

LTC COVID19 Test Kits – Daily Usage Report for Facility Administrators

Workflow User Guide

Updated 1.6.2022

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What to Keep In Mind:

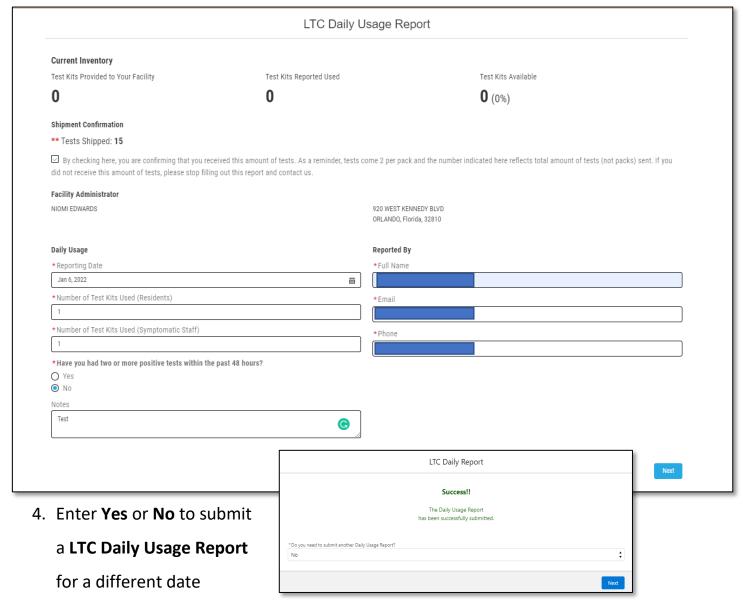
- 1. Must submit LTC Daily Usage Report on a daily basis
 - a. The LTC facility will receive an email and SMS notification if a report is not submitted after 48 hours
- 2. Only one report can be submitted per calendar date
 - a. If you miss a report for one or more previous days, you can submit a report for each of those days and the current date to get caught up
 - b. You can also submit one report for the total of the current date and the days you missed
 - c. You cannot submit a report for a future date

LTC Facility

- 1. Copy and paste the link provided for the LTC Daily Usage Report
 - a. http://dailyreporting.patientportalfl.com
- 2. Search for and select the correct LTC Facility and enter in password provided



3. Enter in all required information and select Next



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