**Employee:**

1. Copy this URL into your browser. http://patient.questdiagnostics.com/employeetest?programid=ctcor-ches
2. You will be asked a series of one time questions to confirm your identity.
3. You will receive a Verification code via EMAIL.
4. Sign into your New MyQuest with the verification code. (one time)
5. If you currently have a MYQUEST account, you can sign in with your current user ID and Password.
6. Respond to consent.
7. Respond to Covid Questions
8. Once testing has taken place, you will receive an email.
9. Log into MYQUEST.COM and view your results.
10. Place new order on a weekly basis. Multiple orders can be placed ahead of time. You will need to log into MYQUEST Vanity URL provided in #1 above each time to create new orders.

**DOC/DHMAS STAFF:**

1. Assigned staff member logs on to QuestDiagnostics.com/QuanumHCP to sign on to Quest’s online portal.
2. When employee presents themselves to be collected staff member searches for employee’s laboratory order via “orders” tab on the right-hand side.
3. Staff member then enters the actual collection date, “ask at order entry questions” should be pre-filled based on employee MYQUEST responses.
4. File and print requisition and bar code label.
5. Staff member provides anterior nares tube and swab to employee. Have employee place label on the tube horizontally.
6. Proceed to have collection observed by Medical Assistant or other designee.
7. If no order is found in Quest, Employee should be directed to setup their account and place order as directed above. No sample can be sent into Quest without an ORDER.
8. Samples will be picked up according to the pre-determined schedule. Each facility will have their own pick up time and days. Samples must be sent into Quest on the day they are collected due to stability requirements.
9. Once all samples have been collected for that day, place them in a consolidation bag along with the HEY SHEET(DOC). DHMAS does not need a HEY sheet. Place the consolidation bag in the Quest Lock box. This is critical to do this step so that samples are directed properly. **DO NOT COMBINE employee covid testing with any other testing.**

Other numbers to take note of:

1-866-MYQUEST – Result inquiry, logistics pickup (outside of normal schedule), IT support for setting up MYQUEST and LSM accounts.

MyQuest.QuestDiagnostics.com- Employee log-in to view Results.