

Updating COVID-19 Testing Information in Healthpoint.

COVID-19 Testing information on Healthpoint is public facing. The information is also used by Healthline to direct callers to the best / closest place for people to get a test. It is also directly accessed from the NZ COVID TRACER app.

Please ensure that the information you provide for testing is the best choice for your practice and accurately describes how and who you provide testing for.

If you would prefer Healthline operators did not send you patients for testing then choosing NOT TESTING may be the best choice for you.

Your changes will go live as soon as you click on the **Save** button at the bottom of COVID-19 Testing or COVID-19 Testing hours pages.

Covid-19 testing

Designated GP Practice

COVID19 Procure designated practice testing site. You do not need to be an enrolled patient to get a test. Please call the practice for more information.

COVID TESTING HOURS TODAY 9:00 AM to 3:30 PM.

Mon – Fri 9:00 AM – 3:30 PM

Please phone us on 09 278 2578 to book an appointment for your COVID19 test.

No walkins.

Public Holidays: Closed on all public holidays.
Christmas: Open 21 Dec – 24 Dec. Closed 25 Dec – 4 Jan.

Please keep all COVID-19 related testing information for your practice in the COVID-19 Testing field so that it appears in the yellow box on your live profile. This is the information that the public and Healthline call operators will look at.

To update or change your COVID-19 Testing information.

Sign into www.healthpoint.co.nz using your editing logon and password.

1. Click on **Admin** (top right)
2. Click on the service you wish to edit
3. Click on **Start Editing** or **Continue Editing**
4. Scroll down to COVID-19 Testing and click on the blue **Edit** button underneath.
5. Click on the tick box to choose the testing type that is appropriate. Only choose what you are providing on site.
6. You can add additional information into the free text box.
7. When you click **Save** your changes will go live.

Note – if you are changing the testing type you will need to untick the current choice. Any information in the free text box will be saved for if you wish to choose that **type** again in the future.

If for any reason you are unable to do testing (this may be due to staff absence, having run out of PPE or swabs etc) please ensure you update your information to NOT TESTING. Once you are able to test again please update it again to the appropriate choice.

Covid-19 testing

Note: The "Save and Continue Editing" buttons on this page are for editing. Please save regularly. When you have finished please

Not provided

GP practice - enrolled patients only

Designated GP Practice

GP practice - enrolled and casual patients

Urgent Care Clinic

COVID-19 testing

Community Testing Centre

Pop-up Community Testing Centre

COVID-19 Testing Hours

Only add hours if you have specific daily COVID testing sessions or if you have multiple locations and are not offering the testing at all locations. For the latter, only add testing hours to the location that is testing.

- When you have selected and saved a testing option (excluding Not Testing) you will then have the option to add COVID-19 testing hours.

Covid-19 testing

GP practice - enrolled and casual patients

This practice provides Covid-19 testing to enrolled and casual patients...

Edit

Covid testing hours

Edit

- Please note - time must be entered using the 24 hour clock.
- If you add specific COVID-19 testing hours you MUST also add public holiday information. This should be the same as the public holiday information in your practice hours. Please tick the **Holidays** box at the bottom of the COVID hours template and select the appropriate holiday information – including for Christmas / New Year.
- When you click **Save** at the bottom of the page your changes will go live.
- Please do not put any free text into the COVID-19 Testing Hours free text box unless you have specific hours entered.

Note - If you click the **Edit** button for the COVID-19 testing hours field the template will automatically prefill with Mon-Fri 8:30 – 17:30. Please ensure you change these to the appropriate times. If you have opened the field and you do not want to add hours you will need click on **BACK (without saving changes)** at the top of the page or **Cancel** at the bottom of the page.

Covid testing hours

Only enter Covid testing hours if they differ from your star

Standard Hours

Please enter opening and closing times for each day of the week. Opening and closing times for a day blank if the service is not available.

Only times may be entered into the opening / closing times fields below.

Day	Open	Close
Mon	11:00	13:00
Tue	11:00	13:00
Wed	11:00	13:00
Thu	11:00	13:00
Fri	11:00	13:00
Sat		
Sun		

Additional Information

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Holidays

Choose all of the public holidays and other days that you are not open to your standard hours.

Public Holidays

Public Holiday	Actual Date	Status