May 2020

Novel Coronavirus (COVID-19)

Manual for RT-PCR App
How to get authorization for using RT-PCR app for sample collection

1. District Collector / District Magistrate and the State National Health Mission directors of your district/ state can authorize sample collectors through covid19cc.nic.in (collection center portal)

2. Please ask your collection center head to provide the following details to DC/ DM or State National health mission directors
   i. Collection center name
   ii. Collection center state, district, address and pin code
   iii. Collection center type (government or private)
   iv. Name of sample collector(s)
   v. Mobile number of sample collector(s)
   vi. Authorized test for sample collector (RT-PCR)

3. Multiple users can be registered from the same collection center. Please provide details of all the intended users to the DC/DM and mention that they have to be authorized for RT-PCR test
1. Go to covid19cc.nic.in. Click on "Check whether you are an authorized user link"

2. Enter state, district (of your collection center) and your mobile number. Generate and enter OTP

3. If you are not registered, you will be shown email id's of authorizing authorities and currently authorized centers

You are not registered, kindly contact respective district portal user (cmo-bil-hp@nic.in) or respective state portal user creator DR. NIPUN JINDAL, IAS (md-hp-nrhmh@nic.in). List of available collection centres are as follows:

<table>
<thead>
<tr>
<th>State Name</th>
<th>District Name</th>
<th>Collection Centre Name</th>
<th>Collection Centre Address</th>
<th>Authorized Mobile App</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIMACHAL PRADESH</td>
<td>SHIMLA</td>
<td>IGMC</td>
<td>DEPT. OF MEDICINE IGMC SHIMLA</td>
<td>RATI, RT-PCR</td>
</tr>
</tbody>
</table>
Downloading and starting the app

**Downloading the app**

Search for "RT-PCR" in the play/app store

Install the app

**Starting the app**

Click on "Accept" to proceed to the user authentication screen.
User Authentication

Steps to authenticate

1. On main screen enter your mobile number to receive the OTP
2. Click on Get OTP
3. Enter the received OTP
4. A new screen will appear with user details
5. Press confirm to continue

1. If the details shown are not your own, talk to your supervisor to check that your mobile number is mapped to your details for authentication.
In case you receive a "User is not authorized" error:-

1. Please check whether you have entered the correct mobile number.
2. Please check whether your supervising officer has submitted your mobile number to be authorized for the use of the app.

In case you receive a "Invalid OTP Entered" error:-

1. Please click on "Try Again" and generate OTP again.
Ensure Phone location is always on:

RT-PCR requires that your "phone location" is always on to identify potential hotspots.

Allowing access to location
Step 1: Click on settings - Under permissions allow RT-PCR to access phone location

Turn on phone location:
Step 2: Go to settings. Click on location
Step 3: Turn on "Use location"
Choose your task

Click on one of the options given to select your task

1. **Add New Patient** – if the patient is getting the RT-PCR test for the first time

2. **Repeat Test** – if the patient has taken the RT-PCR test before and is coming for a repeat test

3. **Incomplete** – View incomplete forms and update the pending field

4. **Pending Synced** – View the forms which are still pending to be synced
   - These forms will get synced to the system automatically when you are connected to the internet

5. **View Forms** – View the forms that have been completed and have been synced to the system
1. Ensure that the patient has a doctor's prescription

Ensuring doctor's prescription:-
As per the current guidelines, RT-PCR test requires a doctor's perception. Hence, before the sample is collected and you fill the form, please check that the patient has a doctor's prescription.

You will not be allowed to fill the form if the patient doesn’t have a doctor's prescription
1. Add new patient: Personal details

Steps to enter individual details

1. Enter the name of the patient.
2. After entering name, enter 10 digit mobile number of the patient (without prefixing 0)
   1. Please try to ensure that the patient enters their own mobile number, not that of a relative or friend. Only in the case they don’t have a mobile, allow them to enter the number of a close family member
3. Click on Get OTP
4. Enter the OTP received on mobile and click on confirm OTP
5. Click next to proceed
1. Personal Details (Contd..)

Mobile number
1. Please be extremely sure about whether the patient is entering his own number or that of close family.

Patient in quarantine facility
1. Please enter "yes"/ "no" basis whether the patient is currently in a quarantine facility

Steps to enter address
1. Enter the name of the village or town
2. Enter district
3. State will be auto populated based on your location

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
1. Personal Details (Contd..)

A new screen will appear, here enter

1. 6 digit Pin code
2. Age (in years or months for patients less 1 year)
3. Choose Gender – Male, Female, Others
4. Nationality
   1. In case patient is not Indian, Passport no. will be asked instead of Aadhaar
5. In case patient hasn’t downloaded "Aarogya Setu App", please urge patient to download.
   1. If he downloads and you verify, click "yes"
   2. In case patient doesn’t or can not download app click "no"

Note: All data fields are mandatory except pin code, email id and Aadhaar
Select one of the specimen information from the referring agency.

