WebApp Appointment System

a step-by-step guide
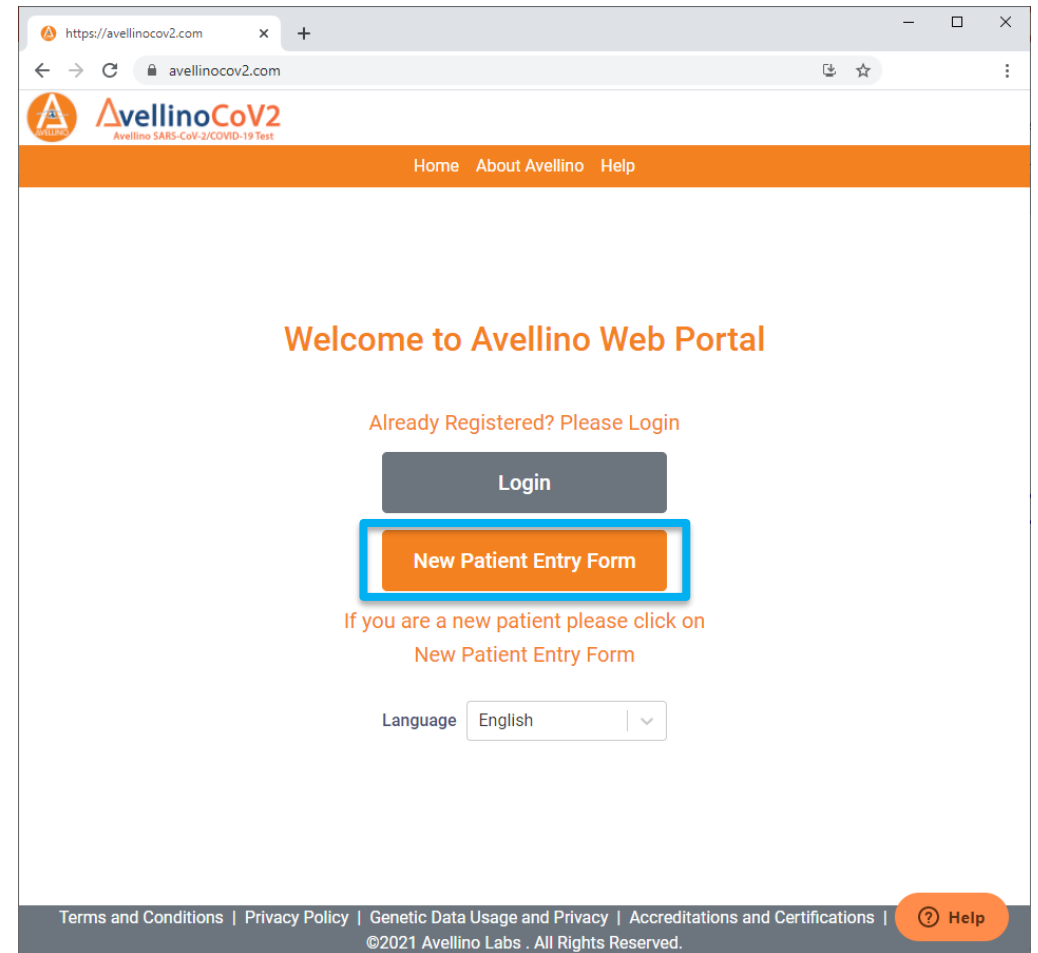
FROM PATIENT ENTRY FORM

If you are a new to Avellino and do not have a patient portal, please follow these steps.

Step 1

1. Go to https://AvellinoCov2.com/

2. Click on

   "New Patient Entry Form"

Step 2

1. Please select the appropriate site for your appointment.

    – If your site is not listed in the dropdown, please select "No Appointment" near the end of the list.

Step 3

1. After selecting the correct testing facility, make sure to check the box at "Schedule an appointment at _____"

   - This is a required field

   - You will schedule the appointment date/time AFTER submitting this form

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Step 4

1. Please fill out the rest of the form with your personal information.
2. Near the end of the form, please read the waiver.
   - This is a required field
3. **If you want your results directly, checkmark the "Patient Results"**
   - You will be sent an email after completing this form to create your patient portal!

