



Department
of Health &
Social Care

Unique Organisation Number (UON) and multiple registration upload

August 2020



HM Government

What's changing?



Unique Organisation Number (UON)

To use all of the National Testing Programme's services, you will be assigned a new 8 digit unique organisation number (UON), which will be used to identify you moving forwards.



Multiple registration upload

You will now be able to upload and register up to 50 test kits that you have completed that day, at the same time.





Unique Organisation Number (UON) – Overview

Why?

The National Testing Programme (NTP) are assigning all of our users a single Unique Organisation Number (UON).

A UON is exclusive to an individual organisation (for example a care home or GP surgery) and will allow us to have the most up-to-date records for organisations served by the NTP.

UONs mean better data quality, which will help inform an array of scientific research currently being undertaken to track the spread of the virus and regularly monitor how it is impacting organisations taking part in the testing programme.

What's changing for me?

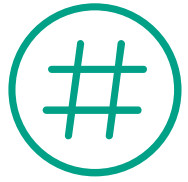
You will need to use your UON in order to access NTP services. This includes:

- Ordering new test kits (<https://request-testing.test-for-coronavirus.service.gov.uk>)
- Booking a courier to collect completed kits (<https://testkitcollect.co.uk>)
- Registering completed test kits for results (<https://gov.uk/register-organisation-tests>)

You'll also need to use your UON number when contacting us for support, including if you need to call the NTP Helpdesk or email our logistics mailbox. It's how we'll identify you going forward.

You will no longer be able to use any previous type of identification (for example CQC ID) when accessing NTP services.





Unique Organisation Number (UON) – Accessing your new number

Existing users will be provided with UONs via email.

If you need to be reminded of your UON, you can do so by visiting:

<https://organisation-number-lookup.test-for-coronavirus.service.gov.uk/>

or by contacting the National Testing Programme Helpdesk on:

- **119** in England, Northern Ireland and Wales
- **0300 303 2713** in Scotland

Your UON is 8 digits long.

You will need to use your UON on all online services once you have been informed to do so.



Multiple registration upload – Overview

Why?

User research has shown that registering each test kit one at a time is a time consuming and resource intensive process. Multiple registration upload has been developed to alleviate this issue.

What's changing for me?

You will now be able to **upload up to 50 test kit registrations at once**.

You will only input your organisation details once, but to use this new feature you will need to **download the new record keeping spreadsheet from the online service**. This spreadsheet will allow you to input all of your staff and/or residents' information at once in a way that allows the online service to read the information and register each person correctly.

You will still be able to register test kits individually if you need to, and individual barcodes will still be assigned to each test kit to know which individual has been tested, and who the results need to be returned to.





Multiple registration upload – Process Walkthrough

STEP 1: Look out for our email confirming your UON.

This email will come from organisation.coronavirus.testing@notifications.service.gov.uk with the subject title 'COVID-19: Your new Unique Organisation Number (UON)'

STEP 2: Before testing, download the record keeping spreadsheet. This is available to download from <https://gov.uk/register-organisation-tests>.

The spreadsheet is the same for staff and non-staff within your organisation, but you should save and upload two separate spreadsheets if you're uploading results for both groups.

NOTE: Do not alter the spreadsheet layout. Only use the record keeping spreadsheet provided via the online service to upload registrations. Trying to upload a different or altered spreadsheet will not work.

STEP 3: Once you have completed testing, visit the Organisation Registration service at:

<https://gov.uk/register-organisation-tests>

Complete registration as soon as possible after conducting testing.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

Register test kits for your organisation

Use this service to register coronavirus (COVID-19) tests for your organisation.

If you're registering a test for yourself, you can still use this service. You can get the results sent directly to you by entering your personal contact details.

Before you start

- read the [online guidance pack](#) and your printed instructions
- if you need to, book your [courier collection here](#)
- take your test on the same day you're returning your kit

Make sure people getting tested give you consent to:

- register them
- get their results sent to the contact details you enter

What you'll need

- your 8 digit organisation number
- a completed version of our current [record keeping spreadsheet](#) if you're registering lots of tests
- the barcode or unique reference number for each test kit
- the email address (and ideally mobile number) to get the test results

How we use personal data

To find out how we use people's data when you register them for a coronavirus test, [read the coronavirus privacy note](#).

Start now >





Multiple registration upload – Process Walkthrough

STEP 4: Complete the **record keeping spreadsheet** (sample on the next page) with details of all the individuals you are testing that day.

Please carefully read the following notes before filling in the spreadsheet

You can enter up to 50 people per spreadsheet for tests. If you need to register more than 50 people, you will need to use multiple spreadsheets.

Separate spreadsheets should be completed for staff and non-staff.

On each row of the spreadsheet (for each individual tested) it is important to **enter the correct email address and phone number that you want the results for that person to be sent to – failure to do so is a breach of GDPR regulations.** Please also ensure that this email address is able to receive emails, as this is how test results will be communicated.

You can get test results sent to you (as a manager) or a generic e-mail address for your organisation (where access is restricted to you/management/key personnel etc.), if you have written consent from the persons you are registering.

TIP: Pre-populate personal information on this spreadsheet and print the spreadsheet so that ‘Test kit URN or barcode’ and ‘Time of swab taken’ can be entered at the point of testing. **Please note that when printing only the first eight columns of the spreadsheet will print.**

TIP: To maximise administrative efficiencies when re-testing, rather than populate a new spreadsheet every time you test, you may want to create master spreadsheets of all staff and all non-staff. You can then create new copies for each new testing day, and simply remove the details of anybody not being tested on that day, and save the dated copy of each spreadsheet for your organisations records.

Ensure that the personal details on the master spreadsheets are kept up-to-date, and remember to add new staff members and non-staff.





Multiple registration upload – Process Walkthrough

STEP 4 continued : Once complete, the record keeping spreadsheet can be uploaded to the organisation registration portal to complete registration.

- Test kit URN or Barcode and Time of swab taken are for reference only – **you will not be able to type them into the spreadsheet.** You will need to enter these on the online portal to ensure absolute accuracy.
- Some fields are mandatory, while others are optional. The ‘Status’ column indicates when the spreadsheet is complete and ready for upload – i.e. all mandatory information has been input correctly.

T DETAILS - COMPLETE FOR REFERENCE ONLY		SYMPTOMS		SUBJECT DETAILS				STAFF & NON-STAFF				RESULT CONTACT DETAILS			STATUS					
Test kit URN or barcode *For printed use only	Date and time of swab taken *For printed use only	Showing symptoms? (MANDATORY)	Date of onset of symptoms (OPTIONAL BUT MANDATORY)	First name (MANDATORY)	Last name (MANDATORY)	Date of birth (MANDATORY)	Gender (MANDATORY)	Ethnic group (MANDATORY)	NHS number Used to match to GP records (OPTIONAL)	Country Country the person lives in. (MANDATORY)	Postcode Used to match to GP records. Person's permanent address (MANDATORY)	First line of address Enter only if in Northern Ireland (OPTIONAL)	Currently in Work? (MANDATORY)	Area of work Only enter if currently in work (OPTIONAL)	Occupation Only enter if currently in work (OPTIONAL)	Employer Only enter if currently in work (OPTIONAL)	Email address for Results Results will be sent here (MANDATORY)	Mobile number for Results Results will be sent here (OPTIONAL)	STATUS	
		Yes	22/08/2020	Tom	MacKenzie	20/07/1948	Male	Asian and White	1111111111	England	TN13 3DB		No				carehome@carehome.co.uk	07123456789	DETAILS COMPLETE	
		Yes	21/08/2020	Janice	Ames	02/09/1942	Female	White	2222222222	Wales	M1 1AE		No						MANDATORY FIELDS MISSING	
		No		Freddie	Taggart	05/03/1950	Male	Another Mixed background	3333333333	Scotland	E1W 2JY		No				carehome@carehome.co.uk	07123456789	DETAILS COMPLETE	


- Upload checklist:** Please ensure that your spreadsheet:
- is complete and accurate for all individuals being registered
 - only contains details for 50 people at a time
 - is in the correct Excel file format (.xlsx)
 - does not contain any extra sheets, rows or columns, as this may impact the data upload

NOTE: “You **MUST** enter the residential postcode of the person being tested, not the postcode of the organisation (unless the person permanently resides at the organisation’s address). This postcode is used to match GP records and is an NHS mandated requirement.”



Multiple registration upload – Process Walkthrough

STEP 5: Confirmation of written consent

 **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Confirm you have consent

I confirm that I've got consent from each person to register them

I confirm that I've got consent for the results to go to the contact details entered for them

[Continue](#)

STEP 6: Select organisation type

 **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Which type of organisation are you?

Care home

GP surgery


Dental surgery

Prison

Other

[Continue](#)

STEP 7: Enter your 8 digit UON

 **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

What's your organisation number?

