

Clarifi COVID-19 Patient Portal

A Guide to Registration



app.clarifi-covid-19.com

Contact support:

covid-support@quadrantbiosciences.com

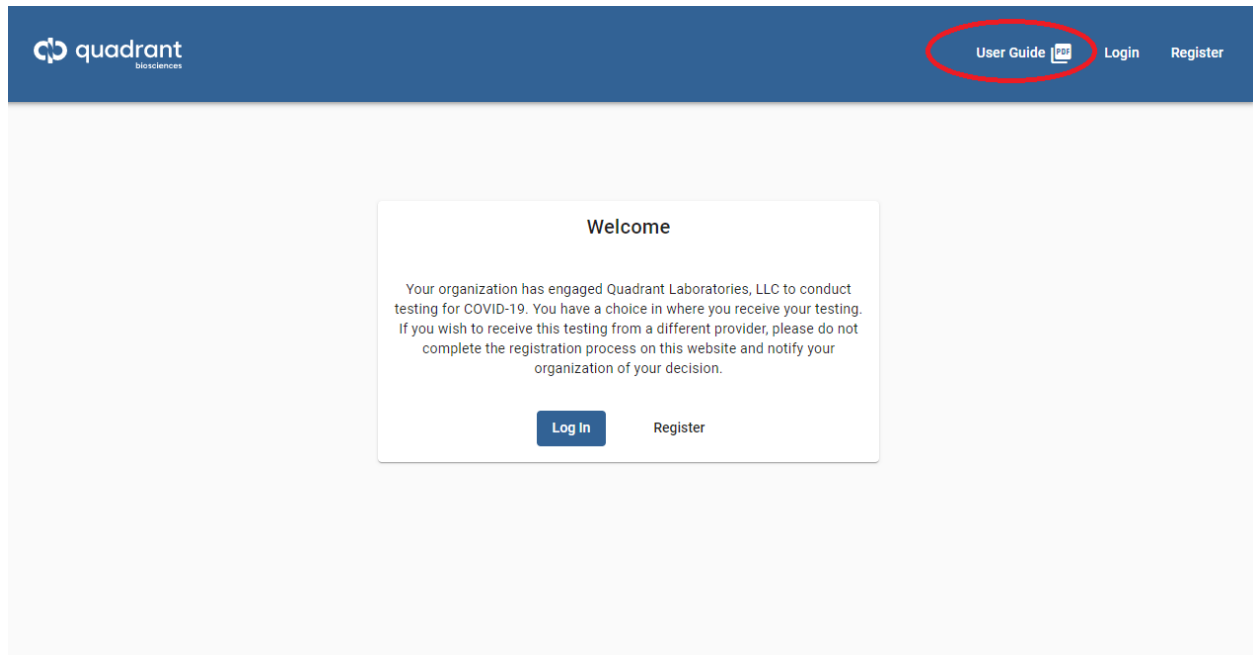
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Introduction

Welcome to the Clarifi COVID-19 Registration user guide! In this document, you will find an overview of the steps needed to complete the process. If you have any questions or concerns please contact the organization that is providing this service for you.

Landing Page



This user guide is always available at the link circled in red above on the application landing page found at <https://app.clarifi-covid-19.com>.

Account Registration

To register a new account, please click **Register**.

Register

Email Address

covid19user@gmail.com

Password

a1S%sjsks

- ✓ contains at least one lower character
- ✓ contains at least one upper character
- ✓ contains at least one digit character
- ✓ contains at least one special character
- ✓ contains at least 8 characters

Confirm Password

By registering, you agree to the [terms and conditions](#).

Register

Forgot Password

Resend Verification Code

Please enter your email address and a password. Then click **Register**. You will then receive an email with a confirmation code.

Hello,

Thank you for using the COVID-19 testing service.

Please use the following verification code to complete the process:

036591

Please copy and paste the verification code in that email into the confirmation page as follows:

Confirm your account

david.jadeski+staging@quadrantbiosciences.com

We need to verify this email address belongs to you.

Check your email and enter the confirmation code below:

Email

covid19.user@gmail.com

Verification code

204371

Confirm

If you don't see a message in your inbox make sure the email address listed above is correct and check your spam or junk mail folder.

Resend Verification Code

Then click **Confirm**. Once you've confirmed your account, please log in.

Resend Verification Code

If something goes wrong during this process, you have the option to click **Resend Verification Code**.

The screenshot shows the 'Resend Verification Code' form on the quadrant biosciences website. The form is centered on a light gray background. It has a title 'Resend Verification Code' and a subtitle 'A verification code will be sent to your email.' Below the subtitle is a text input field labeled 'Email'. At the bottom of the form is a gray button labeled 'Send'. The website's header is dark blue with the quadrant biosciences logo on the left and links for 'User Guide', 'Login', and 'Register' on the right.

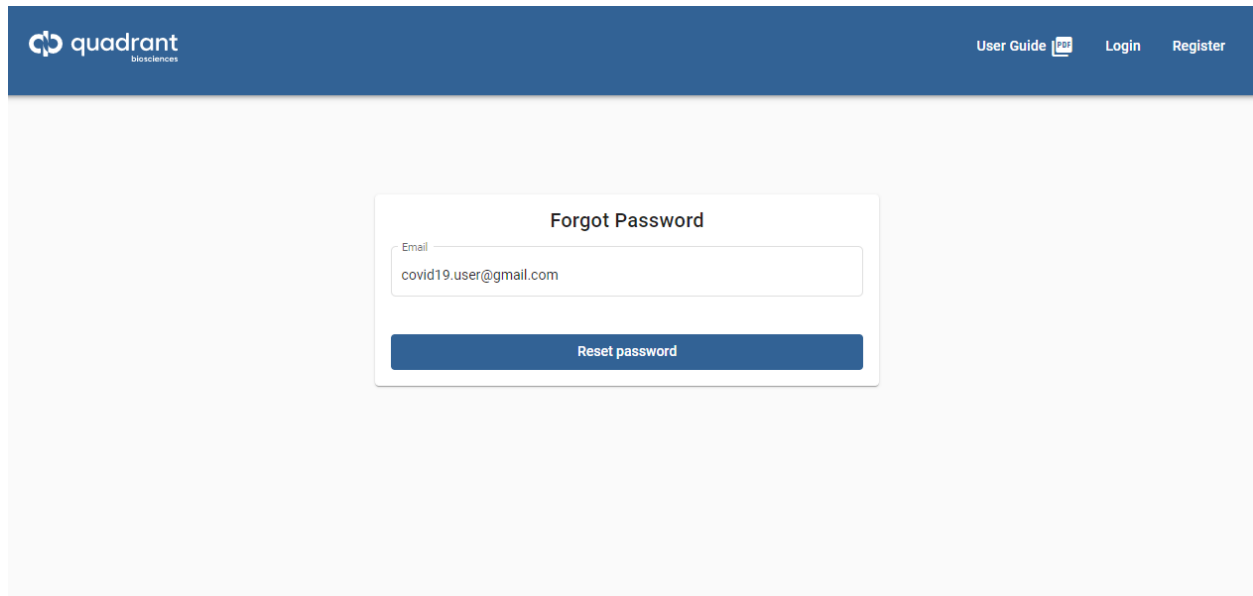
This will send a new verification code to your email address. Please copy and paste that in and log in.

