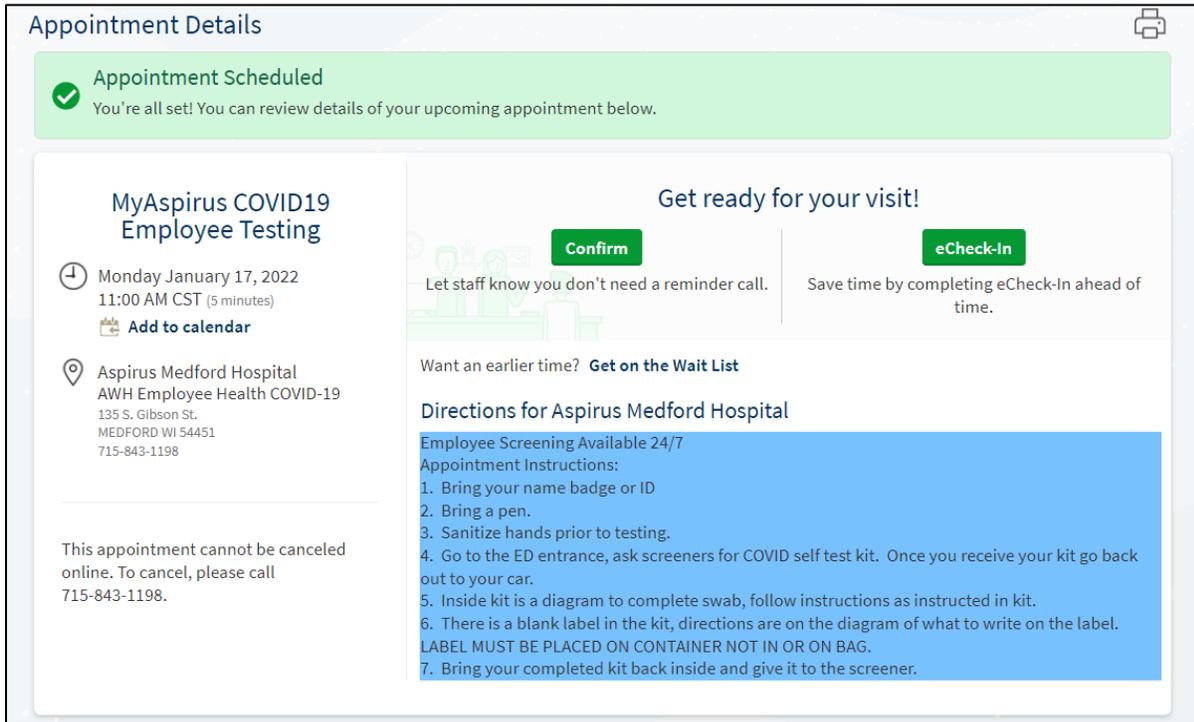


MyAspirus – Employee COVID Test Self-Scheduling

Self-Schedule your COVID-19 Test

- From the MyAspirus homepage, click Visits > Schedule an Appointment
- Select the reason for visit of COVID-19 Aspirus Employee Testing
- Answer the required scheduling questions
- Choose a location, date, and time that work best for you
- Click Schedule
- Review testing directions and instructions for your location



The screenshot shows the 'Appointment Details' page for a COVID-19 Employee Testing appointment. At the top, a green banner indicates 'Appointment Scheduled' with a checkmark icon and the text 'You're all set! You can review details of your upcoming appointment below.' Below this, the appointment is for 'MyAspirus COVID19 Employee Testing' on 'Monday January 17, 2022' at '11:00 AM CST (5 minutes)'. There is an 'Add to calendar' button. The location is 'Aspirus Medford Hospital AWH Employee Health COVID-19' at '135 S. Gibson St. MEDFORD WI 54451' with phone number '715-843-1198'. A note states: 'This appointment cannot be canceled online. To cancel, please call 715-843-1198.' On the right, under 'Get ready for your visit!', there are 'Confirm' and 'eCheck-In' buttons. Text below 'Confirm' says 'Let staff know you don't need a reminder call.' Text below 'eCheck-In' says 'Save time by completing eCheck-In ahead of time.' Below this is a link 'Want an earlier time? Get on the Wait List'. A blue box contains 'Directions for Aspirus Medford Hospital' and 'Employee Screening Available 24/7'. Under 'Appointment Instructions', there is a 7-step list: 1. Bring your name badge or ID, 2. Bring a pen, 3. Sanitize hands prior to testing, 4. Go to the ED entrance, ask screeners for COVID self test kit. Once you receive your kit go back out to your car, 5. Inside kit is a diagram to complete swab, follow instructions as instructed in kit, 6. There is a blank label in the kit, directions are on the diagram of what to write on the label. LABEL MUST BE PLACED ON CONTAINER NOT IN OR ON BAG, 7. Bring your completed kit back inside and give it to the screener.

Complete eCheck-In

- From the Appointment Details, click eCheck-In
- Complete all necessary steps, including: insurance verification, verifying personal information, reviewing allergies and medications, and document signature

Announce your Arrival/Hello Patient

- Open the MyAspirus mobile app when you arrive at your testing site
- From Appointments, click "I'm Here" to confirm your arrival and alert staff

Complete Self-Scheduling Workflow: [MyAspirus – Employee COVID Test Self-Scheduling.pdf](#)