This is the 8 digit number provided to you by the National Testing Programme. For example 12345678.

[What to do if you cannot find your organisation number](#)

[Continue](#)





Multiple registration upload – Process Walkthrough

STEP 8: Select registration method

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

< Back

How do you want to register tests?

- Use our record keeping spreadsheet to add a list of personal details
Enter and upload details for up to 50 people at a time
- Add each person's details one by one
Use an online form to enter their details

Continue

NOTE: For multiple registration, select the first option which allows you to upload your completed record keeping spreadsheet.

However, if you prefer, individual registration is still available.

STEP 9: Select whether you are registering staff or non-staff

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

< Back

Who are you registering?

- Staff
- Non-staff (for example residents or patients)

Continue

Why separate staff and non-staff uploads?

Staff and non-staff testing is often completed at different times and following different processes. Having separate uploads ensures the accuracy and robustness of all records.





Multiple registration upload – Process Walkthrough

STEP 10: Upload your completed record keeping spreadsheet

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

< Back

Upload personal details

To enter and upload personal details using our spreadsheet:

- [download our record keeping spreadsheet](#) if you have not already
- do not add any extra sheets, rows or columns
- enter personal details for up to 50 people at a time
- save the completed spreadsheet and then upload it

Upload a file

Browse...

Upload file

Upload checklist: Ensure that your spreadsheet:

- ✓ is complete and accurate for all individuals being registered
- ✓ only contains details for 50 people at a time
- ✓ is in the correct Excel file format (.xlsx)
- ✓ does not contain any extra sheets, rows or columns, as this may impact the data upload

STEP 11: Select the correct date that the tests were performed.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

< Back

When did you take the tests?

Today, Tuesday 28 July 2020

Yesterday, Monday 27 July 2020

A different date

or

On multiple days

Continue

Why are we asking for this?

This is to let the labs know when the test was taken so that they can ensure that the test is not void.





Multiple registration upload – Process Walkthrough

The online service will now automatically display the relevant personal details from the record keeping spreadsheet upload.

Before entering the Barcode/URN and time of test for each individual, please do a quick check of personal details to ensure that they are correct. To see details in full, click 'view personal details' under each individual's name.

NOTE: Take extra care to ensure that email addresses and phone numbers are correct, as this is where test results will be sent.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

< Back

Personal details: Alun Smith

Full name	Alun Smith	Change
Date of birth	31 March 1975	Change
Gender	Male	Change
Ethnic group	Black, African, Black British or Caribbean	Change
Ethnic background	Caribbean	Change
In work	Yes, and for the last 2 weeks they've travelled to work	Change
Area of work	Health and social care	Change
Occupation	Carer	Change
Employer name	Blue Castle Care	Change
Country of residence	England	Change
Postcode	LS1 6AE	Change
NHS number known	Yes	Change
Do they have any symptoms?	Yes	Change
Email	john.smith@test.com	Change
Mobile	07700912357	Change

Save and return

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

< Back

Enter the test details for each person

Check their personal details are correct and change if necessary

Records 1 to 25

Name	Enter test kit barcode or Unique Reference Number (URN)	Date of swab test			Time of swab test	
		Day	Month	Year	Hour	am or pm
Alun Smith 22 June 1980 View personal details	<input type="text"/> Confirm test kit barcode or URN <input type="text"/>	<input type="text" value="22"/>	<input type="text" value="7"/>	<input type="text" value="2020"/>	<input type="text"/>	<input type="text"/>
Filomena Guyton 29 June 1975 View personal details	<input type="text"/> Confirm test kit barcode or URN <input type="text"/>	<input type="text" value="22"/>	<input type="text" value="7"/>	<input type="text" value="2020"/>	<input type="text"/>	<input type="text"/>





Multiple registration upload – Process Walkthrough

STEP 12: Complete test details for each person – this comprises the Barcode/URN and the time of the swab test.

