Dickinson College COVID Testing scheduling with Microsoft Bookings and LabPass

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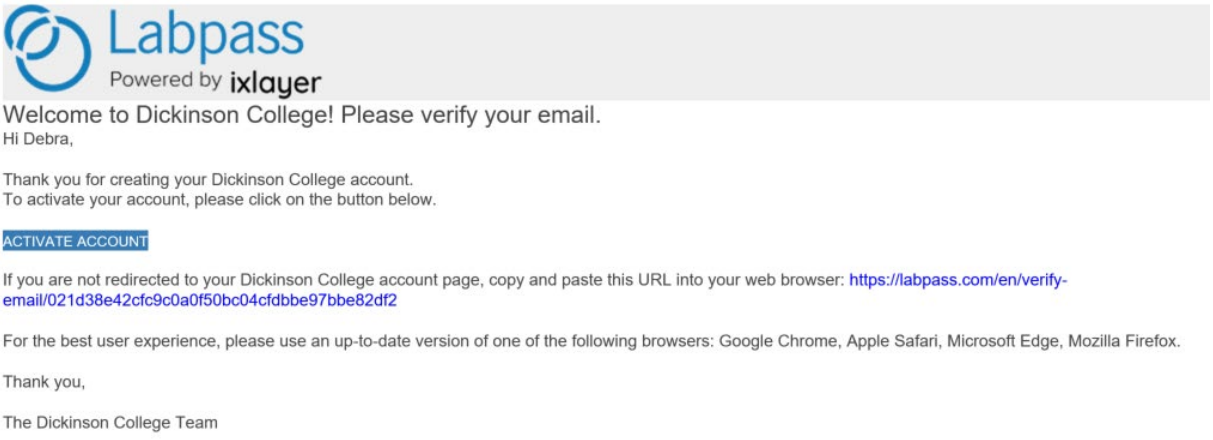
Creating your LabPass Account

1. You will receive an email from support@cic-health.com similar to the email below. Click the "Activate Account" button to set your password.



Labpass
Powered by ixlayer

Welcome to Dickinson College! Please verify your email.

Hi Debra,

Thank you for creating your Dickinson College account.
To activate your account, please click on the button below.

ACTIVATE ACCOUNT

If you are not redirected to your Dickinson College account page, copy and paste this URL into your web browser: https://labpass.com/en/verify-email/021d38e42cfc9c0a0f50bc04cfdbbe97bbe82df2

For the best user experience, please use an up-to-date version of one of the following browsers: Google Chrome, Apple Safari, Microsoft Edge, Mozilla Firefox.

Thank you,

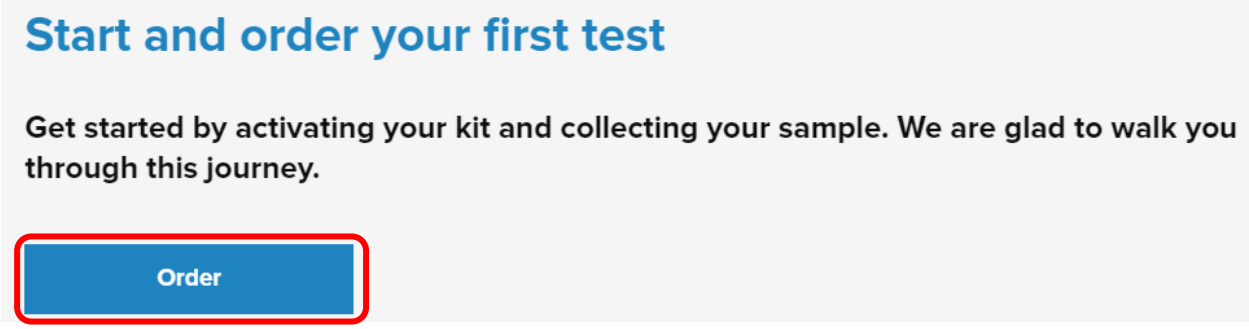
The Dickinson College Team

(Please note that the language in this email continues to be updated.)

2. Follow the prompts to create your personal patient account. You will be asked demographic questions as part of the account setup.

