



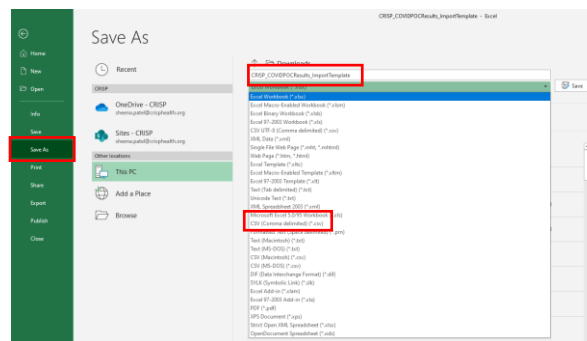
## COVID Point of Care (POC) Test Result: Bulk Submission

### General Information

1. Each organization may submit **one file per day**.
2. It is critical that the submitter select the correct test machine and specimen.
  - a. If your test machine is not listed, please contact [support@crisphealth.org](mailto:support@crisphealth.org).
3. All columns in the spreadsheet are required EXCEPT those with a dependency (ex. Date of Onset will be required only if Symptomatic=Yes) AND the following:
  - a. Optional fields: PatientMiddleName, PatientAddress2, PatientEmail, TestID, DeviceID, OrganizationAddress2

### File Requirements

- **File must be named: YYYYMMDD\_NPI.csv**
  - If you have multiple NPIs in your spreadsheet, simply pick one of them to include in the filename
- **File must be saved as .csv**
  - In Microsoft Excel, click File → Save As → CSV (Comma delimited) (\*.csv)



### Submission Process

1. Log into your CRISP Direct email account.
  - a. If you do not have a Direct account, please contact your CRISP Outreach Representative or email [support@crisphealth.org](mailto:support@crisphealth.org). Please specify that you are requesting a CRISP Direct account for POC reporting purposes.
2. Send an email to [pocreporting@crispdirect.org](mailto:pocreporting@crispdirect.org), with your daily file attached.

### Corresponding Documentation

1. POC Bulk Submission Template
  - a. Use this template to prepare your submission. Do not delete or alter any columns or column/headers.
2. Machine – Specimen Type spreadsheet
  - a. Use this spreadsheet to ensure you are picking from the correct Specimen Type options for your particular machine.