Password Reset

If you forget your password, please click **Forgot Password** at the Sign In page:

The screenshot shows the 'Sign In' form on the quadrant biosciences website. The form is centered on a light gray background. It has a title 'Sign In' and two text input fields: 'Email Address' and 'Password'. Below the input fields is a gray button labeled 'Sign In'. Below the button is a link labeled 'Forgot Password' which is circled in red. At the bottom of the form is a link labeled 'Resend Verification Code'. The website's header is dark blue with the quadrant biosciences logo on the left and links for 'User Guide', 'Login', and 'Register' on the right.

You'll be asked for your email address.



The screenshot shows a web browser window with a dark blue header. On the left of the header is the 'quadrant biosciences' logo. On the right are links for 'User Guide' (with a PDF icon), 'Login', and 'Register'. The main content area is light gray and contains a white box titled 'Forgot Password'. Inside this box is an email input field with the placeholder text 'Email' and the value 'covid19.user@gmail.com'. Below the input field is a dark blue button with the text 'Reset password'.

Please provide your email address. This will trigger a new verification code to be sent to your email address. Your browser will be redirected to the following page. **DO NOT CLOSE THIS PAGE.** Please retrieve the verification code from your email, paste that into the appropriate field, and log in.

New Password

Email

Verification Code

Password

- ✓ contains at least one lower character
- ✓ contains at least one upper character
- ✓ contains at least one digit character
- ✓ contains at least one special character
- ✓ contains at least 8 characters


Confirm Password

When you log in, you'll have two options as shown in the Dashboard section below: **Add a Profile** and **Submit a COVID-19 test**.

Dashboard

When you initially log in, you'll find a welcome message prompting you to **Add a Profile**.

quadrant
biosciences

User Guide  Logout

Dashboard

Patient Dashboard

Welcome!

In order to register a COVID-19 test, you must first create a profile for yourself or on behalf of another person.

To begin, please add a profile for yourself (if you are not a minor). Parents or guardians must add profiles for children in their care.

On the Patient Dashboard, there is an option to search for a profile. Start typing the name of the profile you wish to find and the matching profiles will appear on the page.

The screenshot shows the 'Patient Dashboard' interface. At the top, there is a blue header bar. Below it, a grey bar contains the word 'Dashboard'. The main content area is white and titled 'Patient Dashboard'. In the top right corner of this area is a blue button with a plus icon and the text 'Add Profile'. Below the title, there is a section labeled 'Profiles' with a search input field containing the text 'Search for a profile' and a dropdown arrow. Below the search field, a profile card for 'Jane Doe' is displayed. The card contains the following information: 'Jane Doe', 'Organization: Test Adding Org', 'DOB: 02/05/2021', and 'Student / Organization ID: N/A'. To the right of the profile information are three buttons: 'Edit Profile' (with a pencil icon), 'Fast Submission Code' (with a QR code icon), and 'Submit A COVID-19 Test' (with a gear icon). Below the profile information, a message states 'No registrations for this profile'.

Add Profile(s)

Please click **Add Profile**. When you do, you'll be directed to a page that will ask you to fill out your personal information. The fields that must be filled out are mandated by the New York State Department of Health, and are required for insurance purposes. All phone numbers must contain 10 digits with only numbers.

Personal Information

Please click **Next** and fill out this profile's personal information.

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

<input type="text" value="Jane"/>	<input type="text" value="Middle Name"/>	
<small>Must be the test subject's legal first name.</small>		
<input type="text" value="Doe"/>	<input type="text" value="5/5/2021"/>	<input type="text" value="Other"/>
<input type="text" value="Other"/>	<input type="text" value="Decline to Answer"/>	
<input type="text" value="Decline to provide a social security number"/>		<input type="text" value="Social Security Number"/>

[Why do we need this information?](#)

Next

2 Testing Place

3 Address

4 Insurance Information ?

5 Test Authorization

Save Profile

2 Personal Information

First name *

Must be the test subject's legal first name.

Middle name

Last name *

Sex *

Date of birth *



Race *

Ethnicity *

Do you have a social security number? *

I have a social security number

Social Security Number

[Why do we need this information?](#)

Driver's License

[Back](#) [Next](#)

Be sure to choose the appropriate option for “Do you have a social security number”.

Do you have a social security number? *

I have a social security number

I do not have a social security number

Decline to provide a social security number


[Why do we need this information?](#)


Testing Place

Please indicate whether or not you are planning to be tested at a Quadrant Community Testing Site.

Community Testing

If you select yes, to the community testing site question, you will be presented with a list of Organizations from which you can make a selection.



User GuideUser RolesLogout

Dashboard / Create Profile

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

3 Address

4 Insurance information ?

5 Test Authorization

Have you or do you plan to make an appointment at a community testing site? *

☒ Yes ☐ No

Community Testing Site *

Community Testing Site

Develop - Onondaga County Mobile Testing Site
Heritage Lincoln - 800 West Genesee St., Syracuse, NY, 13204

Save Profile

After you have selected the correct community testing site, click Next to fill in your address. If you chose No to the community testing site question, you will be prompted to choose your Organization Type.

Dashboard / Create Profile

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

Have you or do you plan to make an appointment at a community testing site? *

☐ Yes ☒ No

Organization Type *

K-12 School student or employee

College/University student or employee

Other

PROD-1246 v5

14

K-12 School

If you select K-12 School you will be presented with a list of Counties from which you need to confirm the county in which your school is located. You can then select the school from the School menu.

Dashboard / Create Profile

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

Have you or do you plan to make an appointment at a community testing site? *

☐ Yes ☒ No

Organization Type *
K-12 School student or employee

County *
Cortland

School *
Barry Primary School

Your Testing Place:
Barry Primary School

Verify

Back Next

Please verify that your school selection is correct and click Verify. Your choice is confirmed by being highlighted in green as shown below:

Dashboard / Create Profile

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

Have you or do you plan to make an appointment at a community testing site? *

☐ Yes ☒ No

Organization Type *
K-12 School student or employee

County *
Cortland

School *
Barry Primary School

Your Testing Place:
Barry Primary School

Verified!

Back Next

It is very important that you select the correct organization.

College/University

If you select College/University you will be presented with a list of Organizations from which you can make a selecti

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

Have you or do you plan to make an appointment at a community testing site? *

☐ Yes ☒ No

Organization Type *

College/University student or employee

College/University *

College/University

Norman Valdez Inc

North Country Community College
Health and Wellness Center 23 Santanoni Ave Saranac Lake

3 Olivia Davies Inc

4 Olivia Hamilton Inc

5 Test Authorization

Save Profile

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

Have you or do you plan to make an appointment at a community testing site? *

☐ Yes ☒ No

Organization Type *

College/University student or employee

College/University *

North Country Community College Health and Wellness Cent...

