

Ordering Rapid Antigen Test Kits through Ontario Health

This document outlines the steps to order rapid antigen test kits through Ontario Health for each of the regions in Ontario. Please note:

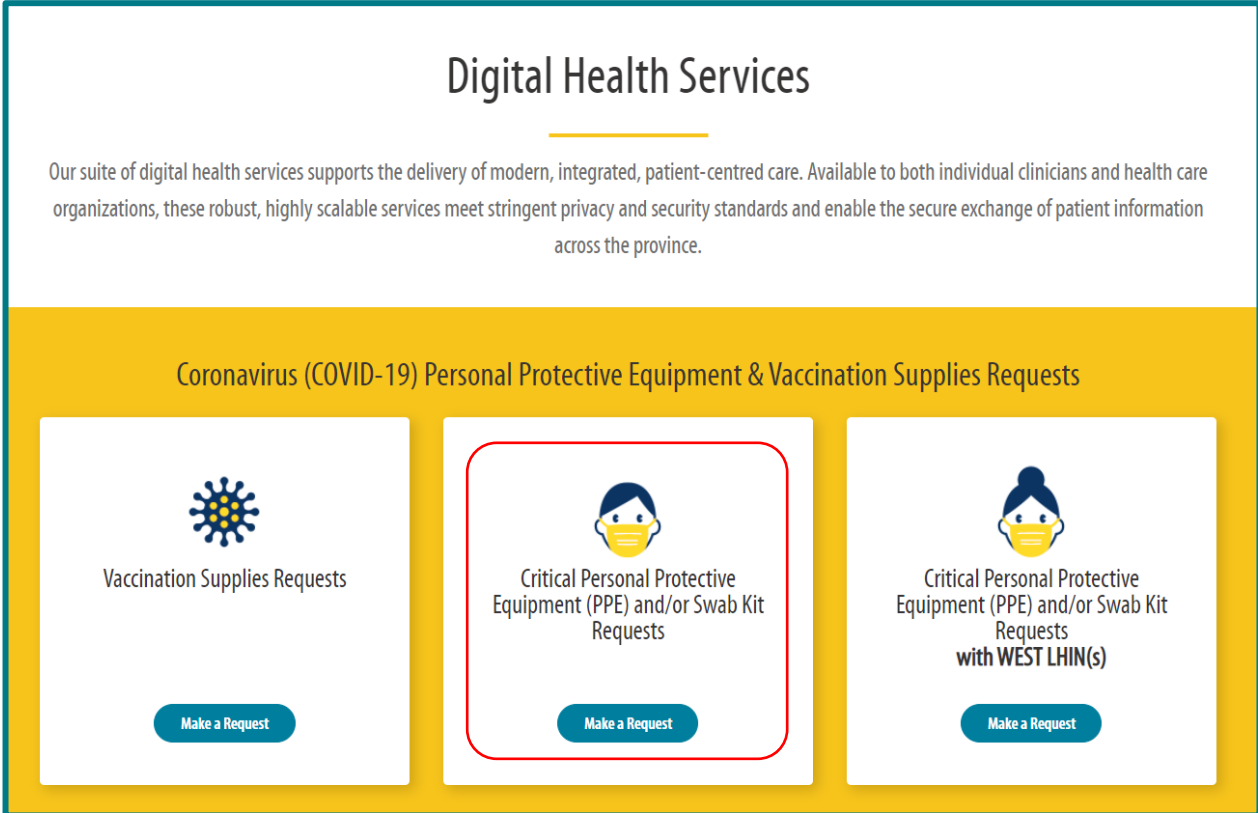
- Rapid antigen test kits should be ordered 7-14 days in advance.
- To streamline the distribution of test kits during the winter months and to ensure products do not freeze, Ontario Health will process only Non-emergency orders between Monday to Wednesday. Orders received on Thursday and Friday or over the weekend will be delivered the following week. Any emergency orders (regardless of date) can be generally filled within 24 hours and 48 hours for more remote locations.
- Monitor your supply of tests to ensure tests with the nearest expiry dates are used first.
- It is recommended to order up to one month's supply to have on-hand for your site. To ensure timely delivery, please follow the following ordering parameters for your test modality.
 - Panbio:
 - For large orders: Place your order in multiples of 800 (i.e. 800, 1600, 2400, etc.)
 - If your site requires fewer than 400 tests – order in multiples of 25 (25 tests per box).
 - BD Veritor:
 - Order test kits in multiples of 30 (30 tests per box). There are 360 tests in a case.
 - You may order 2 analyzers, or up to the amount indicated on the onboarding template by your sponsor Ministry.
 - Certain lots of BD Veritor kits had their expiration dates extended. See appendix C for full details
 - Specifications for each rapid antigen test can be found in the appendices.

