

## MGH Employee Testing – Self Scheduling via Labpass Activate an account and Schedule a COVID19 PCR Test

### **Important Reminders**

This testing site and scheduling system should be used only for asymptomatic testing, for non-medical purposes. Do NOT use this system if you have even minor symptoms, a confirmed exposure (occupational or community) or if testing is required in advance of a procedure or surgery.

[Click here](#) for instructions on next steps in those cases.

The Labpass system only works with the following browsers: Google Chrome, Mozilla FireFox, Apple Safari, and Microsoft Edge. (Note: NOT with Internet Explorer)

1. Click <https://www.labpass.com/en/login> to begin scheduling your testing appointment and registering your LabPass Account
  - a. LabPass will be your online portal to scheduling and receiving your lab results.
  - b. Please ensure all information is accurate when registering with your name, email, address, and phone number. If you do not enter your email correctly and complete the account set-up process, you will not be able to access your results online.
2. Press the “Sign Up” button and enter in your information and Access Code:  
MGHEmployee

Already have an account?

[Sign in](#)

### Sign up

Email address

First name Last name

Password

Confirm Password

**Access code**

Access code for your organization

I agree to the PWNhealth Notice of Privacy Practices, Terms of services and Ixlayer Privacy Policy, Terms of services

[Sign up](#)

3. Read through the PWNHealth Informed Consent. Click the checkbox and click "I agree and consent".

LABPASS.ORG COVID-19 TEST  
PWNHealth Informed Consent  
(COVID-19 Testing)  
**PWNHEALTH WILL NOT PROVIDE ANY SERVICES FOR MEDICAL EMERGENCIES OR URGENT SITUATIONS. IF YOU ARE EXPERIENCING A MEDICAL EMERGENCY, CALL YOUR DOCTOR OR 911 IMMEDIATELY.**  
**YOU SHOULD CONTACT YOUR HEALTHCARE PROVIDER IF YOUR SYMPTOMS GET WORSE OR YOU EXPERIENCE ANY NEW SYMPTOMS.**  
**BY CLICKING "I ACCEPT," YOU ACKNOWLEDGE THAT YOU HAVE READ, ACCEPTED, AND AGREED TO BE BOUND BY THIS INFORMED CONSENT. IF YOU DO NOT CLICK "I ACCEPT," YOU WILL NOT BE ABLE TO USE OR RECEIVE THE SERVICES.**

I agree to receive the services provided by PWNHealth, LLC (the administrative services provider of the professional entities), PWN Remote Care Services, PW Medical Professional and certain other affiliated professional entities (collectively, "PWNHealth", "we" or "us") relating to physician oversight of testing for COVID-19 or Antibody ("Tests"), including, without limitation, evaluation of the test request, ordering of Tests (if appropriate), receipt of Test results ("Results"), consultations via telemedicine with physicians or healthcare providers ("Consults"), customer support and any other related services provided by PWN or its service providers and partners (the "PWNHealth Services"). All clinical services, including services provided by physicians, will be provided through PWN Remote Care Services, PW Medical Professional or their contractually affiliated professional entities.

Throughout this Informed Consent, "you", "your", and "I" refer to the person whose information and sample is being provided for this Test and who will receive the PWNHealth Services, unless otherwise expressly provided. If you are a parent or guardian requesting a Test and PWNHealth Services for a minor, "you" will refer to "your child", as the context requires.