Step 5

1. After clicking "Submit", you will see a confirmation screen.
2. Please wait a moment while we redirect you to the appointment scheduler.
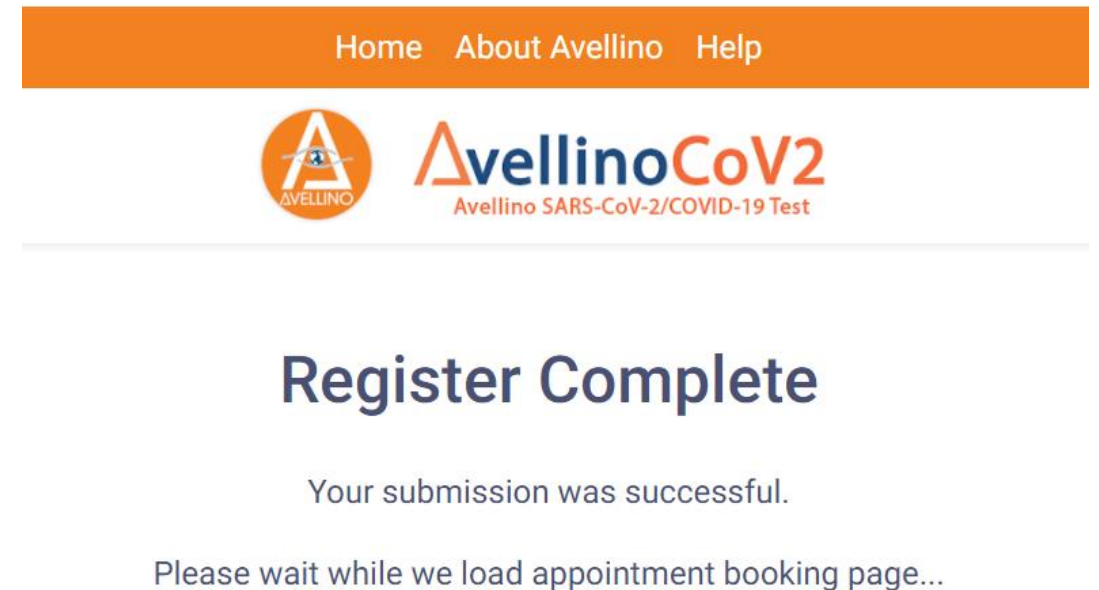
Step 6

1. Select the date and time for your appointment.

   – The dates that are NOT grayed out are available appointment dates.

   Note: If your desired timeslot is not available, you can schedule a walk-up appointment instead.

Step 7

1. After clicking on the desired time, click again to confirm.

Step 8 (optional)

1. If your desired timeslot is not available, you can schedule a walk-up appointment instead.

Step 9

1. Click "Schedule an Appointment" to finalize.

   – If you still need to make changes, please click on the left arrow next to "Schedule an Appointment".

Step 10

1. Your appointment is confirmed!

Step 11

1. You will receive an email to confirm your appointment details.
   - If you would like to reschedule or cancel your appointment, the links are available below the location.

AvellinoCoV2
Avellino SARS-CoV-2/COVID-19 Test

Hi **Your Name**,

Your Appointment at **Testing Facility** with Avellino Coronavirus Test on **Your Appointment Date** (UTC-08:00 Pacific/Pitcairn) is scheduled.

Location: Testing Facility Address
If you would like to schedule a new appointment, please go to:
Reschedule | Cancel schedule

Avellino Web Application
Avellino Lab USA
techsupport@avellinocov2.com
https://AvellinoCov2.com

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IF YOU JUST FILLED OUT THE PATIENT ENTRY FORM
AND
HAVE NOT ACCESSED YOUR PATIENT PORTAL YET,

Please follow these steps.

Step 1

1. Please login into your email to find the "Complete your registration"

2. Click on "Register Account"

3. You will be redirected to an AvellinoCov2.com website

Hi **Your Name**,

Please use the link below to register an account to receive a notification of results to your email.

Register Account

Avellino Web Application
Avellino Lab USA
techsupport@avellinocov2.com
https://AvellinoCov2.com

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Step 2

1. Please create a unique username and password
2. Confirm your information
3. Check either "results email" or "results phone"
4. Click "submit" at the end.

Please register to view your results directly

Fill out the form to register. Fields marked with * are required.

Username *	Your Username

Password *	••••••••••

Use a password that has at least 8 characters, use at least one number, one uppercase letter, one lowercase letter and one special symbol.

Confirm Password *	••••••••••

First Name	Your First Name
Last Name	Your Last Name
Date of Birth	Your Date of Birth
Email	Your Email Address

Results email * ☐ Receive an email notification of your result.
You will receive a verification email. Please click on the link.

Mobile   Your Phone Number

Results phone * ☐ Receive a mobile notification of your result.
You will receive a verification text message. Please click on the link.