Your Testing Place:

North Country Community College
Health and Wellness Center 23 Santanoni Ave Saranac Lake NY 12983

Verify

Back

Next

3 Address

4 Insurance information ?

5 Test Authorization

Save Profile

Having selected your school from the list you will then verify your choice by selecting the Verify button.

Your choice is confirmed by being highlighted in green as shown below:

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

Have you or do you plan to make an appointment at a community testing site? *

☐ Yes ☒ No

Organization Type *

College/University student or employee

College/University *

North Country Community College Health and Wellness Cent...

Your Testing Place:
North Country Community College
Health and Wellness Center 23 Santanoni Ave Saranac Lake NY 12983

✓ Verified!

Back Next

3 Address

4 Insurance information ?

5 Test Authorization

Save Profile

It is very important that you select the correct organization.

Other

If you are not being tested at a Community Testing Site and are a member of an organization that is not a K-12 School or a College or University you should find it in the Other category which is available by selecting the Other button.

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

Have you or do you plan to make an appointment at a community testing site? *

☐ Yes ☒ No

Organization Type *

Other

Organization *

Test Adding Org 8621 adster

Your Testing Place:

Test Adding Org
8621 adster

Verify

Back

Next

3 Address

4 Insurance information ?

5 Test Authorization

Save Profile

After selecting your organization from the list of organizations in the Other category you will then verify your choice by selecting the Verify button which will confirm your choice by highlighting it in green as shown below. If your organization is not listed and you are getting tested at a Community Testing Site, please select the Community Testing Site where you will be tested as your organization.

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

Have you or do you plan to make an appointment at a community testing site? *

☐ Yes ☒ No

Organization Type *
Other

Organization *
Test Adding Org 8621 adster

Your Testing Place:

Test Adding Org
8621 adster

✓ Verified!

[Back](#) [Next](#)

3 Address

4 Insurance information ?

5 Test Authorization

Save Profile

It is very important that you select the correct organization.

Current Address

Please click **Next** and fill out this profile's current address.

Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

3 Address

4 Insurance Information ?

5 Test Authorization

Current Address

Address 1 *
123 Road

Address 2

City *
City

County *
County

State/Province *
New York

Zip/Postal Code *
12345
Format: *12345* (US) or *A1A 1A1* (Canada)

Phone Number *
8885551212
Format: 5557779999 (numbers only)

Legal Address

☒ Same as current address

Back

Next

Save Profile

Please click **Next** and fill out this profile's legal address. You'll have the option here to click **Same as current address** if the profile's legal address is the same as the current address.

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Create New Profile

You may create a profile for yourself or a family member.

1 Personal Information

2 Testing Place

3 Address

Current Address

Address 1 *

123 Road



Address 2

City *

City

County *

County

State/Province *

New York



Zip/Postal Code *

12345

Format: "12345" (US) or "A1A 1A1" (Canada)

Phone Number *

8885551212

Format: 5557779999 (numbers only)

Legal Address

☒ Same as current address

Back

Next

4 Insurance information ?

5 Test Authorization

Save Profile

3 Address

Current Address

Address 1 * 123 Road	Address 2
City * City	County * County
State/Province * New York	Zip/Postal Code * 12345 Format: *12345* (US) or *A1A 1A1* (Canada)
Phone Number * 8885551212 Format: 5557779999 (numbers only)	

Legal Address

☐ Same as current address

Address 1 * 456 Lane	Address 2
City * Town	County * Country
State/Province * Alaska	Zip/Postal Code * 32323 Format: *12345* (US) or *A1A 1A1* (Canada)

Back Next

4 Insurance information ?

5 Test Authorization

Save Profile

Insurance Information

Please click **Next** and fill out this profile's insurance information.

4

Insurance information

?

Does the patient have insurance? *

☐ Yes

☒ No

Relationship to Subscriber

Relationship

▼

Apply insurance information from another profile

DevTest Accesioner

▼

☐ The subscriber is financially responsible for the patient.

Insurance Company

Company

▼

Subscriber

Subscriber ID

Subscriber Group Number

Subscriber Personal Information

Fill-in

from current profile

Subscriber First Name

Subscriber Last Name

Subscriber Address

Subscriber Phone Number

Format: 5557779999 (numbers only)

Back

Next

5

Test Authorization

Save Profile

There is an option here to click ***Fill-in from the current profile***, which will populate the subscriber fields with information that was entered in previous steps. Please note the required authorization clause and click ***Next*** if you agree to attest.

Test Authorization


Please review the test authorization language by clicking ***See Details***, then review the agreements described and click the corresponding checkboxes if you consent.

Create New Profile

You may create a profile for yourself or a family member.

 Personal Information

 Testing Place

 Address

 Insurance information 

5 Test Authorization

☒ I consent to Quadrant Laboratories, LLC transmitting and storing my or my child's information and sample for COVID-19 testing as described in the authorization language. *

☒ I authorize Quadrant Laboratories, LLC to perform an individual clinical diagnostic test if my pool test is positive on my or my child's sample as described in the authorization language. *

☒ I authorize the organization requesting the testing to access my or my child's name, date of birth and address from the registration information and to schedule tests on my behalf or my child's behalf. *

[See Details](#)

The Clarifi COVID-19 test is conducted pursuant to a standing order issued by an appropriately licensed healthcare provider with FamilyCare Medical Group, P.C. ("FCMG"), a participating member of HealtheConnections, a regional health information exchange.

☒ I GIVE CONSENT for Family Care Medical Group (FCMG) to access ALL of my electronic health information through HealtheConnections to provide health care services (including emergency care).

☐ I DENY CONSENT for Family Care Medical Group (FCMG) to access my electronic health information through HealtheConnections for any purpose, even in a medical emergency.

