How to Schedule a COVID Test in Patient Gateway

This tip sheet covers how to schedule a COVID test in Patient Gateway.

**Scheduling a COVID test from Patient Gateway**

1. Log into Patient Gateway. Go to “Your Menu”
2. Then select “Schedule an Appointment”
3. Select “COVID Testing” option under “Tell us why you’re coming in”
4. The next section will ask you why you want to be tested. Your options include:
   - You were exposed to someone (close contact)
   - You have symptoms that could be from COVID-19
   - You need elective testing (for example for travel or school)

   A couple of questions
   * Select your reason for testing:
     - Close contact is defined as spending a total of 15 minutes or more within 6 feet of someone currently infected with COVID-19 (Healthcare workers wearing appropriate PPE caring for COVID-19 patients are not considered exposed).
     - Symptoms of COVID-19 include fever, cough, shortness of breath, sore throat, muscle aches, runny nose / nasal congestion, loss of smell / taste.

     I was in close contact with someone diagnosed with COVID-19
     I have symptoms of COVID-19
     No symptoms or exposure, elective testing (travel, school, other personal reasons)

   Continue

5. Once you select the reason for the COVID test, testing locations will display. From there you can pick the location where you would like to have your test done. You can also search by Zip code to find the locations closest to you.
6. Once you pick a location, the next screen will ask you to pick a time for your test.

7. Once you have selected the time, the next screen asks you to confirm your visit. Click **Verify and schedule** at the bottom of the screen to complete booking your test.
8. The next screen will provide you with confirmation. If available, you can now complete eCheck-in prior to the visit via the eCheck-in button on the appointment details page.