

Schedule a COVID Test (RRH Employees)

Follow the steps below to schedule a COVID test using WorkReady.

Indicating Your Consent

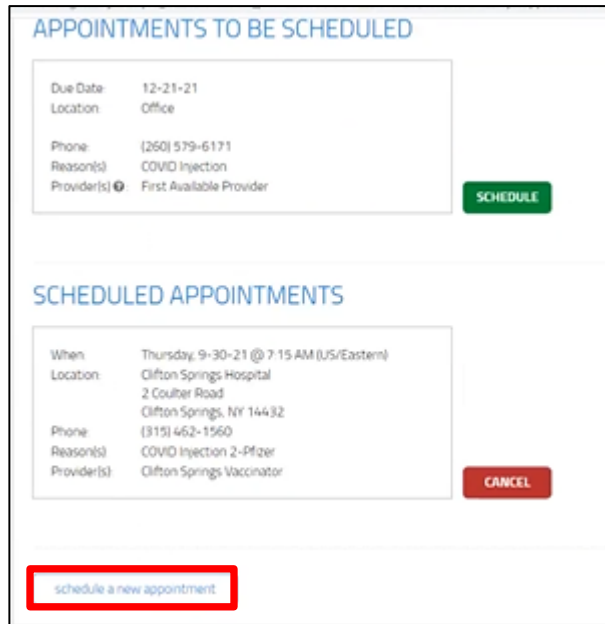
Directions

1. Log into WorkReady and click **My Appointments**

Screen Prompts



2. Any other appointments you've made will be displayed. If necessary, scroll down and click **Schedule a new appointment.**



3. Click in the field for *Choose the reason for your visit* and select **Exempt Employee COVID Test**.

1 Choose the reason for your visit Exempt Employee COVID Test ✓

2 Choose the location you wish to visit

4. Click in the field for *Choose the location you wish to visit* and select the appropriate facility.

2 Choose the location you wish to visit

- Clifton Springs Hospital
- Newark Wayne Community Hospital
- Rochester General Hospital
- United Memorial Medical Center
- Unity Hospital

5. The first available appointment for the following day is displayed in the field for *Appointment Date and Time*.

Click in the field and scroll to highlight your choice, then click **Submit**.

MY APPOINTMENTS: SCHEDULE AN APPOINTMENT

1 Choose the reason for your visit

2 Choose the location you wish to visit

3 Provider(s)

4 Appointment Date and Time

5 Comments

- Thu 09-23-2021 08:00am (ET)
- Thu 09-23-2021 08:15am (ET)
- Thu 09-23-2021 08:30am (ET)
- Thu 09-23-2021 08:45am (ET)
- Thu 09-23-2021 09:00am (ET)
- Thu 09-23-2021 09:15am (ET)
- Thu 09-23-2021 09:30am (ET)
- Thu 09-23-2021 09:45am (ET)
- Thu 09-23-2021 10:00am (ET)
- Thu 09-23-2021 10:15am (ET)
- Thu 09-23-2021 10:30am (ET)
- Thu 09-23-2021 10:45am (ET)
- Thu 09-23-2021 11:00am (ET)
- Thu 09-23-2021 11:15am (ET)
- Thu 09-23-2021 11:30am (ET)
- Thu 09-23-2021 11:45am (ET)
- Thu 09-23-2021 12:00pm (ET)
- Thu 09-23-2021 12:15pm (ET)
- Thu 09-23-2021 07:30am (ET)

CANCEL SUBMIT

6. Your newly scheduled appointment is displayed, along with other appointments you've scheduled previously. You will also receive an Outlook calendar invitation for the appointment.

SCHEDULED APPOINTMENTS

When: Thursday, 9-23-21 @ 9:00 AM (US/Eastern)

Location: Clifton Springs Hospital
2 Coulter Road
Clifton Springs, NY 14432

Phone: (315) 462-1560

Reason(s): COVID Test

Provider(s): Clifton Springs Nurse

CANCEL

When: Thursday, 9-30-21 @ 7:15 AM (US/Eastern)

Location: Clifton Springs Hospital
2 Coulter Road
Clifton Springs, NY 14432

Phone: (315) 462-1560

Reason(s): COVID Injection 2-Pfizer

Provider(s): Clifton Springs Vaccinator

CANCEL

The link as well as the QR code to the employee portal.

<https://webchartnow.com/rrh/webchart.cgi?f=layout&module=Patient+Portal>

QR Code to the employee portal:

