PATIENTXCHANGE Instructions   **Tuxedo Union Free School District**

1. Please click the link below OR scan the QR Code and begin your registration for your student's COVID collection.
   a. PLEASE NOTE: Once you have completed a registration for your student, you will NOT have to complete one for future collections UNLESS your insurance changes.
   b. You will want to create a new account as this is where you will also be able to view your test results.
2. When entering information, please ensure that you are entering your student's information in the patient section. DO NOT SCAN DRIVER LICENSE if you are not the patient because it will override what you entered with the scanned information.
3. Once you enter your student's date of birth, a Guardian section will appear. This is where you will enter your information, which should also match the information of the primary insurance holder.
4. Guardian, you can enter your information in this section and upload a picture of your driver's license, if you choose.
5. Insurance:
   a. Guarantor (Name of Insurance Company) – Please provide the primary insured insurance information.
   b. Public Assistance: If you or your student is uninsured, you may select the Public Assistance option here. That option will verify payment through the state.
      i. If you select public assistance but have private insurance, the state will reject the claim and bill to your primary insurance carrier.
6. Results will be provided via text and/or email depending on the preference selected when registering.
   a. Allow a full 24-48 hours for tests to be run and results sent out.
   b. If you have any issues with your results, please contact our Client Service Center at (877) 477-4214
7. A guardian will only need to perform the registration process on the student's initial collection for this school year.
   a. PLEASE NOTE: If you prefer to only use the paper registrations, your student will not be in the system for future collections and the paper process would need to be repeated for future collections.
   b. If you decide later you prefer to forgo the paper registration, you can scan the QR Code or click the link below and enter the information requested.

Registration Link and/or QR Code: