![HealthFirst Spore Testing Service logo]

GET STARTED GUIDE

Congratulations on purchasing the HealthFirst Mail-In Spore Testing Service, with online test tracking services by **OnTraq**. You are well on your way to creating a quality practice that is compliant with current sterilizer infection control requirements using biological indicators that are verified by an independent test lab.

TEST ALL AUTOCLAVES ON A WEEKLY BASIS

We all understand that regular biological monitoring is important to the safety of our patients, but it is also recommended by the Centers for Disease Control (CDC) that every autoclave should be tested at least one time per week using biological indicators to ensure correct functionality.

Follow these steps to perform a biological test using the HealthFirst mail-in test solution:

ADD TEST STRIP TO NORMAL STERILIZATION CYCLE:

- Remove one of the envelopes from the HealthFirst Mail-in Spore Testing box.
- Looking at the back side of the envelope, remove the biological test strip from the left side of the envelope (Labelled "TEST SIDE").
- Place the test strip in the sterilizer during a normal load cycle. The preferred area to place the test strip is in the area that is most challenging for the sterilizer (where air pockets are most likely to occur). This is often near the door or the middle of the load near the drain.
- Perform a normal load cycle.
- After the sterilization cycle is complete, place the test strip back into the left side of the envelope and close the envelope flap to seal shut.

MAIL THE ENVELOPE TO THE TEST LAB

Prior to mailing, be sure to fill out the return address information and place a postage stamp on the front side of the envelope.

TRACK YOUR TEST RESULTS IN ONTRAQ

All BIOlogical test envelopes that you send to our test lab are tracked in your personal online account in HealthFirst's **OnTraq** smart automation tool. To see your test results online, you first need to go to the OnTraq online interface and sign up for your free account.

ONTRAQ SIGN UP

Go directly to the **HealthFirst.com** website. Once on the website, click on the **OnTraq** link near the top of the page, then click the REGISTER button to begin.
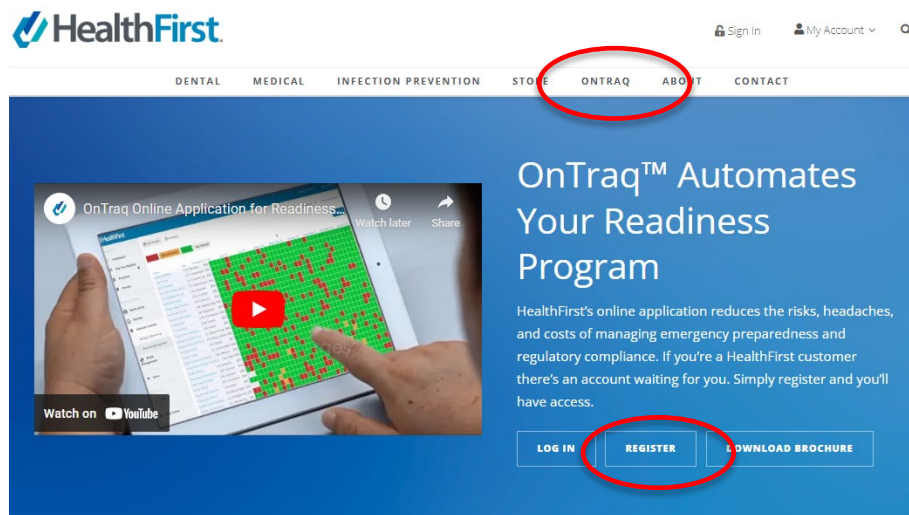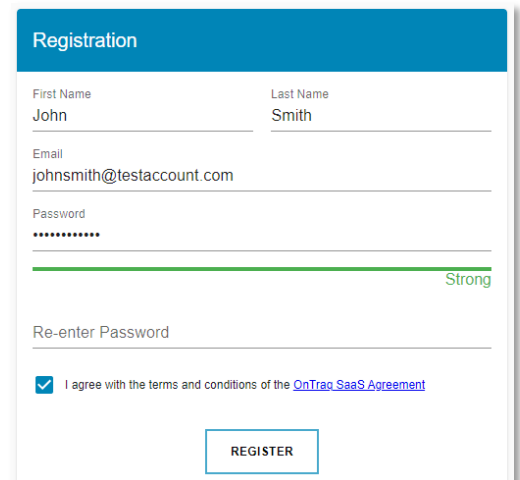
OnTraq will ask for the following information to create your online account:

First Name / Last Name: enter your contact information

Email: Enter the contact email address for the person who will act as administrator for your OnTraq account.

Password: Create a password strong enough to get the strength meter out of the red zone. Re-enter the password and click register.

Confirmation email: Once you register, you will receive a verification email. Click on the link in the email to verify your account.