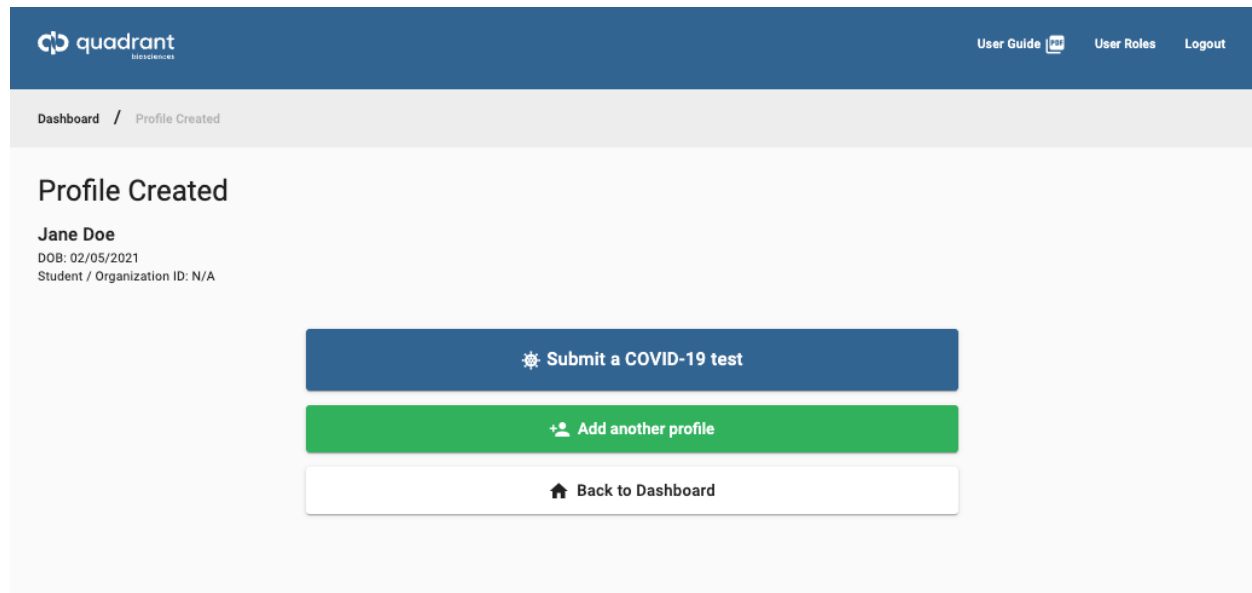
[View Consent Form PDF](#) [View Privacy Policy](#)

[Back](#)

[Save Profile](#)

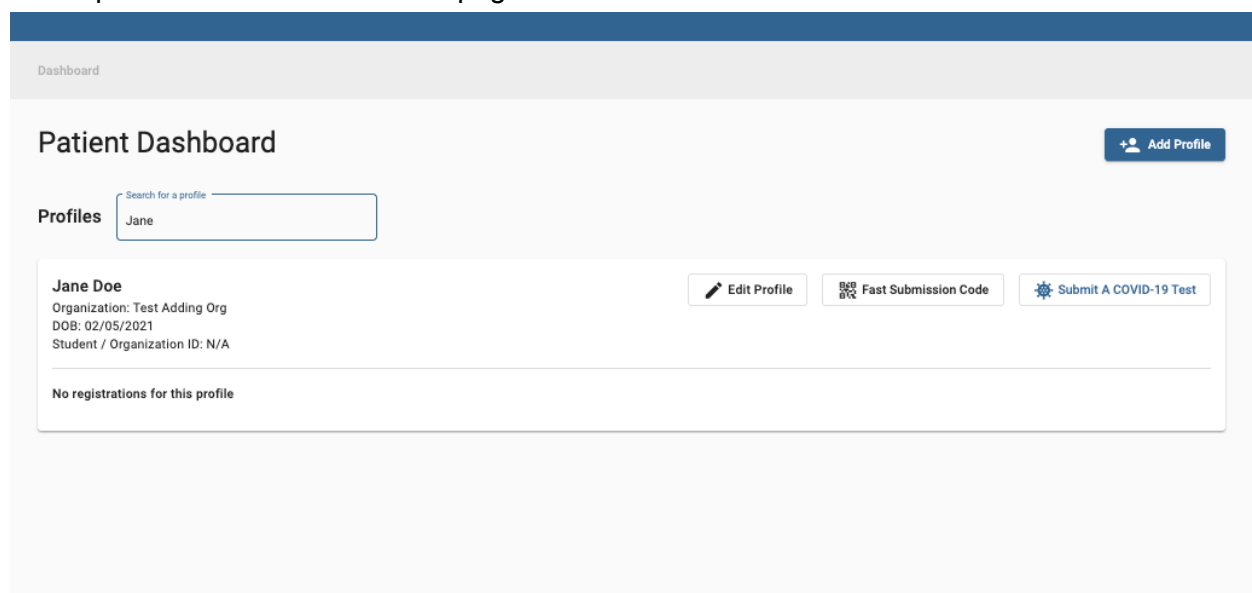
You have now completed your profile! You will now see a screen that gives you three options: **Submit a COVID-19 test**, **Add another profile**, and **Back to Dashboard**. If you are a parent or

guardian wishing to add profiles for the children in your care, please click **Add another profile**. If you have added all your profiles, and if you are in possession of a COVID-19 test kit, which includes a saliva swab, and are being guided by a qualified healthcare provider, you may click **Submit a COVID-19 test**.



Edit Profile(s)

If changes are required for any of your personal information, you can edit your profile from the main landing page after logging in. Each profile for your account, as well as the tests registered to that profile will be visible on this page.



To edit any of the information in a profile, such as the organization or address, start by clicking on the Edit Profile button that corresponds to the profile you wish to edit. This will be to the right of, or below the name of the person that the profile belongs to. .

Navigate to the section that needs to be changed and make the edits. Any field highlighted in red needs to be addressed before the profile changes can be saved.

Note: Changes made to a profile are not saved until the **Save Profile** button is clicked.

Update Organization

Start by confirming or changing the organization type and then by selecting your organization in the Organization drop down shown below. If a change is made then as described in detail in the section above using the:


The screenshot shows the 'Update Profile' page in the Quadrant system. The page has a blue header with the Quadrant logo and navigation links: 'User Guide', 'User Roles', and 'Logout'. Below the header is a breadcrumb trail: 'Dashboard / Update Profile'. The main content area is titled 'Update Profile' and contains a form with two steps: '1 Organization' and '2 Personal Information'. The '1 Organization' step is active and contains the following elements:


- A blue box with a '1' icon and text: 'Please select the organization requiring your COVID-19 test. If your organization is not listed and you are getting tested at a Community Testing Site, please select the location where you will be tested. Please note, if you don't select the correct organization, you may not receive your test results.'
- A section titled 'Organization Type *' with four input fields: 'K-12 School' (with subtext 'Student or Employee'), 'College/University' (with subtext 'Student or Employee'), 'Community Testing', and 'Other'.
- A dropdown menu labeled 'Organization *' with 'Erie County DEMO' selected.
- A green box with the text 'Your Organization: Erie County DEMO' and a 'Verified!' button with a checkmark icon.
- A 'Next' button.

Then confirm or change your organization by selecting the correct one from the appropriate dropdown. Verify your choice and select **Next** to confirm your choice.

Update Personal Information

This section allows you to update your personal information. Your name should be your legal name not a nickname or pseudonym.

 **quadrant**
INSURANCE

[User Guide](#)  [User Roles](#) [Logout](#)

[Dashboard](#) / [Update Profile](#)


Update Profile

1

Personal Information

First Name *

Jon



Middle Name


Must be the test subject's legal first name.

Last Name *

Doe


Date of birth *

9/8/1999




Sex *

Other




Race *

Other




Ethnicity *

Not Hispanic



Do you have a social security number? *

Decline to provide a social security number



Social Security Number

[Why do we need this information?](#)

Next

2


Testing Place

3

Address

4

Insurance information



Save Profile

Update Testing Place

You have the option to update your testing place or organization in this section.