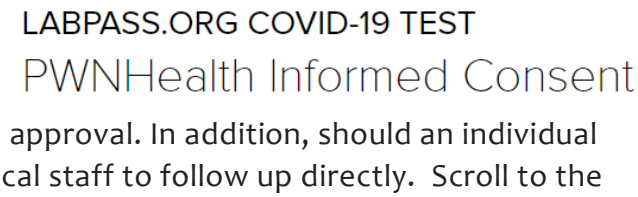
Ordering Your First Test

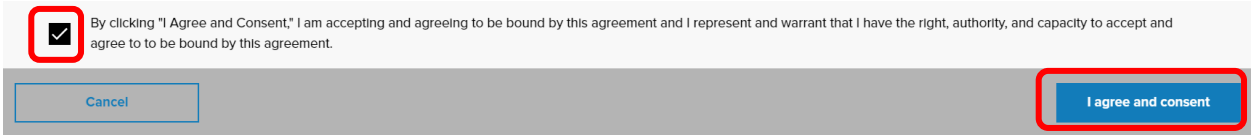
1. After setting up your account, there will be a prompt to "Start and order your first test". Click on "Order".



Note: Once you have gained access to the website, you will be guided through a short sequence of steps that only you can complete.

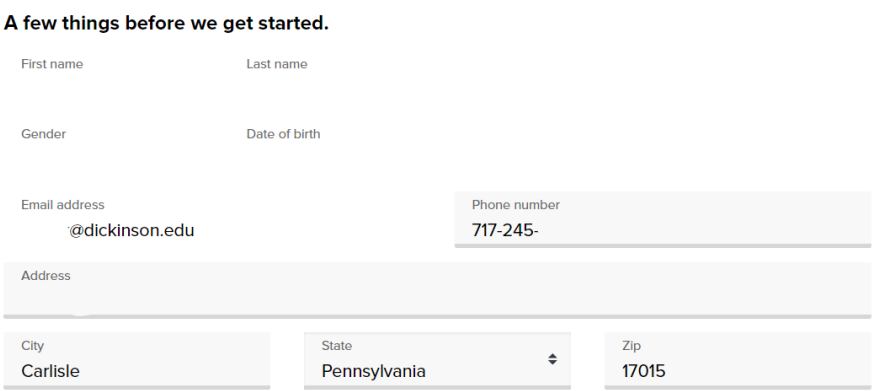
2. You will also need to agree and consent to an Informed Consent form from PWN Health, which will send an order out for physician approval. In addition, should an individual test positive, this allows PWN medical staff to follow up directly. Scroll to the bottom of the informed consent text and check the box that you "Agree and Consent" then click the blue "I agree and consent" button





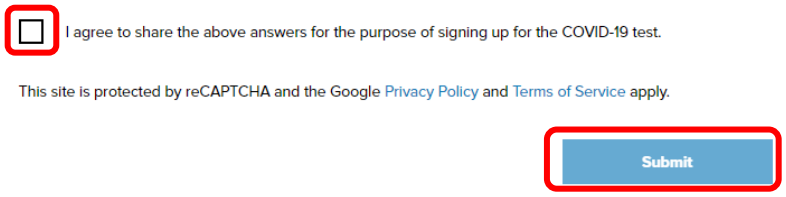
You will need to complete a very short "Health History Pre-Screening" each time you are tested. This is a simple one-page document with some demographic questions and a few high-level health questions. All of these are requirements of the state.

COVID-19 Health screening questions:
What is your ethnicity?
What is your race? (Choose one or more from the following racial groups)
Is this your first COVID-19 test (PCR or antibody)?
Are you employed in healthcare?
Are you currently in the hospital?
Are you currently in the ICU?
Do you live or work in a congregate setting (including nursing homes, residential care for people with intellectual and developmental disabilities, psychiatric treatment facilities, group homes,

