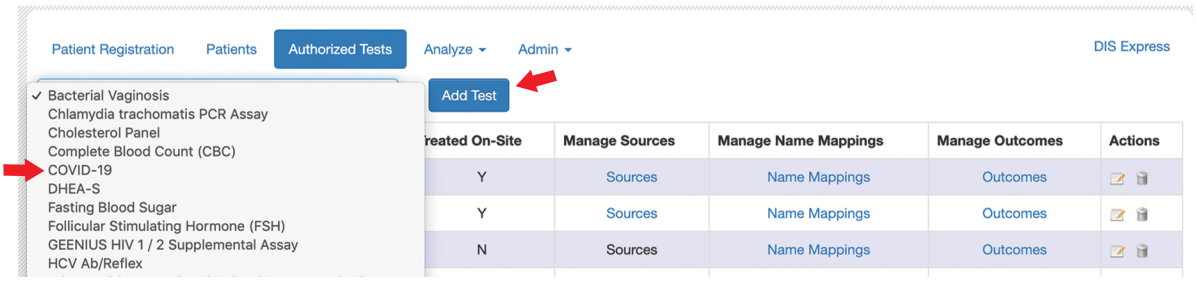
COVID-19 Set-up Instructions

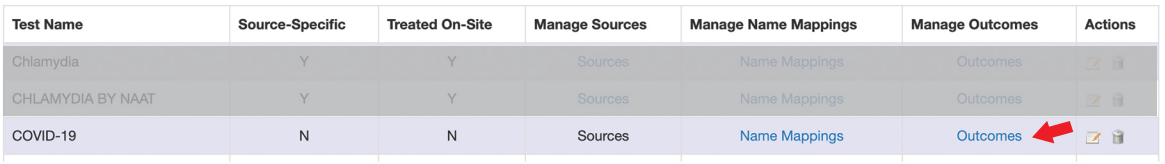
For Manual Results entry only. If you are sending electronic lab results to Chexout, please call for assistance.

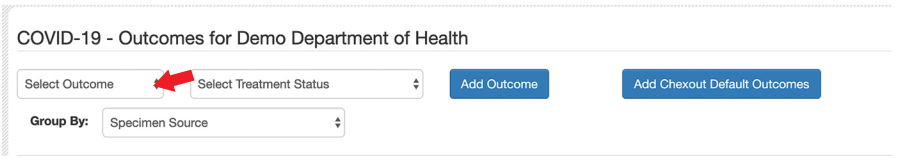
COVID-19 has been added to the Chexout Outcomes library and is available immediately to add to your Outcome notifications. This must be done by your organization's Chexout administrator.

1. Login to Chexout, click on Authorized Tests and in the pull-down menu next to the Add Test button choose COVID-19 and click Add Test.

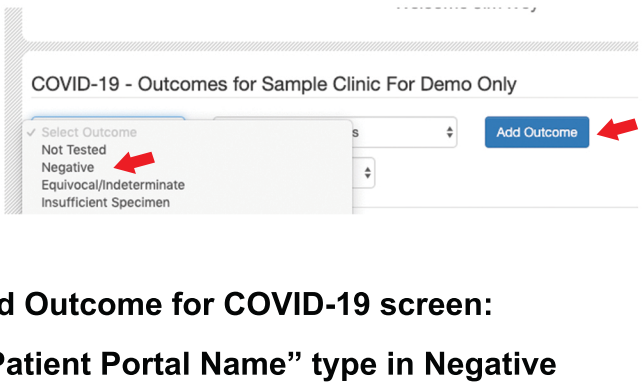


2. On COVID-19 line, click on Outcomes and use the Select Outcome pulldown menu and select Negative and click on Add Outcome.





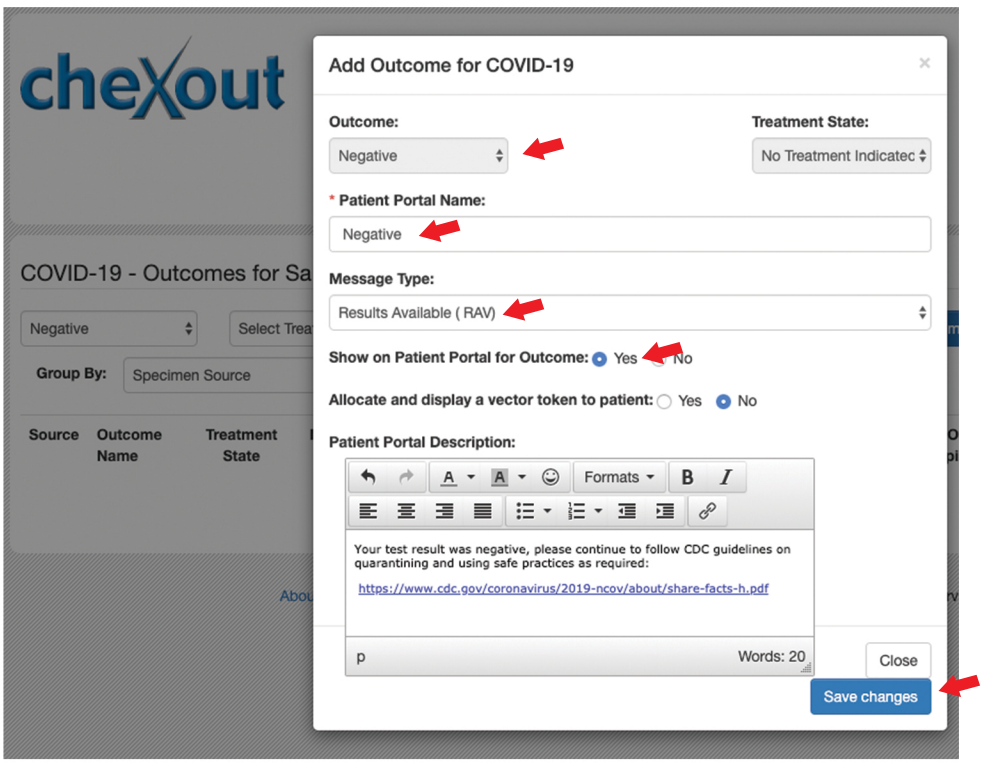
Select Negative and Add Outcome



3. In Add Outcome for COVID-19 screen:

a) In "*Patient Portal Name" type in Negative
b) In "Message Type:" pulldown menu choose Results Available (RAV)
c) Check Yes on "Show on Patient Portal..."
d) Check No for "Allocate and display a vector token..."
e) Add your message in Patient Portal Description
f) Click on Save Changes

The process is completed.



If your department chooses to use Chexout to deliver notifications to patients with Positive results, please contact us if you need assistance. Some health departments are choosing to contact patients directly and do not require Positive notification setup.

For additional support, call 1-800-473-1888.