The screenshot shows a web interface for updating a profile. At the top, there is a breadcrumb trail: "Dashboard / Update Profile". The main heading is "Update Profile". Below this is a vertical progress bar with four steps: 1. Personal Information (with a pencil icon), 2. Testing Place (highlighted with a blue circle), 3. Address, and 4. Insurance information (with a question mark icon). The "Testing Place" section contains the question "Have you or do you plan to make an appointment at a community testing site? *" with radio buttons for "Yes" (selected) and "No". Below this is a dropdown menu for "Community Testing Site *" with the selected option "Cayuga County Community Test Site 505 Irving Ave, Syracuse,..." and a downward arrow. At the bottom of the form are "Back" and "Next" buttons. A "Save Profile" button is located at the bottom right of the form.

Update Current and/or Legal Address

You can update or change your current and/or your legal address by editing the fields in this section. Once you've made the changes to your profile, you can click 'Save Profile' found in the bottom right hand side of the form to save your changes.

Dashboard / Update Profile

Update Profile

1 Personal Information

2 Testing Place

3 Address

4 Insurance Information ?

Current Address

Address 1 *
129 Sesame St.

Address 2

City *
New York

County *
Kings

State/Province *
New York

Zip/Postal Code *
12345
Format: "12345" (US) or "A1A 1A1" (Canada)

Phone Number *
8885551212
Format: 5557779999 (numbers only)

Legal Address

☒ Same as current address

Back

Next

Save Profile

Once all required fields (identified by an asterisk) are filled in the form will allow confirmation by selecting **Next** or if you select **Back** you can return to the previous section.

Update Insurance Information

You can update or change your insurance information by editing the fields in this section.

Address

4 Insurance information ?

Does the patient have insurance? *

☐ Yes ☒ No

Relationship to Subscriber

Relationship

☐ The subscriber is financially responsible for the patient.

Insurance Company

Company

Subscriber

Subscriber ID

Subscriber Group Number

Subscriber Personal Information

Subscriber First Name

Subscriber Last Name

Subscriber Address

Subscriber Phone Number

Format: 5557779999 (numbers only)

Back

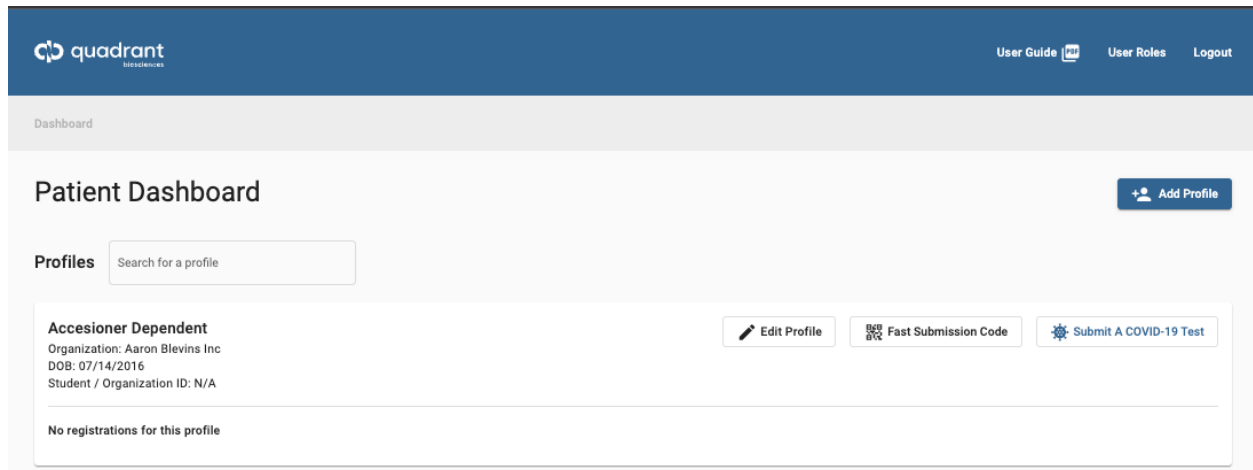
Save Profile

Once all required fields (identified by an asterisk) are filled in, the form will allow confirmation of **all changes made in all sections so far by selecting Save Profile** or if you select **Back** you can return to the previous section.

You will now be redirected to your dashboard with updated information displayed.

Fast Registration at a Community Test Site

If you are being tested at a Quadrant Biosciences Community test site, you can click the Test Submission Code button that is next to the Edit Profile button on your dashboard.



A QR code, unique to your profile, will be revealed that the QB Test Registrant will scan to expedite the test submission process. Please ensure the brightness on your device is turned up to ensure accurate scanning.



Submit a COVID-19 Test

If you have a test kit, you can submit your COVID-19 Test by clicking the Submit a COVID-19 Test button.

The screenshot shows the 'Patient Dashboard' interface. At the top is a blue header with the 'quadrant' logo on the left and links for 'User Guide', 'User Roles', and 'Logout' on the right. Below the header is a light gray bar labeled 'Dashboard'. The main content area is titled 'Patient Dashboard' and includes an 'Add Profile' button. Under the 'Profiles' section, there is a search bar and a profile card for 'Accessioner Dependent'. The profile card displays the following information: Organization: Aaron Blevins Inc, DOB: 07/14/2016, and Student / Organization ID: N/A. To the right of the profile information are three buttons: 'Edit Profile', 'Fast Submission Code', and 'Submit A COVID-19 Test'. At the bottom of the profile card, it states 'No registrations for this profile'.

Do You Have a Test Kit?

Before you register a test, you'll want to make sure you are in possession of a COVID-19 test kit.

The dialog box is titled 'Before you begin...' with a red warning triangle icon. It asks 'Do you have a test kit?' and provides instructions: 'If you do not have a test kit, please stop. The remainder of this process involves registering the barcode of the test kit you will be using.' It also states: 'If you have an appointment at a Community Testing Site, the test kit will be provided at the time of your appointment; you do not need to register a test at this time.' Below this, it says 'Prior to sample collection please ensure that:' followed by a bulleted list of requirements: 'Within the past hour, you have not brushed your teeth or used mouthwash.', 'Within the past 30 minutes that you have not eaten or drank anything, including mints, gum or lozenges.', and 'In the past 30 minutes that you have not smoked or used smokeless tobacco products.' At the bottom right are 'Cancel' and 'Confirm' buttons.

If you are prepared to proceed, please click Confirm.

Confirm Required Information

Please confirm the Test Registrant and Testing Place information. If anything needs to be updated, click Update Profile and you will be redirected the the Update Profile form. Otherwise, click Confirm to proceed.

Submit COVID-19 Test

1 Confirm Required Information

Test Registrant

Accessioner Dependent

07/14/2016

Testing Place

Aaron Blevins Inc

Confirm

Update Profile

Next

2 Screening Questions

3 Sample

Submit Test

Screening Questions

Please answer the screening questions, then click **Next**.