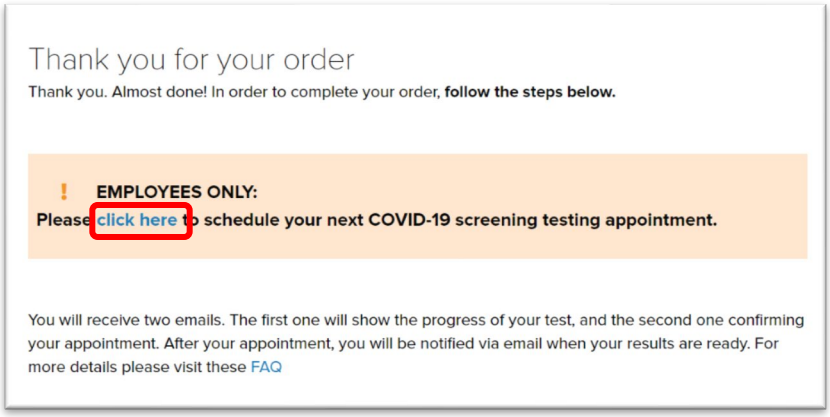


board and care homes, homeless shelter, foster care or other setting)?
Are you pregnant?
Do any of the following statements apply to you?
I am 65 years of age or older
I have been told by my doctor that I am very overweight or obese
I have a chronic condition (e.g. diabetes, high blood pressure, kidney disease or on dialysis, liver disease, lung disease or asthma, etc.)
I have a heart condition (e.g. previous heart attacks, heart failure, etc.)
I have a neurologic condition that affects my ability to cough (e.g., had a stroke)
I regularly use tobacco or nicotine products (e.g. cigarettes, e-cigarettes, vapes, hookah, etc.)
I have a condition that weakens my immune system or makes it harder to fight infections (e.g. AIDS, cancer, lupus, rheumatoid arthritis, solid organ or bone marrow transplant, etc.)
I am taking medication that weakens my immune system (e.g. steroids, chemotherapy, immunologics, etc.)
Are you currently experiencing symptoms of COVID-19 (fever, cough, shortness of breath)?

3. Once you answer the questions you will need to check the box to agree to share your answers and click Submit.



*It is highly recommended that you complete the health history questionnaire as close as possible to the time you will have your sample collected as answers to questions could change between the time of ordering and sample collection (e.g. having symptoms of COVID-19, being in contact with someone who tested positive for COVID-19, etc.). This must be done before each test (weekly for employees and twice per week for students). Dickinson College does not have access to your responses.



4. The account activation and completion of these pre-screening questions also serves as the pre-order process for your test day. Employees will need to "click here" to be redirected to the COVID Bookings page **unless** your appointment time has already been scheduled.

***Once you order your COVID test it will automatically be approved by a LabPass doctor.**

Scheduling Your Appointment (this may be done in advance of the LabPass set-up).

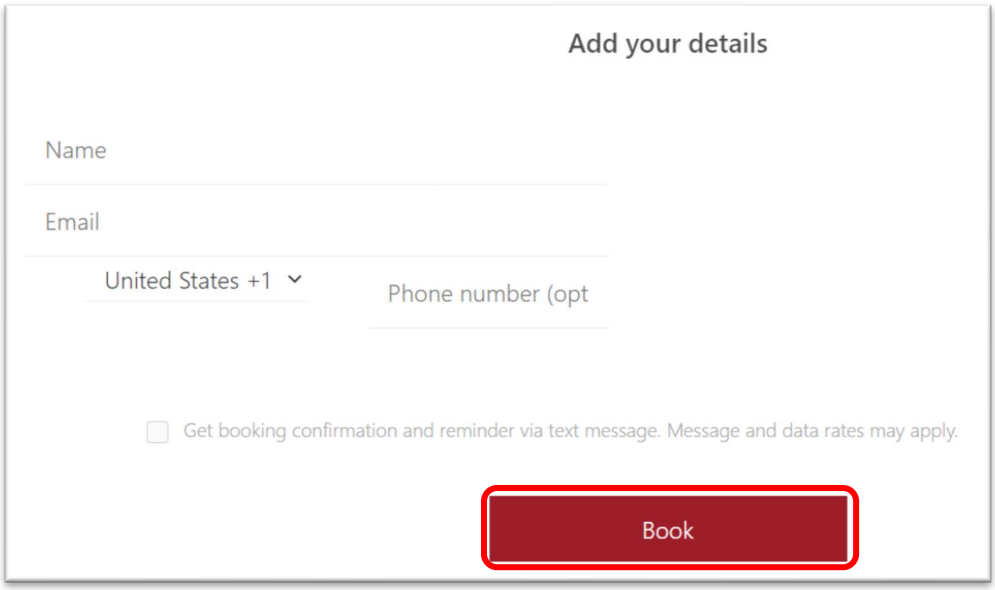
1. You will need to schedule your testing appointment on the Dickinson COVID Bookings page or you can access it here:

2. Select the date from the appropriate calendar (employee or student). If the date is greyed out that date does not have any available times.

3. Select the time.

4. Scroll down and enter your name and your Dickinson email address.

5. Click Book.



5. You will receive a Bookings email confirmation. Again, the language on the confirmation email continues to be updated.

Confirmed booking for

COVID Test

Thursday, December 10, 2020
9:10 AM - 9:20 AM
(UTC-05:00) Eastern Time (US & Canada)

Anita Tuvin Schlechter

Additional Information

You have been scheduled for your COVID test. You must order your test in advance of arriving for your appointment. Please login to the Labpass site to order your test:

https://labpass.com/en/prescreen/396/101

Please bring a photo ID with you to your appointment.

Have a conflict?
Change your appointment

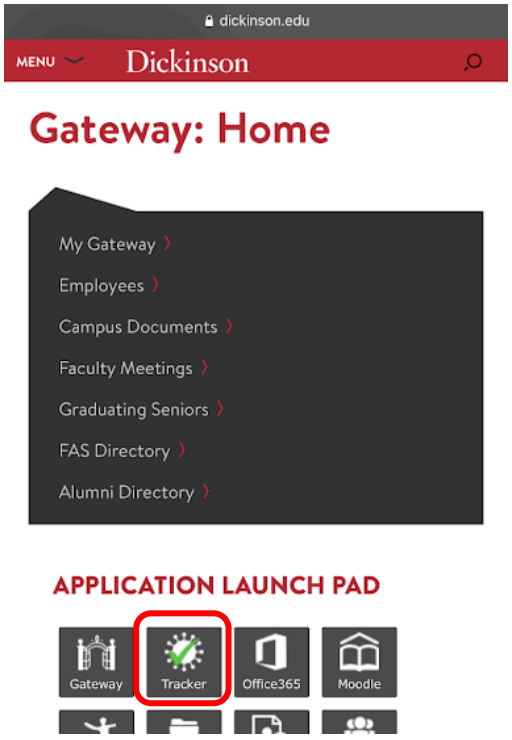
On the day of testing:

Note: Please wear a mask and follow the social distancing signs and floor markers.

1. Please arrive at ATS with a photo ID at your scheduled time. You will be asked to verify your name, date of birth and your Symptoms Tracker green dot status (accessible through the Gateway).
2. You will be given a vial with a customized label to be able to collect your specimen.
3. A clinician will observe your sample collection. An animated video of the swab process can be found here.

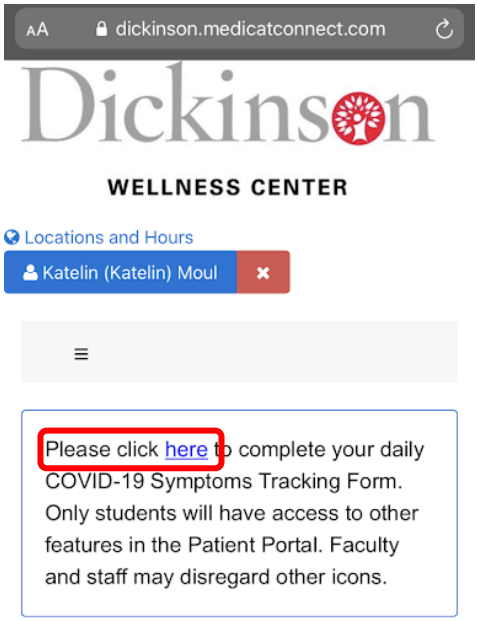
Completing your Daily Symptom Tracker and showing your green dot on your smart phone

1. Log into Gateway on your smartphone's internet browser using your Dickinson College Username and Password. Depending on your smart phone you may use Google Chrome or Safari.