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Central, East, North and Toronto Regions

1. Please visit the eHealth portal, link: <https://ehealthontario.on.ca/en/health-care-professionals/digital-health-services>
2. Click “Make a Request” as displayed below:



The screenshot displays the 'Digital Health Services' interface. At the top, the title 'Digital Health Services' is centered. Below it, a paragraph states: 'Our suite of digital health services supports the delivery of modern, integrated, patient-centred care. Available to both individual clinicians and health care organizations, these robust, highly scalable services meet stringent privacy and security standards and enable the secure exchange of patient information across the province.' A yellow banner below this text reads 'Coronavirus (COVID-19) Personal Protective Equipment & Vaccination Supplies Requests'. Underneath the banner are three white cards, each with a blue 'Make a Request' button. The first card features a virus icon and is titled 'Vaccination Supplies Requests'. The second card features a person wearing a face mask icon and is titled 'Critical Personal Protective Equipment (PPE) and/or Swab Kit Requests'. The third card features a person wearing a face mask icon and is titled 'Critical Personal Protective Equipment (PPE) and/or Swab Kit Requests with WEST LHIN(s)'.

Section 1: Consent

3. Complete the consent form.

Section 2: General

4. If you are within the health sector, you can select your applicable organization type as usual (e.g. Retirement Home, Hospital, etc.). For non-health sector organizations, please select “Other” for “Organization Type*”. Select the checkbox titled “Swab Kits” for all orders.

IMPORTANT: Please continue to source PPE through your regular channels.

Organization Type *

Other

What will you be requesting today?

Personal Protective Equipment

Swab Kits

Section 3: Contact Details

5. Complete all information required on the Contact Details page and press “Continue”.

Note: It is critical that the correct Region / LHIN is selected so that your request can be triaged to the appropriate Regional team – this will also help expedite the validation process.

Section 4: Intake

6. Under “Item Type”, select “Swab Kits”

7. Complete the “Quantity”, “Timeline Required”, “Inventory On Hand Quantity”, “How fast are you moving through your supplies?” fields.

For “Please select the most appropriate rationale for this swab request”, select other and please provide the name of rapid antigen test you are ordering e.g. “*Panbio for screening*” or “*BD Veritor for screening*”.

Note: The “Quantity” is in eaches, i.e. number of singular tests. Write the number of tests needed in the appropriate multiples that each test type comes in.

- **Panbio:** 1 box contains 25 tests. E.g. If you need 265 tests, place an order for 275 tests.
- **BD Veritor:** 1 box contains 30 tests. E.g. If you need 265 tests, place an order for 270 tests.

Item Type:	Description:	Quantity (Amount in Eaches):	Timeline Required: (Please note, only items with less than 14 days on hand can be submitted through this intake process.)
Swab Kits	n/a	0	Choose...
Inventory on Hand Quantity		How fast are you moving through your supplies? *	
Amount in Eaches		Average consumption per day in Eaches	
0		0	
<p>This value is used to better understand your ongoing provider needs. If you have not used this item before or do not know the consumption rate, please indicate how much of this item you expect to use each day or provide your best estimate for this request.</p>			
Please select the most appropriate rationale for this swab request: *			
<input type="checkbox"/> Daily function (e.g. for Hospital, Assessment Centre, Public Health Unit, Primary Care, or Home Care Service Providers, etc.)			
<input type="checkbox"/> Presently dealing with a COVID-19 outbreak at this organization			
<input type="checkbox"/> Support provincial testing strategy for staff			
<input type="checkbox"/> Support provincial testing strategy for residents			
<input checked="" type="checkbox"/> Other			
Specify: *			
Panbio for Screening			

8. In the “Please indicate any swab kit types that you would prefer to receive for COVID-19 testing” field please type the name of the rapid test that you are using. E.g. “Panbio” or “BD Veritor”. Do this for all orders.

Please indicate any swab kit types that you would prefer to receive for COVID-19 testing (e.g., % NP swabs vs. % Deep Nasal/Throat swabs vs. % Saliva Neat swabs, etc.). Please note that we cannot guarantee that a specific swab type will be provided for your request.

Specify ← (Name of Rapid Antigen Test)

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9. If ordering **BD Veritor Analyzers**: In the “Please include any additional comments” field, add the quantity and the types of product being ordered (i.e., BD Veritor Analyzers and BD Veritor Kits). Leave blank if ordering Panbio.