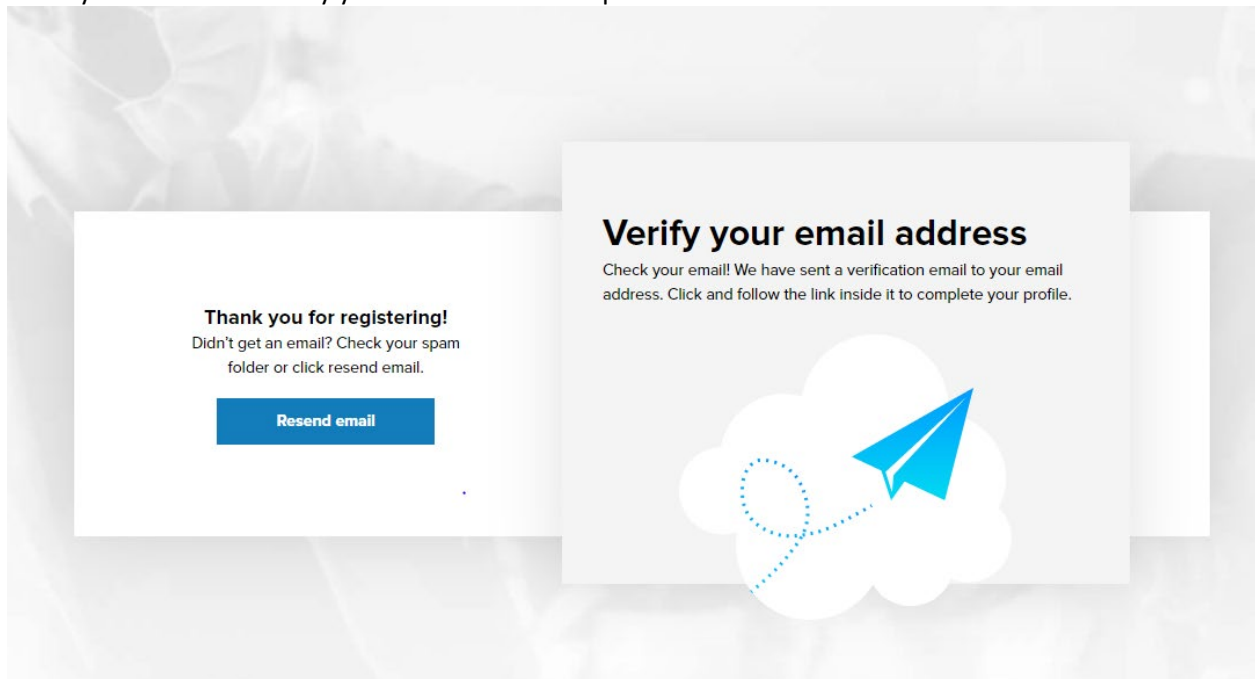
I acknowledge and agree to the following:

- I am the individual who will provide the sample for the Test(s) that I am requesting or I am the parent or legal guardian of a minor who is providing the sample for testing.

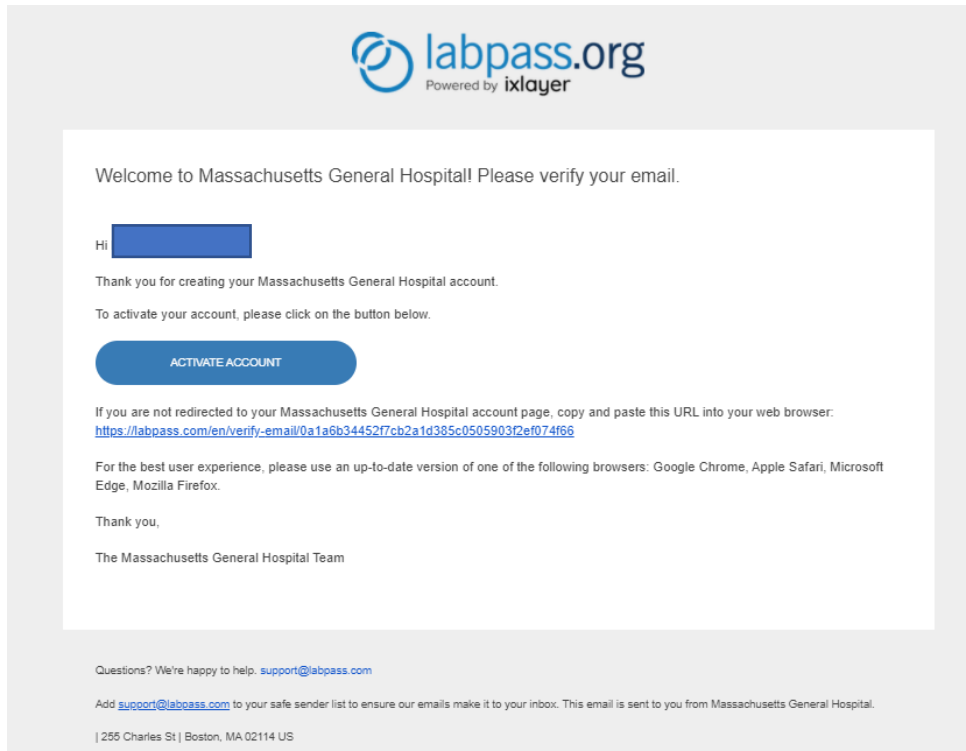
By clicking "I Agree and Consent," I am accepting and agreeing to be bound by this agreement and I represent and warrant that I have the right, authority, and capacity to accept and agree to be bound by this agreement.

