ESR ECLAIR REPORTING SOLUTION FOR:

Rapid Antigen Testing

RAT Reporter User Guide for supervised RATs

CONTENTS:

FOR MORE INFORMATION
please visit **www.health.govt.nz**

March 2022
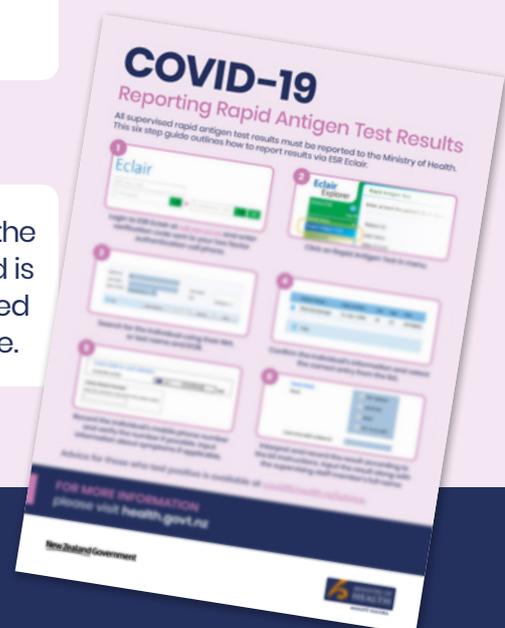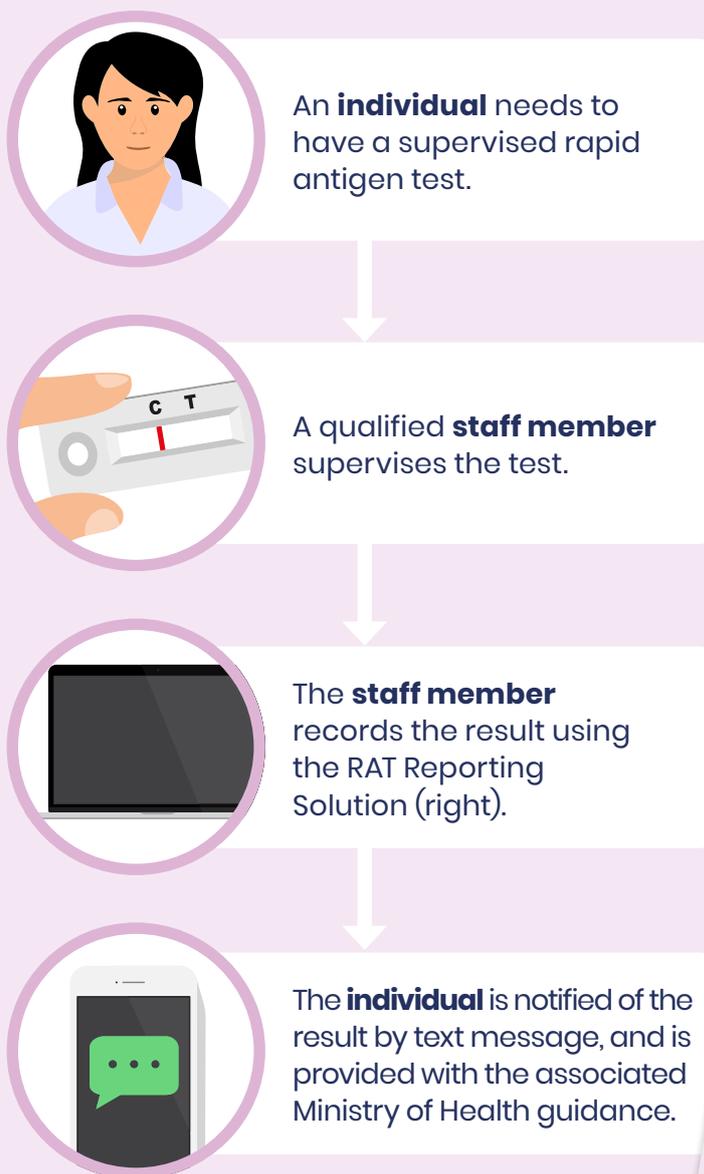
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Introduction to Reporting RAT Results

All supervised rapid antigen test results must be reported to the Ministry of Health via the RAT Reporting Solution in ESR Eclair.

This document outlines how to use the reporting solution (the RAT Reporter) as well as detailed instructions for each step.

Reporting Solution Overview:

An **individual** needs to have a supervised rapid antigen test.

A qualified **staff member** supervises the test.

The **staff member** records the result using the RAT Reporting Solution (right).

The **individual** is notified of the result by text message, and is provided with the associated Ministry of Health guidance.

COVID-19
Reporting Rapid Antigen Test Results
All supervised rapid antigen test results must be reported to the Ministry of Health.
This six step guide outlines how to report results via ESR Eclair.