For the sample selected, enter the sample id without which the system will not allow to proceed to the next section.

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
1. Patient category

Select one of the given patient categories

*Please select the most appropriate one.*

1. In case patient is falling in Cat -3 and Cat – 2, please select Cat -3

*Please select “other” only if the patient doesn’t fall in any other category*
1. Clinical symptoms and signs

Steps to enter clinical symptoms

1. If "No" is selected, click next
   1. Only CAT 5a and CAT 5b patients can have no symptoms

2. If "Yes" is selected, new menu options will appear to enter:
   • Select first symptom from given options (mandatory field)
   • Date of onset of symptom – DD-MM-YYYY format
   • Select symptoms (multiple selection is allowed)

3. After selecting symptoms, click next to proceed

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
1. Pre-existing medical conditions

In this section, select pre-existing medical conditions, multiple selections are allowed.

Click next to proceed.

The SRF ID must be sent to the lab along with the sample. Otherwise, the lab will not be able to get the patient details through the app.
1. Hospitalization details

Steps to enter hospitalization details

1. If patient is hospitalized select "Yes and enter:
   1. Hospitalization date (DD-MM-YYYY)
   2. State in which hospital is located
   3. District in which hospital is selected
   4. Name of the hospital

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
1. Referring doctor details and lab test name

Steps to enter referring doctor details
1. Enter name of the doctor *(mandatory field)*
2. Doctor's mobile number
3. Doctor's email id

Select lab where RT-PCR Test will be conducted *(mandatory)*

After entering the details click "Save" and then "Submit"

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
1. Send the SRF ID along with the sample to the lab

- Popup to remind you to send the SRF ID in a physical hard copy (template shown) to the lab
- The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to download the patient details in the portal.
- Please send this short form (with all 4 fields filled) (physical hard copy) along with the sample to the labs.

The form has been uploaded on the ICMR website – https://www.icmr.gov.in/pdf/covid/labs/SRF_ID_for_COVID_06052020.pdf

Specimen Referral Form (SRF) ID information for COVID-19 (SARS-CoV2)

SRF ID

Patient Name

Phone number

Lab Name

Latest Updates

May 06, 2020
SARS-CoV-2 (COVID-19) Testing:
Status Update at 9:00 AM IST

May 06, 2020
Specimen Referral Form (SRF) ID information for COVID-19 (SARS-CoV2), in RT-PCR app
2. Repeat Test

Steps to enter data for repeat test

1. As per the current guidelines, RT-PCR test requires a doctor's perception. Hence, before the sample is collected and you fill the form for repeat test, please check that the patient has a doctor's prescription.

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
Steps to select patient for entering repeat test details

1. Enter "previous patient id #" or Enter the "registered mobile number" belonging to patient/family
2. Click on search
3. A new window will appear with the list of patients matching the search criteria
4. Tap on the patient name to continue or go back to enter the details again

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
2. Personal Details

Prefilled data – no changes allowed

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.

Personal details of the patient will be prefilled, select next to move to the next section
2. Specimen Information

Specimen information (to be filled)
Select one of the specimen information from the referring agency

For the sample selected, enter the sample id without which the system will not allow to proceed to the next section

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
Prefilled data – no changes allowed

A.4 Information on patient category will remain same as previously filled.

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
2. Clinical symptoms & pre-existing medical conditions

Clinical symptoms and signs (to be filled)
In case of any symptoms, select yes, then from the drop down menu select the first symptom and enter the date of onset of symptoms

Multiple selection of symptoms is possible

Need to fill in pre-existing medical conditions as well

Click next to proceed
2. Hospitalization details

Steps to enter hospitalization details

1. If patient is hospitalized select "Yes and enter:
   1. Hospitalization date (DD-MM-YYYY)
   2. State in which hospital is located
   3. District in which hospital is selected
   4. Name of the hospital

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
2. Referring doctor details and lab test name

Steps to enter referring doctor details

1. Enter name of the doctor (mandatory field)
2. Doctor's mobile number
3. Doctor's email id

Select lab where RT-PCR Test will be conducted (mandatory)

After entering the details click "Save" and then "Submit"

The SRF ID must be sent to the lab along with the sample. Otherwise the lab will not be able to get the patient details through the app.
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3. Incomplete Forms

Select incomplete forms

1. On the main screen, tap on incomplete forms
2. A new screen will appear with all the incomplete forms - any form that is not submitted will appear in this section
3. Tap on the patient details to edit or delete the form
4. Make sure to submit the form after editing the details
4. Pending Sync

Select pending sync
1. This will show you all the forms to are yet to be synced to the system
2. Connect to the internet and these forms will automatically be synced.
5. View Forms

Select view forms

Enter the date to view the synced forms of that particular day