[Cancel](#) [I agree and consent](#)

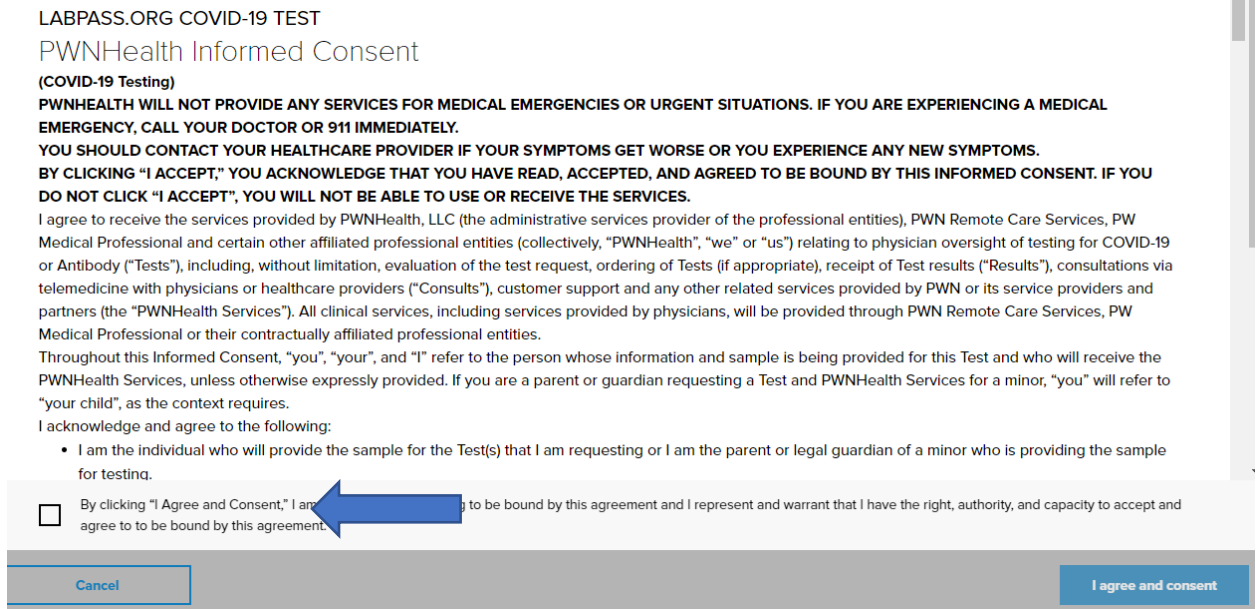
4. Go to your email and verify your email address to proceed.



5. Click link from the email activate your account.



6. Complete the PWNHealth Informed Consent again. Click the checkbox and click "I agree and consent".



7. Confirm your password to your account.

labpass  
Powered by ixlayer

### Set password

Please enter your new password below.

Password

Confirm Password

- ✗ Password should contain:
- ✗ Upper case letters (A-Z)
- ✗ Numbers (0-9)
- ✗ Special characters (e.g. !@#\$%^&\*)
- ✗ At least 6 characters in length

Submit

8. Sign in to your account.

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Powered by ixlayer

SIGN IN

EMAIL ADDRESS

PASSWORD

Sign in

[Forgot Your Password?](#)

[Sign Up](#)

9. Select "Order" on the top right.


labpass  
Powered by ixlayer

Welcome back [Redacted]

Order

10. Select the product "COVID PCR" and read the Informed Consent. Check the consent box and submit.

### Select a product:




**COVID-19 PCR Test**

PCR (polymerase-chain-reaction) tests, check for genetic material (viral RNA) produced by the virus. This determines if an individual is actively infected with COVID-19 and can spread it to others.

Select

11. Fill out the “Health History” questionnaire.
  - a. Please ensure all information is accurate.



**Health History Pre-screening**  
COVID19 PCR Test

Basic Information  
**Why are we asking these questions?**  
These questions help physicians learn more about your health for the purposes of test ordering.

