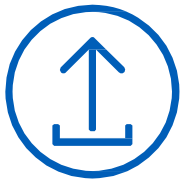
[< Back](#)

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



Individual registration upload – Process Walkthrough

STEP 4: Select 'add each person's details one by one'

 **GOV.UK** **Get a coronavirus test**

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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: Select staff

 **GOV.UK** **Get a coronavirus test**

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Who are you registering?

☐

 Non-staff (for example residents or patients)

☐

 Staff

Continue

STEP 6: Enter your name

 **GOV.UK** **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

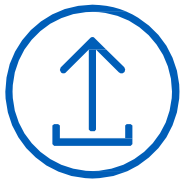
[< Back](#)

What's the person's name?

First name

Last name

Continue



Individual registration upload – Process Walkthrough

STEP 7: Enter your date of birth

 **Get a coronavirus test**

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What's Peter Smith's date of birth?

For example, 31 3 1980

Day Month Year

Continue

STEP 8: Enter your gender

 **COVID-19**

[< Back](#)


What's Pete Smith's gender?

☐ Male

☐ Female

Continue

STEP 9: Enter your ethnicity. You can select prefer not to say

 **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

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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

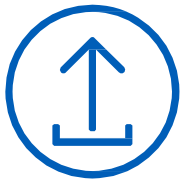
☐ **White**
Includes any White background

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

or

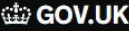
☐ Prefer not to say

Continue



Individual registration upload – Process Walkthrough

STEP 10: Enter your work status.

 **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

Is Peter Smith currently in work?

This will help us understand more about the spread of the virus.

☐ Yes, and for the last 2 weeks I've worked from home

☐ Yes, and for the last 2 weeks I've travelled to work

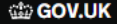
☐ No

or

☐ Prefer not to say

Continue

STEP 11: Enter your area of work.

 **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

Select Peter Smith's area of work

This helps us understand how coronavirus is affecting people in different workplaces.

☐ Teaching and education

☐ Health and social care

☐ Transport

☐ Retail

☐ Hospitality

☐ Hair and beauty professionals

☐ Information and communication

☐ Financial services and insurance

☐ Manufacturing or construction

☐ Civil services or local government

☐ Arts, entertainment or recreation


☐ Other

or

☐ Prefer not to say

Continue

STEP 12: Enter your occupation. You must select an option from drop down menu but you can say that you are unable to find the correct occupation

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What is Peter Smith's occupation?

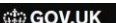
This helps us track which occupations are more at risk from coronavirus.

Start typing and select their occupation from the drop down. If their occupation is not displayed select 'Other'.

Occupation

Continue

[Prefer not to say](#)

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What is Peter Smith's occupation?

This helps us track which occupations are more at risk from coronavirus.

Start typing and select their occupation from the drop down. If their occupation is not displayed select 'Other'.

Occupation

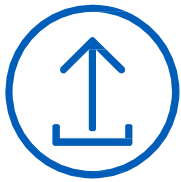
Rece

Receptionist

I cannot find the correct occupation


[Prefer not to say](#)

45



Individual registration upload – Process Walkthrough

STEP 13: Enter the name of your employer.

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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

[Prefer not to say](#)

STEP 14: Enter the country you live in.

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What country does Peter Smith live in?

☐ England

☐ Scotland

☐ Northern Ireland

☐ Wales

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

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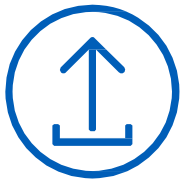
What's Peter Smith's home postcode?

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



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STEP 16: Enter your NHS number, if you know it. This is used to link the result to your patient record.

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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

STEP 17: Select Yes or No depending on whether you have symptoms.

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Does Pete smith currently have coronavirus symptoms?

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

The main symptoms of coronavirus are:

- 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

STEP 18: Enter date of onset of symptoms, if you see this page.

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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

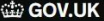
Day Month Year

Continue



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STEP 19: Enter the 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 date and time can be in the past

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When will Peter Smith take their swab test?

Select the date and time they will take their swab test. 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 work out when the test is due to expire. 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 your email address. Results will be sent to this email address.

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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



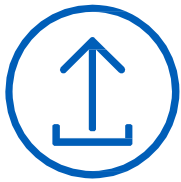
Individual registration upload – Process Walkthrough

STEP 22: Enter your mobile phone number if you'd like to receive text notification of your result. If you do not have a mobile or do not want to receive a text, select 'No'.

The screenshot shows the GOV.UK header with the text 'Get a coronavirus test'. Below the header is a blue bar with 'ALPHA' and a message: 'This is a new service – your [feedback](#) will help us to improve it.' A '< Back' link is visible. The main heading is 'Do you want to add a mobile number?'. Below this, a paragraph states: 'We'll also send their test result to this mobile phone number. If the mobile phone number does not belong to the person being registered, make sure you have got their consent for their results to go to someone else's mobile phone number.' There are two radio button options: 'Yes, I want to add a mobile phone number' and 'No, I do not want to add a mobile phone number'. At the bottom is a green 'Continue' button.

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

The screenshot shows the 'Check your answers' page on GOV.UK. The header includes the GOV.UK logo and 'Get a coronavirus test'. A '< Back' link is present. The title is 'Check your answers'. Below the title is a list of fields, each with a text input and a 'Change' link to its right: Full name, Date of birth, Gender, Ethnic group, Ethnic background, In work, Area of work, Occupation, Employer name, Country of residence, Postcode, NHS number known, Do they have any symptoms?, Date of symptoms onset, Test kit barcode reference, Test date and time, Email, and Mobile. At the bottom is a green 'Submit answers' button.



Individual registration upload – Process Walkthrough

Your test will have now been registered.

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

Note: You will receive confirmation of registration via email. If you do not receive this, please contact 0300 303 2713 to check that you have registered successfully

The screenshot shows the GOV.UK COVID-19 website. At the top, there's a black header with the GOV.UK logo and 'COVID-19'. Below this is a blue banner with 'ALPHA' and a message: 'This is a new service – your [feedback](#) will help us to improve it.' The main content area has a large green box with the text 'Test kit registration confirmed'. Below this, user details are listed: 'Bob Smith', email 'Bsmithlonglonglong@email.co.uk', phone '07771 900 900', test kit barcode reference 'CHE00000501', test date '28 March 2020', and test time '9pm'. A section titled 'We want to hear from you' includes a link 'What did you think of our service?' with a note '(takes 3 minutes)'. At the bottom, there's a green button that says 'Register another test kit' with a right arrow. The footer contains the OGL logo and text: 'All content is available under the [Open Government Licence v3.0](#), except where otherwise stated', and a small Royal Coat of Arms logo with '© Crown Copyright'.

GOV.UK COVID-19

ALPHA This is a new service – your [feedback](#) will help us to improve it.

Test kit registration confirmed

Bob Smith
Bsmithlonglonglong@email.co.uk
07771 900 900
Test kit barcode reference: CHE00000501
Test date: 28 March 2020
Test time: 9pm

We want to hear from you
[What did you think of our service?](#) (takes 3 minutes)

[Register another test kit](#) >

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