

Domiciliary care staff: reporting rapid lateral flow tests at home

This leaflet is provided for domiciliary care staff on how to report rapid lateral flow tests, when self-testing at home.

Introduction

A **Unique Organisation Number (UON)** is an 8-digit number which is exclusive to an individual organisation. **Your manager will share your (UON) with you and for your convenience you should record in the box below.**

The UON is used to link your test result to us when you report your result to NHS Test & Trace. All results, including negatives, positives and voids, must be reported. Linking your test result to us enables public health teams to better support us to reduce the transmission of coronavirus and prevent outbreaks.

Please conduct a rapid lateral flow test twice every week to help keep us safe, reduce the spread of coronavirus and prevent outbreaks.

- To ensure that your test is linked to your organisation, please ensure all tests are reported to your Unique Organisation Number (UON). How to do this is detailed on the next page.
- Please remember that you must continue to adhere to all other infection prevention control measures including regular hand washing and wearing PPE

Your Unique Organisation Number (UON) is:

If you are having issues remembering your UON you can use our online [UON look-up page](#) or call 119 if further support is required.

Step-by-step reporting instructions for domiciliary care staff self-testing at home.

<p>1</p>	<p>Go to www.gov.uk/report-covid19-result or call 119.</p> <ul style="list-style-type: none"> • Tap 'Start Now' to enter into the form.
<p>2</p>	<p>Select 'Myself' when asked who you are reporting a result for.</p>
<p>3</p>	<p>You can choose to continue 'without an account', or, 'create an account'.</p>
<p>Creating an account will save your details each time you report a test result. Creating an account only takes 2 minutes and you'll save 5 minutes when reporting each test result</p>	
<p>4</p>	<p>Step by step guidance to the new registration journey for rapid LFTs: Create your account</p> <ul style="list-style-type: none"> • Enter your email address.
<p>5</p>	<ul style="list-style-type: none"> • Create a password for your account. It must have at least 8 characters and have 1 or more capital letters. • Enter your password again to confirm your password then select continue.
<p>6</p>	<p>Check your email</p> <ul style="list-style-type: none"> • In a new browser window, navigate to your email inbox. Open the email from noreply@login.nhs.uk and select confirm. • Then, return to the NHS login screen. Select "I have confirmed my email".
<p>7</p>	<ul style="list-style-type: none"> • Enter your email address • Enter your mobile number • A security code will be sent to this number so you must be able to receive messages on the mobile number you enter. • Input your 6 digit security code when prompted. • To create your account, you will need to agree to share your NHS login information (your email address and mobile number) with GOV.UK.

	<ul style="list-style-type: none"> To agree, select continue <p>You have now successfully created your individual account.</p> <p>To enter a test result, select “Report a COVID-19 test result”</p>
8	<p>Enter who the test was for (the type of industry you work in)</p> <ul style="list-style-type: none"> Select testing for “A social care service” setting then select continue <p>Enter your role</p> <ul style="list-style-type: none"> Select “I work in social care” then select continue.
	Enter your UON then select Continue.
The UON should already have been provided to you by your manager	
9	Check the details of the organisation are correct.
10	<ul style="list-style-type: none"> Enter today’s date (unless you are completing the form after the testing day) then select continue.
11	<ul style="list-style-type: none"> Enter and re-enter the test kit ID number. The ID number can be found via the QR code on the lateral flow test.
12	<ul style="list-style-type: none"> You will need to enter your personal details including: <ul style="list-style-type: none"> - Full name - Date of birth - Gender - Ethnic group - Home address If you have created an account, this information will be saved for future use and you will not need to enter these details for future registrations.
13	<ul style="list-style-type: none"> Enter your following contact details: Email address (if you have one) Mobile number If you do not have a mobile number, you can enter a relative’s number. If you do not have a relative’s number to add, you should contact 119 to complete the form.

	<ul style="list-style-type: none"> • If you have created an account, this information will be saved for future use and you will not need to enter these details for future registrations.
14	<ul style="list-style-type: none"> • The form will ask if you know your NHS number. If applicable, select “Yes, I know my NHS Number” and enter it. • Otherwise, select “No, I do not know my NHS Number” and tap Continue. • If you have created an account, this information will be saved for future use and you will not need to enter these details for future registrations.
15	<ul style="list-style-type: none"> • Select the result of the test, and tap “Continue.”
16	<ul style="list-style-type: none"> • Check the answers you have provided and change them if needed. Click “Report Result” when you confirm all your responses are correct. The results page will appear. You will receive your result by SMS or e-mail. • If you have created an account, you will still have the opportunity to review and change any saved details on this screen.

If you have any questions, call the free phone 119 helpline open from 7am - 11pm.