Submit COVID-19 Test

1 Confirm Required Information

2 Screening Questions

Do you have any of the following symptoms? *

- Muscle or body aches
- Congestion or runny nose
- Cough
- Diarrhea
- Fatigue
- Fever or chills
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Shortness of breath or difficulty breathing
- Sore Throat

☐ Yes ☒ No

Have you received the COVID-19 vaccination? *

☒ Yes ☐ No

What brand of vaccine did you receive?

Pfizer

Date of most recent vaccination

2/2/2022



How many vaccine shots have you had? *

☐ 1 ☐ 2 ☒ 3 ☐ 4

Have you had close contact with a COVID-19 case within the last 14 days? *

☐ Yes ☒ No

Back

Next

3 Sample

Submit Test

Sample Collection

Please work with your qualified healthcare provider to collect a saliva sample, and enter the barcode twice. Please pay careful attention to the barcode that you enter here. It is very important that you enter the barcode accurately.

Submit COVID-19 Test

Confirm Required Information

Screening Questions

3 Sample

Please enter the 14-digit identification number below the barcode on your sample tube.

Barcode *

11122233344456

Confirm Barcode *

11122233344456

Swab Collection Date & Time *

2/21/2022

12

:

17

☐ AM ☒ PM

Back

Submit Test

Please confirm that you have entered the barcode correctly. It is very important that you enter the barcode accurately. Once you have verified, please click **Submit Test**.

You have successfully added a COVID-19 test! You will be directed back to the dashboard where you'll see each of your profiles and the tests that they have registered.

The screenshot shows the 'Patient Dashboard' interface. At the top, there is a blue header with the 'quadrant biosciences' logo on the left and links for 'User Guide', 'User Roles', and 'Logout' on the right. Below the header, a light gray bar contains the word 'Dashboard'. The main content area is titled 'Patient Dashboard' and includes an 'Add Profile' button. Under the 'Profiles' section, there is a search bar and a profile card for 'Accessioner Dependent'. The profile card displays the following information: Organization: Aaron Blevins Inc, DOB: 07/14/2016, and Student / Organization ID: N/A. To the right of the profile information are three buttons: 'Edit Profile', 'Fast Submission Code', and 'Submit A COVID-19 Test'. Below the profile card, the 'Test Registrations' section shows a single entry with the barcode '11122233344456' and the collection date 'Feb 21, 2022'. A 'View Result' button is located to the right of this entry.

quadrant biosciences

User Guide User Roles Logout

Dashboard

Patient Dashboard

+ Add Profile

Profiles Search for a profile

Accessioner Dependent
Organization: Aaron Blevins Inc
DOB: 07/14/2016
Student / Organization ID: N/A

Edit Profile Fast Submission Code Submit A COVID-19 Test

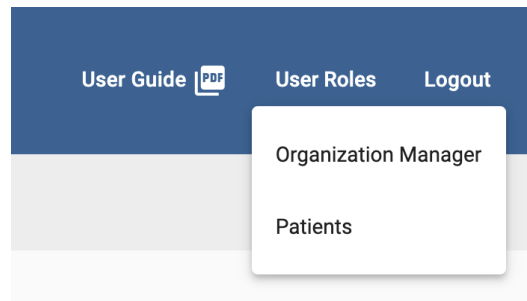
Test Registrations

Barcode: 11122233344456
Collected: Feb 21, 2022

View Result

Organization Managers

For personnel (such as school nurses, physicians, or site administrators) authorized by an organization, the ability to search and add tests for patients within the organization is offered. If you are an authorized organization manager, you'll see an additional item in the **User Roles** menu in the top right corner of the web site labeled as "Organization Manager":



Please select **Organization Manager** to be directed to this feature. There are two search options available once the Organization Manager role has been assumed. You can select the "Profile Search" tab or the "Registration Search" tab and use the available fields as search filters applied to your organization's records.

Profile Search

On the profile search page, you see four fields with which to find profiles: organization, first name, last name, and date of birth.

[User Guide](#)
[User Roles](#)
[Logout](#)

[Dashboard](#) / [Profile Search](#)

Organization Manager

[Profile Search](#)
[Registration Search](#)
[Exceptions](#)

Search for your organization *

Search for your organization

All Organizations

Aaron King Inc

Adriana Wright Inc

Date of birth

Search

Clear

Registrations	Email Address	Student / Organization ID	First Name	Last Name	Date of birth	Address	Actions
No results found.							

Items per page: 10

0 of 0

[|<](#)
[<](#)
[>](#)
[>|](#)

Export Results

Search Fields

The dropdown list containing organizations is limited to those you are authorized to search. You can enter part or all of the first and/or last name and results matching the values entered will be displayed on the right side of the page. If you select the org and select search all records in the org will be displayed and can be exported to a comma separated format by selecting the “Export Results” button.

Search Results

In the search results you’ll find the search fields, as well as the street address of the matching record.

Organization Manager

[Profile Search](#)
[Registration Search](#)
[Exceptions](#)

Search for your organization *

Quadrant Biosciences DEMO

First name

j

Last name

Date of birth

Search

Clear

Registrations	Email Address	Student / Organization ID	First Name	Last Name	Date of birth	Address
View Registrations	jdoe@quadrantbiosciences.com		Jon	Doe	09/09/1999	129 Sesame St.
View Registrations	jsmith@quadrantbiosciences.com		Jill	Smith	01/01/2001	King St.
View Registrations	johnsmith@quadrantbiosciences.com		John	Smith	01/01/2000	King st.

Items per page: 10

1 - 3 of 3

[|<](#)
[<](#)
[>](#)
[>|](#)

Export Results

Clicking the “Export Results” option will make all the results of the search available in a comma separated value text file that is downloaded for your use locally.

An example of the file format is shown below:

```
id,studentId,firstName,lastName,dob,address
"57649f70-173a-4f93-88ec-4244aabf99d6",null,"Jon","Doe","03/04/2003","Test123"
"931543a5-a8e8-4482-a261-7734417cb112",null,"John","Doe","03/02/1998","4 Privet Drive"
"b31d62fe-dffb-41bf-9a16-8dbb14c0d005",null,"John","Doe","09/09/1999","129 Sesame St"
```

To view registrations for a matching profile, please click **View Registrations**.

quadrant biosciences

[User Guide](#)
[User Roles](#)
[Logout](#)

Dashboard / Registrations

Patient Registrations

Submit COVID-19 Test

Jane Doe

Organization: Quadrant Biosciences DEMO
DOB: 04/28/1975
Student / Organization ID: 1082

Test Registrations

No registrations for this profile

If you wish, you may add a COVID-19 test on behalf of the person by clicking **Register COVID-19 test**. This will lead you through a process similar to the workflow described in the **Add COVID-19 Test** section of this document.