FOR MORE INFORMATION
please visit **www.health.govt.nz**

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Getting Started

In order to access the ESR Eclair RAT Reporting Solution, you will need to be eligible to report RATs as per Ministry of Health agreements. Please contact covid-19testing@health.govt.nz for guidance on eligibility and setup process.

Once your organisation has been configured in ESR Eclair, your nominated Site Lead will receive your organisation's login information. This will include your site code (for each organisation), user codes (for each user account) and passwords as well as confirmation of your two factor authentication (2FA) cell phone number(s).

Login Information and Accounts

You will be provided with two types of accounts, each with different permissions.

1. Generic accounts for reporting results (e.g. UC.WellingtonC for Unichem Wellington Central)

2. Named accounts for your Responsible Health Professional and Site Lead (e.g. Jackie.Smith)

Supervised RATs or taking RATs home?

This guide is for reporting the results of supervised RATs only.

If you are providing people with unsupervised RAT self-tests then please follow separate guidance for recording that you have provided them with a RAT kit. Information for people to take a self-test and report their own results is available at https://www.health.govt.nz/publication/how-take-rapid-antigen-test-rat

Two Factor Authentication (2FA)

Each time you login to ESR Eclair account, the associated 2FA phone will receive a six-digit verification code. This code must be entered to complete the login process.

For named accounts, this verification code will be sent to the individual's cell phone.

For **generic accounts**, it will be sent to the organisation's generic account 2FA phone.

We recommend that an affordable device is purchased and kept on site.

Please note that this device only needs to be able to receive text messages - it does not need any other functionality.

Locked Out?

- Always ensure you enter the correct user code and password.

- If you enter your password incorrectly more than **five** times, you will be locked out of your user account.

- If you have problems accessing the website or login, call the ESR Support Desk – **0800 ESR CDR** (0800 377 237), or email **CDRsupport@esr.cri.nz**

Eclair system technical support is available between 9:00am and 5:00pm, Monday to Friday. Please call 0800 ESR CDR (377 237) or email CDRsupport@esr.cri.nz

After hours support for urgent matters is also available from 6:00am until 10:00pm, 7 days a week. Please use the same contact info.

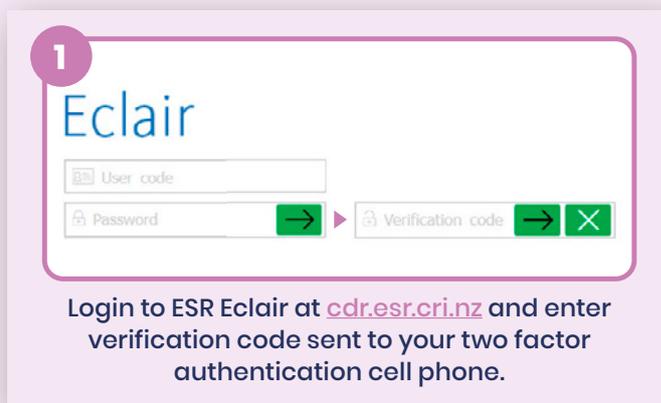# FOR MORE INFORMATION
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# Detailed User Guide

1. Login to ESR Eclair

a. Open your web browser and go to **cdr.esr.cri.nz**

b. Enter your login information (user code and password) as provided by ESR

A six-digit verification code will be sent to the associated two factor authentication (2FA) phone.

c. Enter the **six-digit code** into the verification code field on the screen

d. Press Enter or click the arrow button to complete the login process

Login to ESR Eclair at cdr.esr.cri.nz and enter verification code sent to your two factor authentication cell phone.

2. Click on Rapid Antigen Test in the menu

Click on Rapid Antigen Test in menu.
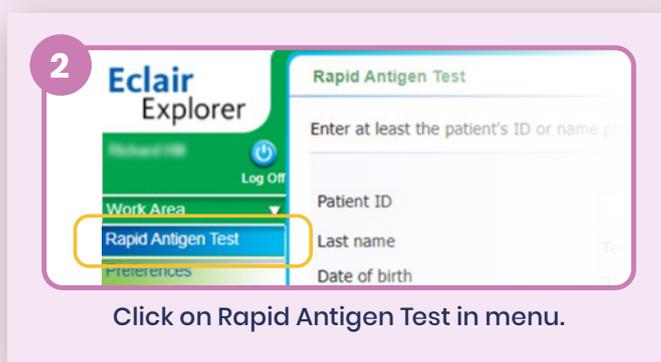
3. Search for the individual in the NHI database

a. Enter the individual's information using either of the below - do not enter both.
   • Enter the individual's NHI number; OR
   • Enter the individual's last name and date of birth. The date of birth must be an exact match. First name can also be included. Make sure you spell the fully legal name correctly and include any hyphens and spaces.

b. Click Search.

