

Schedule a COVID Test (RRH Employees)

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

Indicating Your Consent

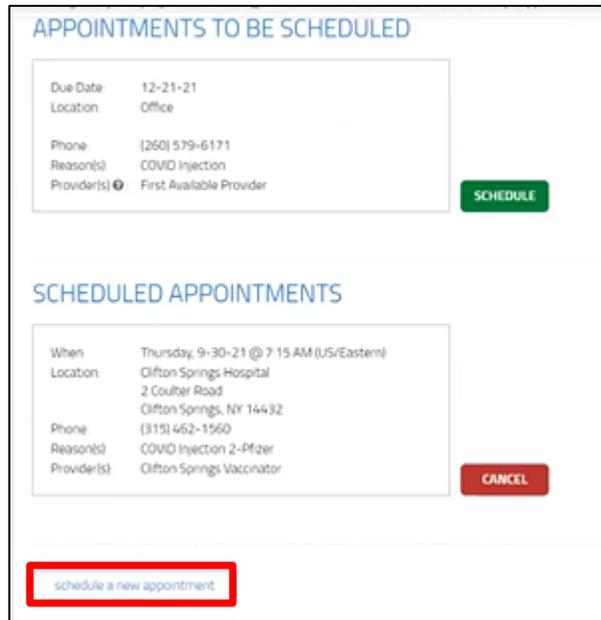
Directions

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 **Negative Rapid Symptomatic COVID Saliva Testing**.



1 Choose the reason for your visit Negative Rapid Symptomatic COVID Saliva Testing

2 Choose the location you wish to visit

- 4. Click in the field for *Choose the location you wish to visit* either Newark Wayne Hospital or Clifton Springs Hospital.



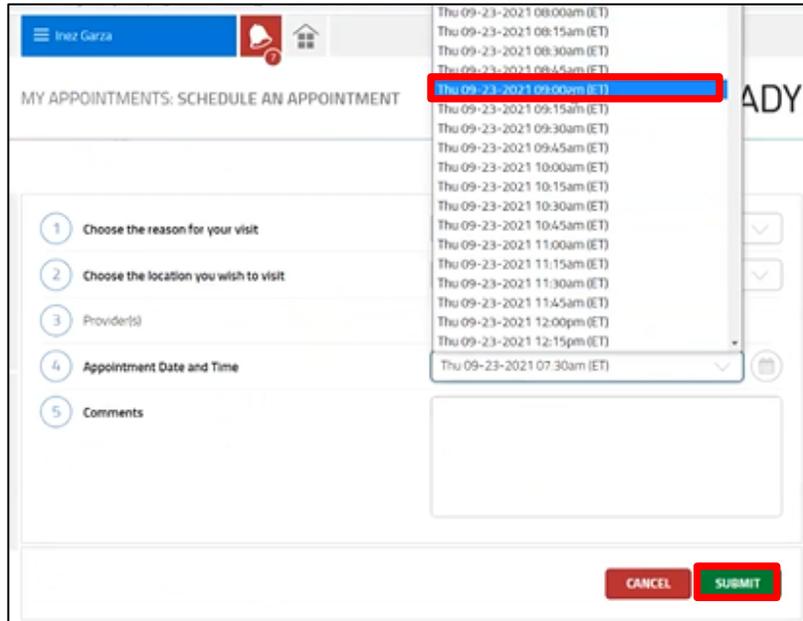
2 Choose the location you wish to visit

Clifton Springs Hospital

Newark Wayne Community 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 Thu 09-23-2021 09:00am (ET)

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)

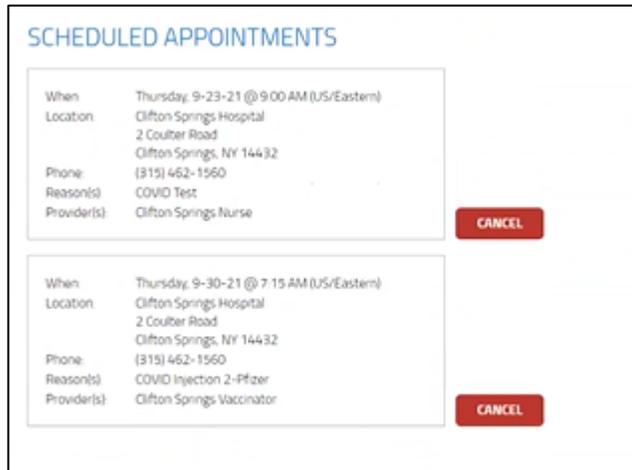
Thu 09-23-2021 12:15pm (ET)

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:

