



**LTC COVID19 Test Kits – Daily Usage Report
for Facility Administrators**

Workflow User Guide

Updated 1.6.2022

Table of Contents

What to Keep In Mind:..... 3

LTC Facility..... 4

CDR LTC Support Line 5

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

LTC Daily Usage Report

* Find your facility
LAKE VIEW COURT

* Password

Next

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Medical Consents and Releases

3. Enter in all required information and select **Next**

LTC Daily Usage Report

Current Inventory

Test Kits Provided to Your Facility: 0

Test Kits Reported Used: 0

Test Kits Available: 0 (0%)

Shipment Confirmation

** Tests Shipped: 15

By checking here, you are confirming that you received this amount of tests. As a reminder, tests come 2 per pack and the number indicated here reflects total amount of tests (not packs) sent. If you did not receive this amount of tests, please stop filling out this report and contact us.

Facility Administrator

NIOMI EDWARDS

920 WEST KENNEDY BLVD
ORLANDO, Florida, 32810

Daily Usage

* Reporting Date: Jan 6, 2022

* Number of Test Kits Used (Residents): 1

* Number of Test Kits Used (Symptomatic Staff): 1

* Have you had two or more positive tests within the past 48 hours?
 Yes
 No

Notes: Test

Reported By

* Full Name

* Email

* Phone

Next

4. Enter **Yes** or **No** to submit a **LTC Daily Usage Report** for a different date

LTC Daily Report

Success!!

The Daily Usage Report has been successfully submitted.

* Do you need to submit another Daily Usage Report?
No

Next

CDR LTC Support Line
(850) 344-1997

athomeLTCtesting@cdrmaguire.com