Please include any additional comments

2 BD Veritor Analyzers
60 BD Veritor swab kits (swab kit number should match quantity requested in step 7)

10. Click “Save” and then “Continue”

Section 5: Confirm

11. Review the order then click “Complete Request”. You will receive an automated confirmation email once the order has been submitted. The email will be sent to the address provided on the “Contact Details” page. **Please review and save this email (do not delete)** as it contains a summary of your request and ticket incident numbers for each item requested.

Note: Additional communication and updates will be received via an automatic email ticket notification, each time a request is created and resolved. Please check your junk mail in case these emails have been directed there.

12. Regional Supply Chain (RSC) team members will validate the requests against the eligibility list.
13. RSC team members will enter orders into Stevens (i.e. distribution centre) and Stevens will ship these kits to the requesting entity. Once the order has been processed, you will receive a final automated email confirming the order will be shipped.

West Region

1. Please visit the eHealth portal, link: <https://ehealthontario.on.ca/en/health-care-professionals/digital-health-services>
2. Click “Make a Request” as displayed below:

The screenshot shows the 'Digital Health Services' page. At the top, it says 'Digital Health Services' with a yellow underline. Below that is a paragraph: 'Our suite of digital health services supports the delivery of modern, integrated, patient-centred care. Available to both individual clinicians and health care organizations, these robust, highly scalable services meet stringent privacy and security standards and enable the secure exchange of patient information across the province.' Below this is a yellow banner with the text 'Coronavirus (COVID-19) Personal Protective Equipment & Vaccination Supplies Requests'. Underneath the banner are three white cards, each with a 'Make a Request' button. The first card has a virus icon and is titled 'Vaccination Supplies Requests'. The second card has a person wearing a mask icon and is titled 'Critical Personal Protective Equipment (PPE) and/or Swab Kit Requests'. The third card has a person wearing a mask icon and is titled 'Critical Personal Protective Equipment (PPE) and/or Swab Kit Requests with WEST LHIN(s)'. The third card is highlighted with a red border.

2. Select the “Swab Order Form”

IMPORTANT: Please continue to source PPE through your regular channels.

The screenshot shows a 'Forms' menu with three options: 'PPE Order Forms', 'Swab Order Form', and 'PPE Conservation Status'. Each option has a right-pointing arrow. The 'Swab Order Form' option is highlighted with a red border.

- Complete all information required in the Contact Information section
- Under the “Types of COVID 19 Test Kits” field, please select the type of test kit you are ordering (e.g. Panbio Rapid Antigen Test Kits, BD Veritor Rapid Antigen Test Kits). Once selected, proceed to fill in the quantities requested below.

Note: The “Quantity” is in eaches, i.e. number of singular tests. Write the number of tests needed in the appropriate multiples that each test type comes in.

- Panbio:** 1 box contains 25 tests. E.g. If you need 265 tests, place an order for 275 tests.
- BD Veritor:** 1 box contains 30 tests. E.g. If you need 265 tests, place an order for 270 tests.

Panbio Example

Provincial COVID 19 Swab Kits Available

Types of COVID 19 Test Kits *
Please select the type of COVID 19 test kits you wish to order

Regular PCR Swab Collection Kits
 ID NOW
 Panbio Rapid Antigen Test Kits
 BD Veritor Rapid Antigen Test Kits

Panbio NPS Rapid Antigen Test Kits
Quantity Requested in EACHES

Panbio NASAL Rapid Antigen Test Kits
Quantity Requested in EACHES

Special Request or Comment:

BD Veritor Example

Provincial COVID 19 Swab Kits Available

Types of COVID 19 Test Kits *
Please select the type of COVID 19 test kits you wish to order

Regular PCR Swab Collection Kits
 ID NOW
 Panbio Rapid Antigen Test Kits
 BD Veritor Rapid Antigen Test Kits

BD Veritor Analyzers
Quantity Requested in EACHES

BD Veritor Test Kits
Quantity Requested in EACHES

Special Request or Comment:

- Click “Submit” when you are complete. If you would like to receive a copy of your response, selected the checkbox above the “Submit” button and input your email address.