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CONNECTING YOUR CUSTOMER NUMBER TO ONTRAQ

Customer Number:
HealthFirst may ask for additional information including your customer number. Under the "add a practice" tab, enter your HealthFirst Customer Number, which can be found on the top right section of a recent invoice

Zip Code:
HealthFirst may also ask for the Zip Code associated with your practice.
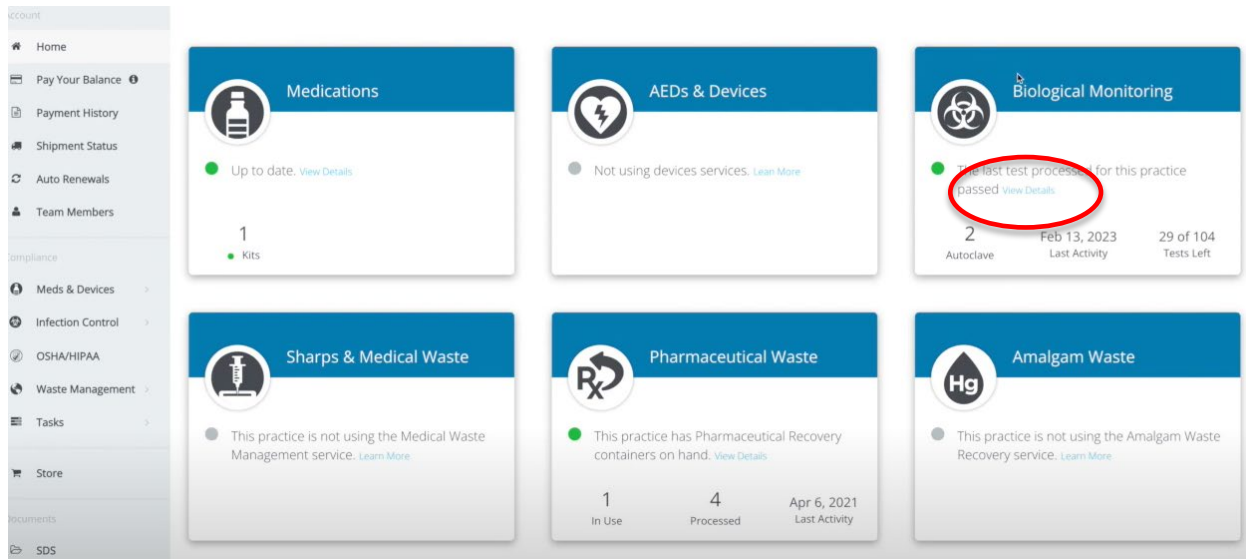
Click login.

NEED ASSISTANCE?

Click on the "**Chat Now**" button at the bottom of the page or contact HealthFirst Customer Service at **800-331-1984** for help with this information.

Now you are ready to use your OnTraq account to view and manage your spore test results.

SPORE TESTING WITH ONTRAQ

Once you are successfully logged into OnTraq, navigate to the Biological Monitoring section of the homepage, and click on the "View Details" link.

ASSIGN A SPORE TEST BOX TO AN AUTOCLAVE

When you purchase a HealthFirst Mail-In Spore Testing Service box, your box and associated test packets are automatically assigned to your HealthFirst account within OnTraq. This box, however, will not be automatically assigned to one of your active autoclaves. OnTraq needs your assistance to assign your new spore test box to an autoclave by following the steps below.

When you navigate to the Biological Monitoring section of OnTraq, a message within the red box field will appear to alert that your new box needs to be assigned to an autoclave. Click the Assign Box link to start the process.

Follow the steps below to add an autoclave and assign the box to the autoclave. If you have already added your autoclaves to OnTraq, you can proceed to the following step: **ASSIGN BOX TO AUTOCLAVE**
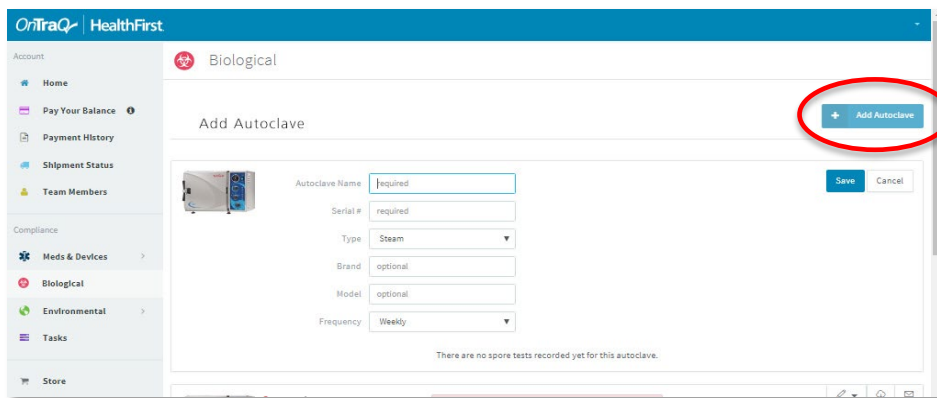
PLEASE NOTE:
You are required to purchase a Spore Test box for each autoclave that you are testing. This is to ensure that all test packets within the box are correctly assigned to the specific autoclave.