Search for the individual using their NHI, or last name and DOB.
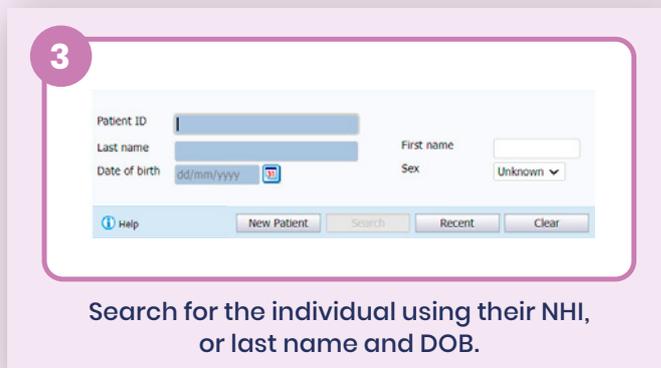
Can't find an NHI?
If patient does not have an NHI you can call **0800 855 066** and they help you find it, or create a new one. Once you have the new NHI number, enter the new number in the **Patient ID** field and click **New Patient**.

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Detailed User Guide

4. Confirm and select the individual's NHI entry

a. If you searched for the NHI using the individual's name and DOB, you will select from a list.
  - Identify the correct individual using the additional information e.g. address.
  - Click their name to select, or cancel and search again.

b. If you searched using their NHI, you will be directed to the next screen.

Wrong address?

Often the individual's address will be out of date. Unfortunately this cannot be changed within ESR Eclair.

Patient Name	Date of Birth	Sex	Age	NHI
Test-Esr,George	31-Jan-1999	M	23	ZHT8895

(i) Help

Confirm the individual's information and select the correct entry from the list.

5. Record the individual's contact mobile number and assessment details

a. Enter a mobile phone number that individual wants their result sent to.

b. If the individual has their cell phone with them, the number can be verified.
  - Click the verify button.
  - The individual will receive a text message with a four digit code.
  - Enter this code in the pop up box.
  - The number will be marked as verified (green tick displayed).

c. Click whether an assessment has been done on the patient (this is for GPs and NPs only)

d. Enter whether the patient has COVID-like symptoms, and if so also enter a date of onset.

e. Enter a Surveillance code if relevant (this is not a mandatory field - you can submit without one)

Contact details for result notification

Consented number   +64 ▾   0218765432   Verify

Verify Mobile Number
Enter the verification code sent to this mobile number

Record the individual's mobile phone number and verify the number if possible.

No mobile phone?

Patient will need to provide a phone number so that they can be contacted about the result. Preferably a mobile phone number so that they will get a text notification. If no phone number the individual will need to be given their result directly.

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Detailed User Guide

6. Interpret and record the result

a. When the test is ready to be interpreted (usually after 10-15 minutes or in accordance with kit instructions), the test must be interpreted by a trained professional providing supervision.

b. This interpretation is then recorded by selecting the corresponding result:

   •   Negative = Not Detected

   •   Positive = Detected

   •   Invalid Result or No Control Line = Failed

c. You will then need to validate the result by typing the observing staff member's full name.
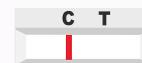
d. Click submit.

Please note:

Further information about approved RAT devices and manufacturer information can be found at https://www.health.govt. nz/covid-19-novel-coronavirus/covid-19- health-advice-public/assessment-and- testing-covid-19/rapid-antigen-testing- rat#regulatory

READ YOUR RESULT

Negative
One line next to the **C** indicates the test is negative.

Positive
Two lines, one next to **C** and one next to **T**, even faint lines indicate the test is positive.

Invalid result
No line next to **C** indicates the test is invalid.

Interpret and record the result according to the kit instructions. Input the result along with the supervising staff member's full name.

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Detailed User Guide

Result notification

Once a result has been input and processed in ESR Eclair, the individual will be notified of their result. Notification will be via automatic text message if a consented mobile phone number has been provided – or results can be notified face-to-face by the person supervising the test.

The result will also be displayed in the individual's My COVID Record.

Summary of Responses:

Negative Result – If the result is negative, the individual will also receive a text message from 4204.

Failed Result – If a failed or invalid result is returned, the individual should return to the organisation for a second test.

- If the second test also returns a failed or invalid result, the result should be treated as positive.

- The individual is to continue to follow current public health advice.

Positive Result – If a positive result is returned and input into the ESR Éclair RAT Reporter system, the Ministry of Health will send a text message to the consented mobile phone number confirming the positive test result.

- The text will come from the official 2328 or 2648 numbers and will provide information about self-isolation, support options and a 6-digit access code for the online contact tracing form.

- Advice for members of the public who test positive, and their household contacts, is available at https://covid19.health.nz/advice

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