🖫 Submit

Step 3

1. This is the confirmation screen.
2. Please go back to your email account.

Step 4

1. Please go back to your email and find "Activate Account"

2. Click on "Activate Now."

Hi **Your Name**,

You have sucessfully registered an account to view your result.
Please click on the link below to activate your account.

Activate Now.

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https://AvellinoCov2.com

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Step 5

1. Once you are at this screen, you have created an account and activated it.
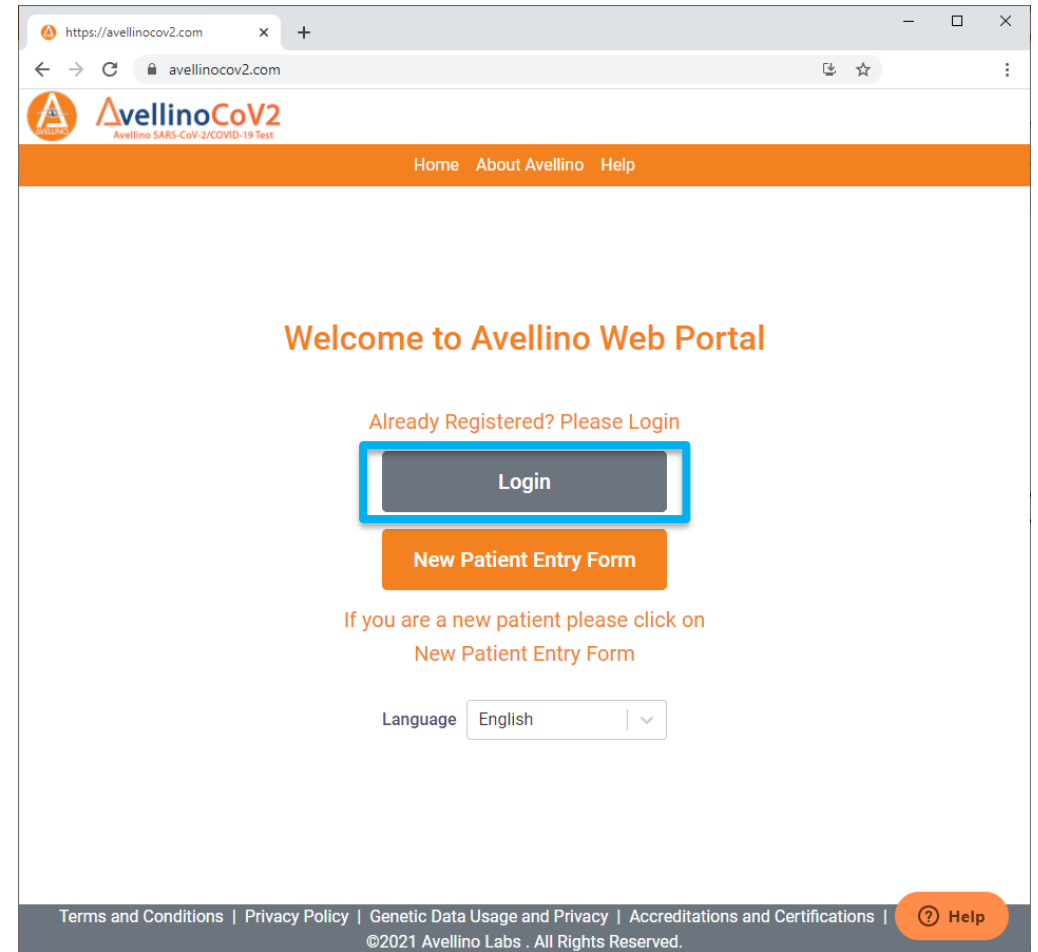
2. Please login.

FROM PATIENT PORTAL

If you just completed the previous steps, or are being retested by Avellino and have a patient portal,

please follow these steps.