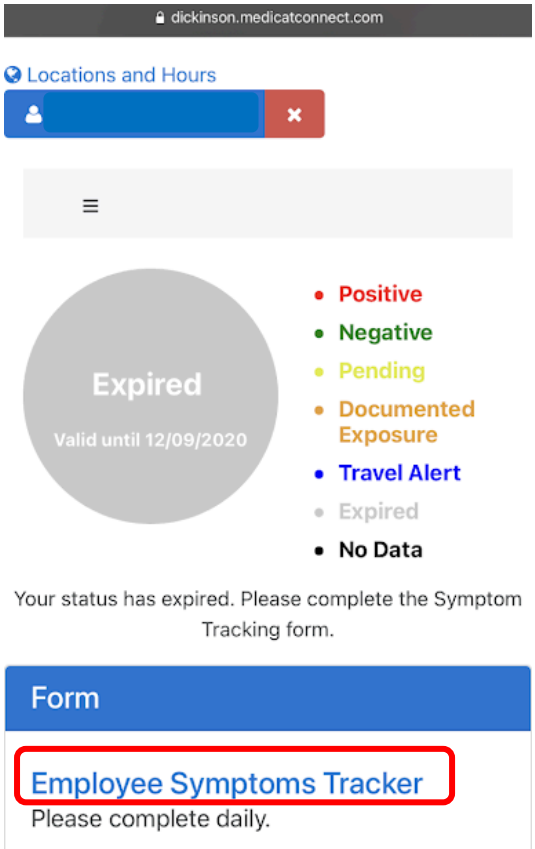


2. Tap the Symptom Tracker Icon.

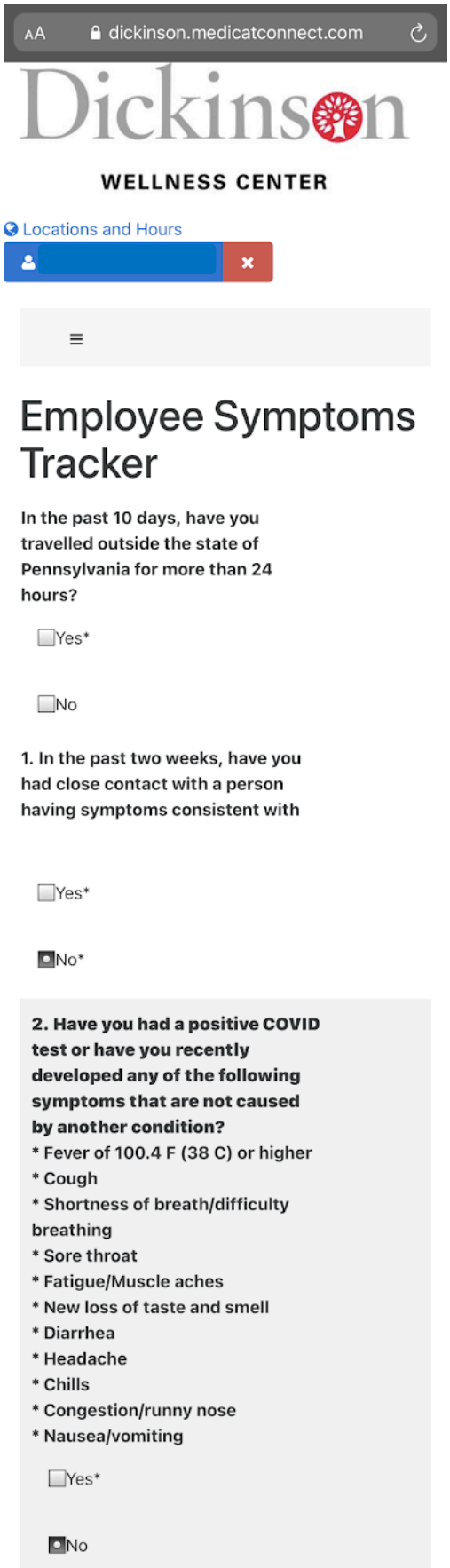
3. Tap the Please click here.