NOTE: Test URN/Barcode details need to be entered twice to ensure accuracy. It is recommended that they are written manually rather than copied & pasted.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

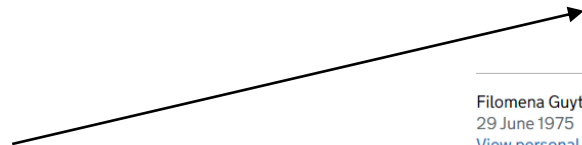
[Back](#)

Enter the test details for each person

Check their personal details are correct and change if necessary

Records 1 to 25

Name Alun Smith 23 June 1980 View personal details	Enter test kit barcode or Unique Reference Number (URN) <input type="text"/> Confirm test kit barcode or URN <input type="text"/>	Date of swab test Day: <input type="text" value="22"/> Month: <input type="text" value="7"/> Year: <input type="text" value="2020"/>	Time of swab test Hour: <input type="text"/> am or pm: <input type="text"/>
Filomena Guyton 29 June 1975 View personal details	Test kit barcode or URN <input type="text"/> Confirm test kit barcode or URN <input type="text"/>	Day: <input type="text" value="22"/> Month: <input type="text" value="7"/> Year: <input type="text" value="2020"/>	Hour: <input type="text"/> am or pm: <input type="text"/>





Multiple registration upload – Process Walkthrough

STEP 13: Once you have checked that all personal details are correct and entered all of the testing details, you should check the confirmation box and press save and continue

Confirm records 1 to 25



I confirm all details are correct

Save and continue

STEP 14: Check that the summary details are correct before pressing 'Confirm' to register your test kits

Check before you register your test kits

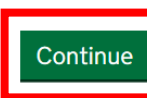
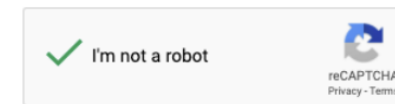
Organisation type	Care home	Change
Organisation number	12345678	Change
Registration type	Staff	Change
Number of registrations	25	Change

Confirm

STEP 15: Complete the security check and submit your registration

Security check

Complete the security check to submit your application



NOTE: Pressing 'Continue' will complete your test kit registration. You will be unable to amend any details once this has been pressed.





Multiple registration upload – Process Walkthrough

Your tests will have now been registered.

The confirmation page also allows you to register more test kits should you need to.

NOTE: You will receive a confirmation email.

The screenshot shows the GOV.UK 'Get a coronavirus test' confirmation page. At the top, there is a black header with the GOV.UK logo and the text 'Get a coronavirus test'. Below this is a blue bar with the text 'ALPHA This is a new service – your [feedback](#) will help us to improve it.' The main content area features a large green box with the text 'Test kit registrations confirmed'. Below this, there is a table with the following data:

Organisation number	12345678
Registration type	Staff
Registrations	25

Below the table, there is a note: 'Keep a copy of your record keeping spreadsheet with the test kit barcodes for your records.' At the bottom of the table, there is a green button labeled 'Register more test kits'. Below the button, there is a section titled 'We want to hear from you' with a link: '[What did you think of our service?](#) (takes 3 minutes)'

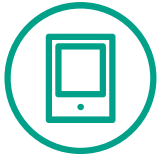


Receiving results

There will be no change to the results process, or when you receive results.



Results will be returned **within 72 hours**



Results will be returned to the **email address** and **phone number** that you used to register your test kits as part of the multiple registration upload



Tips and Tricks



Record and remember your organisation's 8 digit UON. This will be your single organisation identifier for use across all of the National Testing Programme's platforms and services.



Continue to register your test kits as soon as possible after testing.



Ensure that the email addresses entered are correct and able to receive emails, as this is how test results will be communicated.



Register staff and non-staff details separately when using the multiple registration online service to ensure the most accurate and robust records.



Save your record keeping spreadsheet. You can use the personal details again if you need to register more tests in future – e.g. for re-testing. Individuals can simply be added to / removed from the spreadsheet as required. Take care to ensure any retained details are up to date when doing this.



The individual registration online service is still available. This may be more convenient if you are only registering a few individuals.



Where you can get support



If you need to find out your organisation's UON, please contact the NTP Helpdesk on:

- **119** in England, Northern Ireland and Wales
- **0300 303 2713** in Scotland



For queries on the multiple registration process, or for any other queries, please email:

covidcarehometesting@dhsc.gov.uk



Join our regular webinar (Tuesdays and Thursdays until end of August)

- <https://event.on24.com/wcc/r/2375949/724EF6345473A192F6B9C19334699A29/1077953>



Look out for our bulletin updates from organisation.coronavirus.testing@notifications.service.gov.uk