PROD-1246 v5

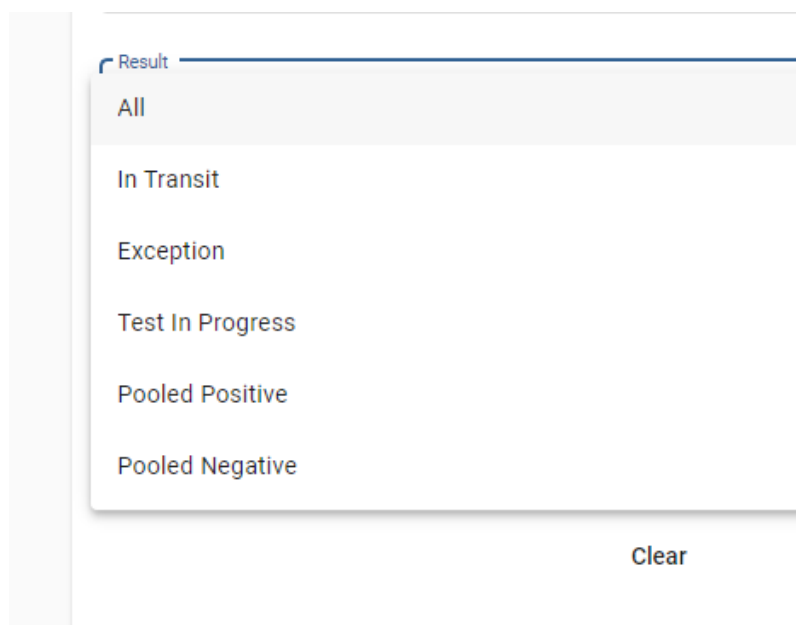
43

Registration Search

On the registration search page, you see eight fields with which you can locate specific registrations, find test results and export search results. The fields available to be searched include: first name, last name, date of birth, barcode, a test result filter, test start date, and a test end date.

The test result filter for Organization Managers now includes the following options:

- In Transit (Not yet accessioned into the lab)
- Exception (Patient Profile information does not match sample information)
- Test in Progress (Successfully accessioned into the lab)
- Pooled Positive (Pooled test with positive outcome)
- Pooled Negative (Pooled test with negative outcome)
- Reflex Positive (Single sample test with positive outcome)
- Reflex Negative (Single sample test with negative outcome)
- Test Canceled (Collection Date of sample is greater than 6 days old)



The screenshot shows a web interface with a dropdown menu titled "Result". The menu is open, displaying a list of options: "All", "In Transit", "Exception", "Test In Progress", "Pooled Positive", and "Pooled Negative". The "All" option is currently selected and highlighted. Below the dropdown list, there is a "Clear" button.

Any conditions that are set are combined and act as a combined search filter applied to your organization's data and any results are displayed when you select search.

Profile Search
Registration Search
Exceptions

Search for your organization *

First name

Last name

Date of birth

Barcode

Result

Test Collection Start Date

Test Collection End Date

Search

Clear

First Name
Last Name
Date of Birth
Email
Student / Organization ID
Barcode
Result
Collection Date
Run Date

No results found.

Items per page: 10
0 of 0
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Export Results

An example of a simple search based on a positive result filter is shown below.

Organization Manager

Profile Search
Registration Search
Exceptions

Search for your organization *

Aaron King Inc

First name

Last name

Date of birth

Barcode

Result

Reflex Positive

Test Collection Start Date

Test Collection End Date

Search

Clear

First Name
Last Name
Date of Birth
Email
Student / Organization ID
Barcode
Result
Collection Date
Run Date

David
Davis
12/28/2013
spencer.bragg+staging@quadrantbiosciences.com
testStudentId-81012
51257059918786
Reflex Positive
03/20/2021
03/22/2021

Items per page: 10
1 - 1 of 1
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Export Results

Clicking the “Export Results” option will make all the results of the search available in a comma separated text file that is downloaded for your use locally.

PROD-1246 v5

45

An example of the file format is shown below:

```
SampleBarcode,Email,LabBarcode,Type,SARSCOV2,VaccinationNumber,VaccinationType,VaccinationDate,CollectionTime,FirstName,LastName,Sex,DOB,School,StudentId,Phone,InstitutionCode,ResultDate,OriginLab
"65498732125689","lindsey.banks@quadrantbiosciences.com",,"Clarifi COVID-19","Cancelled","null","null","null","2021-07-27 12:00:00","Lindsey","Banks","Female","09/16/1996","Quadrant Biosciences
DEMO","null","3156321291","Q80","",,"
"32165498796321","lindsey.banks@quadrantbiosciences.com",,"Clarifi COVID-19","Cancelled","null","null","null","2021-07-27 00:00:00","Lindsey","Banks","Female","09/16/1996","Quadrant Biosciences
DEMO","null","3156321291","Q80","",,"
"95632145698745","lindsey.banks@quadrantbiosciences.com",,"Clarifi COVID-19","Test In Progress","null","null","null","2021-07-27 14:25:00","Lindsey","Banks","Female","09/16/1996","Quadrant Biosciences
DEMO","null","3156321291","Q80","",,"
"9876545678909","lindsey.banks@quadrantbiosciences.com",,"Clarifi COVID-19","Test In Progress","null","null","null","2021-07-26 11:00:00","Lindsey","Banks","Female","09/16/1996","Quadrant Biosciences
DEMO","null","3156321291","Q80","",,"
"12345645612312","crystal.dennis@quadrantbiosciences.com",,"Clarifi COVID-19","Test In Progress","1","Johnson & Johnson","null","2021-08-06 19:35:00","Crystal","Dennis","Female","04/28/1975","Quadrant Biosciences
DEMO","null","687459667","Q80","",,"
"65498732125689","lindsey.banks@quadrantbiosciences.com",,"Clarifi COVID-19","Cancelled","null","null","null","2021-07-27 12:00:00","Lindsey","Banks","Female","09/16/1996","Quadrant Biosciences
DEMO","null","3156321291","Q80","",,"
```

Sample Exceptions

There are several aspects of the test registration process and testing that must be completed accurately to avoid a sample being held out of processing as an exception. Results will be delayed for all samples marked as an exception. Necessary steps are legally required by the laboratory to correct for each invalid aspect of a sample before it can be processed.

For **each sample** marked as an exception, Quadrant Biosciences staff will contact your organization via email to correct one or more of the problems noted below and sign a specimen correct form as the responsible party making these changes.

- The person registered must choose their correct **organization** for organizational managers to successfully view results.
- **Name and Date of Birth (DOB)** on the sample must match the Name and DOB listed within the web app exactly (e.g., the person cannot be registered as Bob in the app and write Robert on the tube). It is strongly recommended that labels are printed prior to testing to write on and affix to the saliva collection kit or preprint with Name and DOB for each person being tested.
- The **barcode** on the tube must match the barcode typed or scanned into the web app (e.g., if the barcode is off by 1 number, the sample will be held out as an exception).
- If a test is being added to the web app on a phone or computer, the **submit button** must be clicked for the sample to be processed in the lab.
- The person being tested must have their accurate **permanent and legal address** entered in their profile on the web app. All results are now considered a diagnostic test and as such must be reported to NYSDOH.
- Unregistered samples will not be processed. All samples must be registered in the web app before they are returned to the lab.