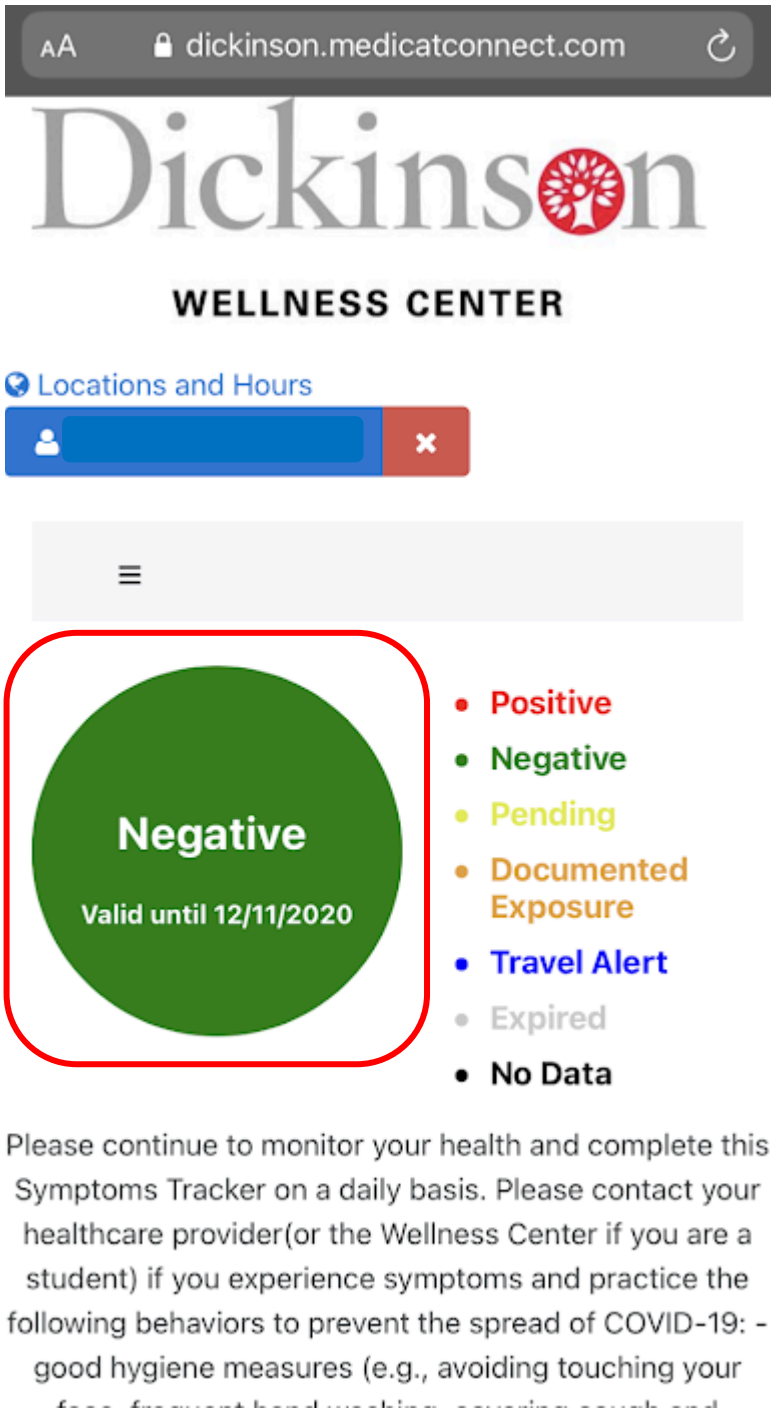
4. Tap the Employee Symptom Tracker.



5. Fill out the Employee Symptoms Tracker questions (these continue to be updated and may look different than displayed above) and then tap Submit. You may need to scroll to see all the questions and the Submit button.



6. When you arrive at your test you will be asked for your ID and to show this green dot. The session will keep you logged in for 75 minutes before you need to login again.



Following your test, and generally within 48 hours, you will receive an email notification from *LabPass* indicating that your results are ready. You will have to log in to your account to view your results.