Thank you for placing your order. For any questions, please email HMMSCovid19@hmms.on.ca

Send me a copy of my responses

Email address

- Regional Supply Chain (RSC) team members will validate the request against the eligibility list

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7. RSC team processes the request and will have the product shipped within 72 hours. If you have any questions about your order, please reach out to HMMSCovid19@hmms.on.ca

Appendix A: Panbio Specifications

Product Details	Specification
Tests per Box (Eaches)	25
Box Weight (in lbs)	2
Box Dimensions (in cm)	23 x 12.5 x 9
Boxes per Case (eaches)	32
Tests per Case (eaches)	800
Case Weight (in lbs)	33
Case Dimensions (in cm)	47 x 53 x 39
Cases per Pallet (eaches)	12
Tests per Pallet (eaches)	9600
Temperature Considerations	Transportation and storage must contain products between 2° to 30° Celsius
Additional Details	Product cannot be frozen

Appendix B: BD Veritor Specifications

Product Details	Specification
Tests per Box (Eaches)	30
Box Weight (in lbs)	1.7
Box Dimensions (in cm)	25.4 x 20 x 15.2
Boxes per Case (eaches)	12
Tests per Case (eaches)	360
Case Weight (in lbs)	24.2
Case Dimensions (in cm)	50.8 x 43 x 46.4
Cases per Pallet (eaches)	8
Tests per Pallet (eaches)	2880
Analyzer Dimensions (in cm)	14.3 x 9 x 7.6
Analyzer Weight (in lbs)	0.66
Temperature Considerations	Transportation and storage must contain products between 2° to 30° Celsius
Additional Details	Product cannot be frozen

Appendix C: BD Veritor Expiry Extension

Further testing was conducted on BD Veritor Kits to support a shelf-life of 12 months. There are some lots of BD Veritor test kits that will have the original expiry, which can now be extended. For these lots, the product Unique Device Identifier (UDI) barcode on the kit box will display the original expiry date until you receive kits with the updated labeling. The expiration date has been extended on the following kits.

Lot Number	Original Expiry	New Expiry
0294803	3/25/2021	09/25/2021
0295733	3/26/2021	09/26/2021
0331698	4/1/2021	10/01/2021
0332652	4/2/2021	10/02/2021
0311781	4/6/2021	10/06/2021
0303674	4/7/2021	10/07/2021
0314005	4/8/2021	10/08/2021
0309513	4/9/2021	10/09/2021
0331906	4/12/2021	10/12/2021
0333772	4/13/2021	10/13/2021
0342239	4/16/2021	10/16/2021
0335228	4/19/2021	10/19/2021
1013902	5/17/2021	11/17/2021
1010086	5/18/2021	11/18/2021
0340740	5/20/2021	11/20/2021
0343900	5/20/2021	11/20/2021
0346215	5/22/2021	11/22/2021
0349155	5/26/2021	11/26/2021
0357565	5/31/2021	11/31/2021
0358634	6/2/2021	12/02/2021
0356935	6/4/2021	12/04/2021
0364277	6/7/2021	12/07/2021
0365333	6/9/2021	12/09/2021
0361837	6/10/2021	12/10/2021
1002327	6/11/2021	12/11/2021
1003502	6/14/2021	12/14/2021
1007570	6/16/2021	12/16/2021
1013906	6/22/2021	12/22/2021
1017995	6/22/2021	12/22/2021
1014710	6/24/2021	12/24/2021
1022146	6/24/2021	12/24/2021
1016642	6/25/2021	12/25/2021
1020841	6/25/2021	12/25/2021
1019883	6/29/2021	12/29/2021
1018218	6/30/2021	12/30/2021
1026113	6/30/2021	12/30/2021
1021217	7/1/2021	01/02/2022

Lot Number	Original Expiry	New Expiry
1022997	7/2/2021	01/02/2022
1024065	7/4/2021	01/04/2022
1029376	7/6/2021	01/06/2022
1032077	7/6/2021	01/06/2022
1035279	7/6/2021	01/06/2022
1027050	7/7/2021	01/07/2022
1033798	7/7/2021	01/07/2022
1035122	7/7/2021	01/07/2022
1028825	7/9/2021	01/09/2022
1031666	7/9/2021	01/09/2022
1036924	7/10/2021	01/10/2022
1046484	7/10/2021	01/10/2022
1038934	7/12/2021	01/12/2022
1038689	7/13/2021	01/13/2022
1041056	7/15/2021	01/15/2022
1042874	7/15/2021	01/15/2022
1040092	7/16/2021	01/16/2022
1045248	7/16/2021	01/16/2022
1044778	7/19/2021	01/19/2022
1047008	7/19/2021	01/19/2022
1050036	7/19/2021	01/19/2022
1050033	7/19/2021	01/19/2022
1047060	7/20/2021	01/20/2022
1050617	7/20/2021	01/20/2022
1047054	7/21/2021	01/21/2022
1047064	7/21/2021	01/21/2022
1050591	7/21/2021	01/21/2022