

# Request a COVID-19 lab test

## 1 Login to the federal public service

1. Go to <https://covid19taskforce.sciensano.be/cyberlab/Login.jsp>
2. Enter your **login name** and **password**
3. Click **Login**
4. Enter the code that was sent to you by **SMS**
5. Click **Enter**

The first screenshot shows the login page with a .be logo and two input fields: 'Login name' and 'Password'. A 'Log in' button is at the bottom. The second screenshot shows the same page with a 'Enter' button and a notification: 'This is your one-time password that is required for CyberLab: FXUUCJ' with a timestamp of 16:52.

## 2 Lookup your patient

1. Enter the patient's Rijksregisternummer / Numéro de Registre National (**RRN/NRN**)
2. Click **Search**
3. **Click the patient** in the list

The first screenshot shows the 'PATIENTS - ORDER ENTRY' page with a search bar for 'RRN/NRN' and a 'Search' button. The second screenshot shows the search results table:

Name	Birth date	RRN/NRN	Sex
PATIENT TEST	31/12/1974		♂

## 3 Enter barcode of patient sample

1. Scan / type **barcode** of patient sample  
**Make sure the sample barcode is correct !**  
**The format must be "CV-exact numeric code" !**
2. Verify that the **Issuer** and **Requesting location** are correctly set.
3. Click **Continue to requestables**

The screenshot shows the 'Order information' form. It has a 'Barcode' field, a 'Collection time' field (01 / 04 / 2020 07 : 45), and dropdown menus for 'Issuer' (ZORGCENTRUM) and 'Requesting location' (ZORGCENTRUM). A 'Continue to Requestables' button is at the top right.

## 4 Test selection

1. The COVID-19 test is auto-selected
2. Click **Continue to Extra info**

The screenshot shows the 'Requestables' section. It has a search bar with 'SARS-CoV-2' and a list of results. The first result is 'SARS-CoV-2' with a checkbox for 'COVID-19 PCR' which is checked.

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## 5 Extra info - Patient category

1. Select the patient's **Category**
2. Click **Create new order**
3. **Ready ! The test request is sent to the lab.**

TEST PATIENT 01/01/2000 - [RRN/NRN: ]

Order information

Requestables

3 Extra info

**Create new order**

Order comment

Category \*

- Resident - Asymptomatic
- Resident - Symptomatic
- Professional - Asymptomatic
- Professional - Symptomatic

## 6 Enter a new test request

1. Click **Order entry** in the upper menu
2. See **Step 2** on how to request the COVID-19 test for another patient

Order entry

Request COVID-19 test for another patient

## 7 Overview of all test requests

Doctors can view an overview all test requests:

1. In the upper menu, click **Results via order**
2. To view all your patients, click **Search**
3. The list shows **all your patients** for which the COVID-19 test has been requested.

This allows to **verify** if the COVID-19 test has been requested for all of your patients.

For more info on viewing the test results, please read the document [View COVID-19 lab test result](#)

ORDERS - RESULT CONSULTATION

Results via order

Search

Order code

Min. priority

Routine ASAP Preoperative STAT

Status

Initial - Discontinued -

Filtering

- Only flagged orders
- COVID-19 positive
- New to me

Filter by

None Platform Discipline ...

Times

By collection time By last report time

Today Last X hours Last X days

No limit

Order code	Sample collection time	Patient	Birth date	Code	Issuer	Last report time	Status
	09/04/2020 08:42			CV-00000355		10/04/2020 13:30	Initial
	09/04/2020 08:41			CV-00004520		11/04/2020 19:40	Final
	09/04/2020 08:40			CV-00000368		10/04/2020 13:30	Initial
	09/04/2020 08:40			CV-00004512		10/04/2020 13:30	Initial
	09/04/2020 08:39			CV-00004528		10/04/2020 13:30	Initial
	09/04/2020 08:39			CV-00005385		10/04/2020 13:30	Initial
	09/04/2020 08:39			CV-00000350		10/04/2020 13:30	Initial
	09/04/2020 08:37			CV-00004535		10/04/2020 13:30	Initial
	09/04/2020 08:37			CV-00004514		10/04/2020 13:30	Initial
	09/04/2020 08:36			CV-00004534		10/04/2020 13:30	Initial
	09/04/2020 08:36			CV-00000371		11/04/2020 19:40	Final
	09/04/2020 08:35			CV-00000373		10/04/2020 13:30	Initial
	09/04/2020 08:35			CV-00004525		11/04/2020 19:40	Final
	09/04/2020 08:34			CV-00004523		10/04/2020 13:30	Initial
	09/04/2020 08:33			CV-00004518		11/04/2020 19:40	Final