



## **Outline of Alternative SARS-CoV-2 (COVID-19) Testing Option through Quest Diagnostics**

1. Districts interested in the SISC Quest testing program should contact [Ryan.G.VanHorn@questdiagnostics.com](mailto:Ryan.G.VanHorn@questdiagnostics.com) to get started. You will be connected with a wellness specialist to guide you through the process.
2. Decide if your district would like to receive testing results.
  - a. If so, the district will need to develop a process of obtaining a one-time HIPAA consent from all employees. Survey Monkey or paper are both acceptable options. Quest will provide the language. A signed statement indicating the district will collect the HIPAA consent forms is required.
  - b. If not, this step is not required.
3. Once ready to request tests, create an eligibility file of those employees needing a test. You must use the eligibility file creation instructions provided by Quest.
  - a. The instructions for creating this file must be followed carefully.
  - b. Your Quest Wellness Specialist will provide the eligibility file specifications document, and template to use for submitting the eligibility file.
  - c. Files can only be sent via secure email to the Quest Wellness Specialist once every two weeks. Each file must contain only the next round of individuals that require testing; the file cannot be cumulative.
  - d. Note that SISC will only provide coverage for one test per employee once every two months.
  - e. Test kits will arrive at the home of the employee 5 days following the date Quest receives an accurate eligibility file.
4. Once employees receive the test kit, they must follow the included instructions. The package includes instructions for collecting the sample and direction for dropping the test off at a Fed Ex drop off location prior to 3pm on the date the sample is collected. Samples should not be collected on weekends. Here is a video on the process and what the employee can expect:
  - [\*\*bit.ly/COVID19selfcollection\*\*](https://bit.ly/COVID19selfcollection)
5. Results are available to the employee within two days of collecting the sample. Employees will receive a "Results are Ready" email which will direct them back to the Quest Wellness Engine with proper instructions for Username /Password creation. They will be able to retrieve results from this portal using their SSN and Key: SISC2020.
6. If the district chose to receive test results, Quest Diagnostics will send test results daily (as results are available) via a secure encrypted email to a HIPAA-authorized employee at each district
7. District will have access to review status reports for reviewing participant testing completion. A process is being developed for accessing these reports.
8. Quest will invoice SISC monthly for those covered by a SISC medical plan as indicated on the eligibility file.
9. Quest will invoice the district monthly for those not covered by a SISC medical plan as indicated on the eligibility file.