Step 1

1. Go to
   https://AvellinoCov2.com/
2. Click on "Login".

Step 2

1. Put in your username and password.

2. Click "Login".

Step 3

1. You will first see the dashboard.
2. If you would like to change your appointment date/time, please click on "My Appointment".
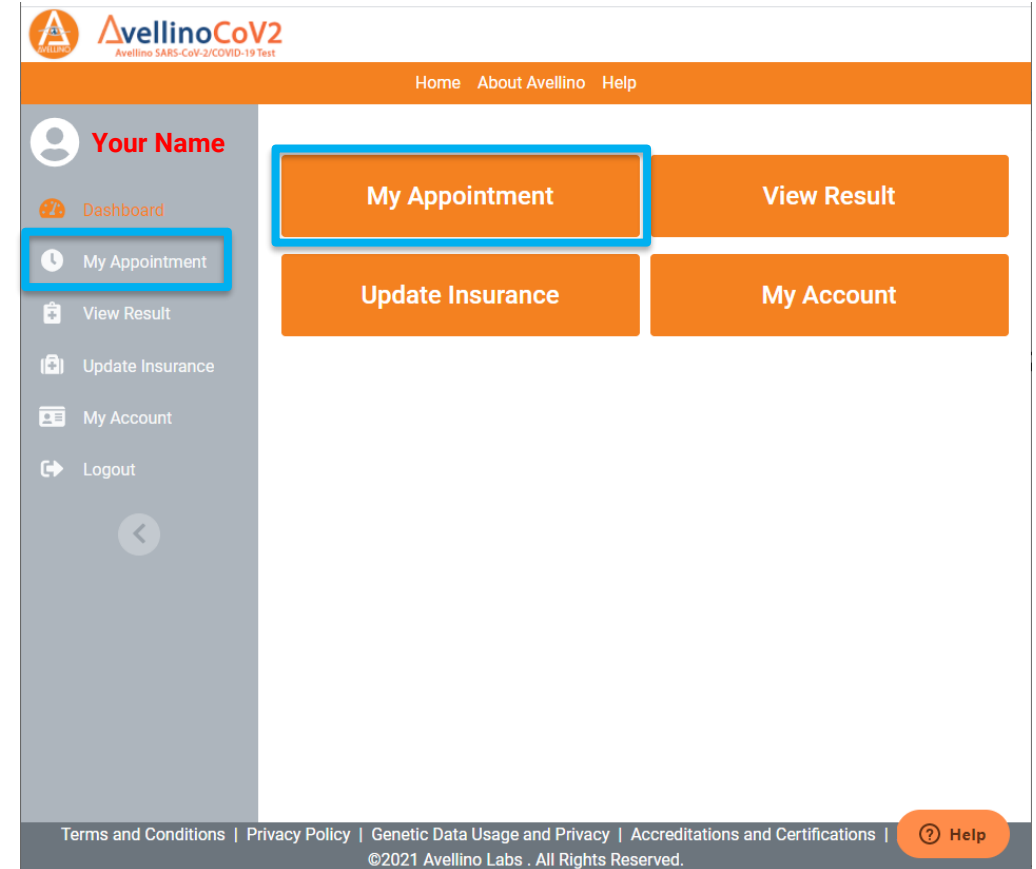
Step 4

1. You can either:
   - Add New Appointment
   - Reschedule
   - Cancel

If you were to "add" appointment,

You will need to select the testing facility again.

"Add" and "reschedule" appointment now follows the same procedure.

1. Select the date and time for your appointment.
   - The dates that are NOT grayed out are available appointment dates.

   Note: If your desired timeslot is not available, you can schedule a walk-up appointment instead.

"Add" and "reschedule" appointment now follows the same procedure.

1. After clicking on the desired time, click again to confirm.

"Add" and "reschedule" appointment now follows the same procedure.

1. If your desired timeslot is not available, you can schedule a walk-up appointment instead.

"Add" and "reschedule" appointment now follows the same procedure.

1. Click "Schedule an Appointment" to finalize.

   – If you still need to make changes, please click on the left arrow next to "Schedule an Appointment".

"Add" and "reschedule" appointment now follows the same procedure.

1. You will receive an email to confirm your new appointment details.

Hi **Your Name**,

Your Appointment at **Testing Facility** with Avellino Coronavirus Test on **Your Appointment Date** (UTC-08:00 Pacific/Pitcairn) is scheduled.

Location: Testing Facility Address
If you would like to schedule a new appointment, please go to:
Reschedule | Cancel schedule

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If you were to "cancel" appointment,

This will be the screen you will see.

1. Please put a reason for canceling.

2. Click "Cancel Appointment" on the bottom.

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If you were to "cancel" appointment,

Cancellation of appointment confirmation screen shown here.

If you were to "cancel" appointment,

1. You will receive an email to confirm your cancellation as well.

Hi **Your Name**,

Your appointment **Testing Facility** with Avellino Coronavirus Test at 09:00 on **Your Appointment Date** has been cancelled.
Please click the link below to reschedule. We apologize for the inconvenience.
Request for appointment

Avellino Web Application
Avellino Lab USA
techsupport@avellinocov2.com
https://AvellinoCov2.com

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