Correcting Exceptions

When samples are withheld as exceptions, Organization Managers will be notified via email advising them of the errors and the option to correct or cancel the test and recollect a sample.

Organization Manager

Profile Search Registration Search **Exceptions**

Search for your organization
SUNY DEMO

Barcode

First Name

Last Name

Search

Clear

	Organization	Sample Barcode
Resolve	SUNY DEMO	55566644322435
Resolve	SUNY DEMO	56756745645644

- 1) Log into the Organization Manager Dashboard of app.clarifi-covid-19.com.
- 2) Select the 'Exception' tab (see image above).
- 3) Select your organization and click 'Search'.
- 4) All current Exceptions will be listed for your organization.
- 5) Click 'resolve' next to the patient name (See image to right).
- 6) The Organization Manager needs to correct the listed exceptions.
- 7) If the Organization Manager is able to correct the exception, provide details of the corrections made in the comment box.
- 8) Select 'What action should the lab take?'
 - a) Error has been corrected and sample can be run.
 - b) Test should be canceled.
- 9) Confirm correction by checking off the certification statement.
- 10) Click Submit.

Notes: (1) Samples that are labeled as exceptions due to low-fluid or are expired cannot be rerun. Sample recollection will be required.
(2) Automated emails will be sent every hour.

Corrective Action Report

Profile Missing

	Profile Information	Sample Information
Name		Test NoMatch
Date of Birth	Profile Missing	5/5/96
Organization		SUNY DEMO

Sample Barcode
55566644322435

Comments

Supply any information here to allow the lab to resolve these exceptions.

What action should the lab take? *

☐ Error has been corrected and sample can be run.

☐ Test should be canceled.

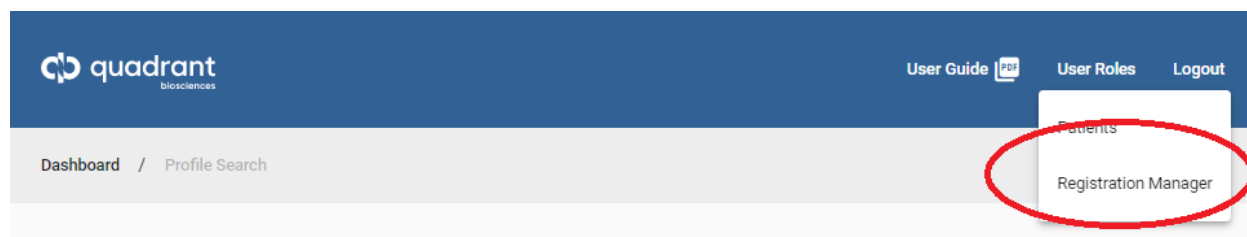
☐ I certify that, to the best of my knowledge and belief, the information provided above is true and correct. *

Cancel Submit

Registration Managers

For personnel (such as school nurses, physicians, or site administrators) authorized by an organization, the ability to search and confirm a test registration and to add tests for patients within the organization is offered. If you are an authorized registration manager, you'll have the ability to search for registered users and see registered tests using an interface that is equivalent to the Profile search described in the preceding section. Registration Managers will not be able to see the final test results (i.e. COVID negative or positive) for the patients within the organization.

In order to access the Registration Manager function the user will select Registration Manager from the User Role menu as shown below:



The screen titled **Registration Manager** will be presented, as shown below.

A screenshot of the 'Registration Manager' search interface. On the left, there is a search panel with a dropdown for 'Search for your organization *', input fields for 'First name' and 'Last name', a date picker for 'Date of birth', and 'Search' and 'Clear' buttons. On the right, there is a table with columns: 'Registrations', 'Email Address', 'Student / Organization ID', 'First Name', 'Last Name', 'Date of birth', and 'Address'. The table currently displays 'No results found.' Below the table, there is a pagination control showing 'Items per page: 10' and '0 of 0', along with navigation arrows. An 'Export Results' button is located at the bottom right of the table area.

Search Fields

The dropdown list containing organizations is limited to those you are authorized to search. You can enter part or all of the first and/or last name and results matching the values entered will be displayed on the right side of the page. If you select the org and select search all records in the org will be displayed and can be exported to a comma separated format by selecting the "Export Results" button.

Search Results

In the search results you'll find the search fields, as well as the student/organization ID and the street address of the matching record.

The screenshot shows the 'Registration Manager' interface. On the left is a search form with fields for 'Search for your organization *' (set to 'Quadrant Biosciences DEMO'), 'First name' (set to 'j'), 'Last name' (set to 'doe'), and 'Date of birth'. Below these is a 'Search' button and a 'Clear' link. On the right is a table of search results. The table has columns: 'Registrations', 'Email Address', 'Student / Organization ID', 'First Name', 'Last Name', 'Date of birth', and 'Address'. One result is shown for 'jdoe@quadrantbiosciences.com' with first name 'Jon', last name 'Doe', date of birth '09/09/1999', and address '129 Sesame St.'. Below the table are pagination controls showing 'Items per page: 10' and '1 - 1 of 1'. An 'Export Results' button is located at the bottom right of the table area.

Clicking the “Export Results” option will make all the results of the search available in a comma separated value text file that is downloaded for your use locally.

An example of the file format is shown below:

```
id,studentId,firstName,lastName,dob,address
"57649f70-173a-4f93-88ec-4244aabf99d6",null,"Jon","Doe","03/04/2003","Test123"
"931543a5-a8e8-4482-a261-7734417cb112",null,"Johntest","Doe","03/02/1998","4·Privet·Drive"
"b31d62fe-dffb-41bf-9a16-8dbb14c0d005",null,"John","Doe","09/09/1999","129·Sesame·St"
```

To view registrations for a matching profile, please click **View Registrations** for the individual of interest and any registered tests will be displayed as shown below:

The screenshot shows the 'Patient Registrations' page for 'Jane Doe'. The header includes the 'quadrant' logo and links for 'User Guide', 'User Roles', and 'Logout'. The breadcrumb trail is 'Dashboard / Registrations'. The main heading is 'Patient Registrations', with a 'Submit COVID-19 Test' button on the right. Below this, a profile card for 'Jane Doe' shows her organization as 'Quadrant Biosciences DEMO', DOB as '04/28/1975', and Student / Organization ID as '1082'. Under the 'Test Registrations' section, a message states 'No registrations for this profile'.

Note that results are not provided, only the date of registration and the barcode associated with the test sample.

Appendix

Authorization Language

The latest version of this language is available at
<https://info.suny-covid.com/covid-19-authorization.pdf>.

Privacy Policy

The latest version of our privacy policy is available at
<https://quadrantbiosciences.com/privacy-policy/>.