**A few things before we get started.**

First name  Last name

Gender

12. Click “Schedule and Pay” to proceed to the next step.

Thank you for your order

Thank you. Almost done! In order to complete your order, **please click on the link below to schedule your test.**

! To schedule your test, [click here](#)

You will receive two emails. The first one will show the progress of your test, and the second one confirming your appointment. After your appointment, you will be notified via email when your results are ready. For more details please visit these [FAQ](#)

13. Select a day and time for scheduling that has available time. Select the appointment slot.

- a. Note: you have been linked to a new website called SuperSaas, which manages the scheduling component of your COVID19 PCR test request.
- b. There are two views to schedule through the Available Tab or Week Tab.

View 1: Available Tab

Week
Available

Availability for Test after 10/29/2020

FROM	TO	
Thu 10/29 6:00am	– 6:10am	+
Thu 10/29 6:10am	– 6:20am	+
Thu 10/29 6:20am	– 6:30am	+
Thu 10/29 6:30am	– 6:40am	+
Thu 10/29 6:40am	– 6:50am	+
Thu 10/29 6:50am	– 7:00am	+
Thu 10/29 7:00am	– 7:10am	+
Thu 10/29 7:10am	– 7:20am	+
Thu 10/29 7:20am	– 7:30am	+
Thu 10/29 7:30am	– 7:40am	+

Click on an available spot to create a new reservation.

Find available space after

10/29/2020
7:40am

Find

View 2: Week Tab

Week 44
Today
Week
Available

	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29
6 am					
7 am					

14. You will receive an email confirmation from noreply@supersaas.com with the date, time, location, and directions to the appointment location.

SuperSaaS <noreply@supersaas.com>  
to ma -  
Dear [REDACTED]

This message is confirmation that your reservation was created.

Details of the new reservation:  
When : Wed 10/28/2020 8:50am to 9:00am  
What :  
Full name : [REDACTED]  
Email : [REDACTED]  
Created by :

You can access the schedule at:  
<https://www.supersaas.com/schedule/MGH - C/CHI/Test?day=28&month=10&year=2020>

Dear MGH Employee,

Your appointment for COVID testing at the Thier Testing Center is confirmed as listed above.

Location: [link to map with location highlighted]  
Employee Testing Center - MGH Main Campus  
Thier Research Building, 1st Floor Conference Center

Important: You must enter the Thier lobby through the Edwards building. All other entrances (Bulfinch Lawn and Blossom Street) are locked.

Important information about this Appointment:

- Please be sure to bring your ID badge.
- You will check-in at the testing site front desk in the Thier lobby, confirm your appointment, validate your account set-up and be provided with instructions for the test.
- Please note that this testing is done "classroom style" with multiple employees being tested at one time. This is an asymptomatic only testing site, and social distancing and all required infection control measures will be in place.
- Prior to your appointment, please verify that you have completed your LabPass account set-up, including clicking on the account confirmation link sent to you via email from [support@labpass.com](mailto:support@labpass.com). This step must be taken to access your results online. Note: you may need to check your email spam folder.

If you need to cancel or modify your appointment, please click <https://www.supersaas.com/schedule/MGH - C/CHI/Test?day=28&month=10&year=2020>

Note that appointments are only available at fixed times. See <https://www.supersaas.com/schedule/MGH - C/CHI/Test?day=28&month=10&year=2020> for available times.

15. You will receive a second email from [support@LabPass.com](mailto:support@LabPass.com) to verify your email and activate your account.
- You may need to check your spam filter for this email.
  - Click on the link to confirm your email address and complete your account set-up.
  - Important:** If you do not take this step to activate your account, you will not be able to access and view your results online.



Welcome to Massachusetts General Hospital! Please verify your email.

Hi [REDACTED]

Thank you for creating your Massachusetts General Hospital account.

To activate your account, please click on the button below.

ACTIVATE ACCOUNT

If you are not redirected to your Massachusetts General Hospital account page, copy and paste this URL into your web browser:

<https://labpass.com/en/verify-email/0a1a6b34452f7cb2a1d385c0505903f2ef074f66>

For the best user experience, please use an up-to-date version of one of the following browsers: Google Chrome, Apple Safari, Microsoft Edge, Mozilla Firefox.

Thank you,

The Massachusetts General Hospital Team

Questions? We're happy to help. [support@labpass.com](mailto:support@labpass.com)

Add [support@labpass.com](mailto:support@labpass.com) to your safe sender list to ensure our emails make it to your inbox. This email is sent to you from Massachusetts General Hospital.

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