ADD AUTOCLAVE TO ONTRAQ

At this moment, there will be no autoclaves shown in your account.

Click on the "**Add Autoclave**" button on the top right side of the page to add your autoclave information.

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DETAILED AUTOCLAVE INFORMATION

Here you will enter specific information about the active autoclave in your practice:

Autoclave Name:
You can add a familiar name to your autoclave for identification purposes. You can simply call it "Autoclave 1" or any other name you like.

Serial/Sterilizer #:
Locate and enter the unique serial # of your sterilizer. This is often located in the back of the unit.
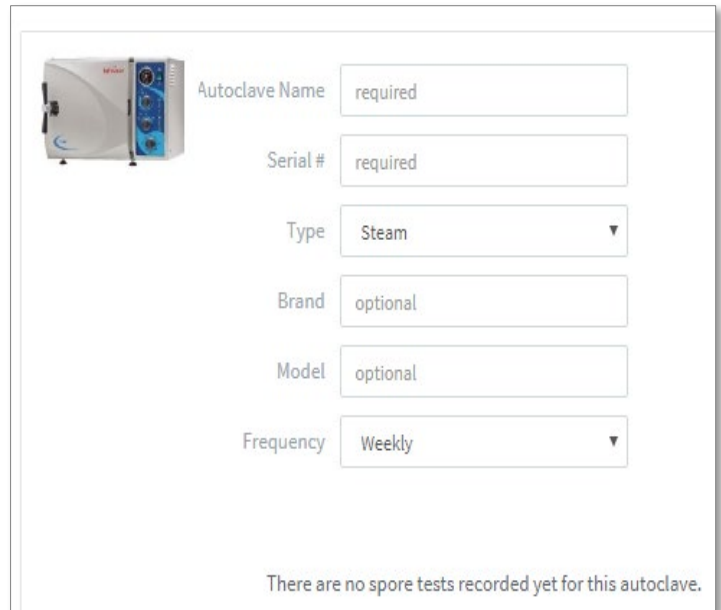
Type:
Use the drop-down function to choose the type of sterilizer you are adding. Available types to choose from are: Steam, Dri-heat, Chemical, eTo.

Brand/Model:
Enter the manufacturer name and model of your sterilizer.

Frequency:
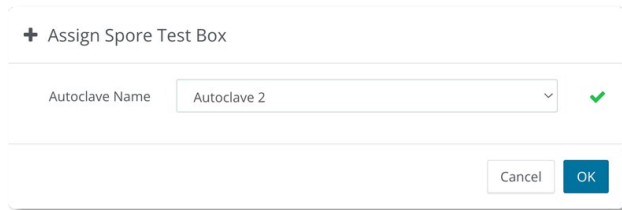Enter the test frequency for your sterilizer.

Autoclave Name	required
Serial #	required
Type	Steam ▾
Brand	optional
Model	optional
Frequency	Weekly ▾

There are no spore tests recorded yet for this autoclave.

Once you finish entering your information, be sure to click the "**Save"** button to register your autoclave within **OnTraq**.

If you have 2 or more autoclaves in your practice, please repeat the process above for each autoclave.

ASSIGN BOX TO AUTOCLAVE

When you click on the "Assign Box" link, you will be prompted to assign the box to an active autoclave. Choose the appropriate autoclave from the drop-down menu and click the OK button to confirm the choice.
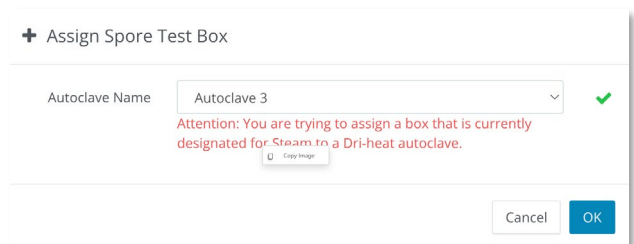
By adding your autoclave information into **OnTraq** and properly assigning the box to the autoclave, your test results will now automatically be added to the correct autoclave once **OnTraq** receives the results from the test lab.

REASSIGNING YOUR TEST BOX TO ANOTHER AUTOCLAVE

If you wish to reassign your spore test box to another autoclave listed in OnTraq, select the box number associated with the autoclave, then in the dropdown list, click the autoclave that you wish to move the box to.

Please Note:
if you move your spore test box to an autoclave that is other than a steam sterilizer (default test type). A notification will appear to alert that you are changing the autoclave test type to the type associated with that autoclave (such as dry heat or chemical). Click the OK button to confirm that you wish to make this change in testing procedures.

UNASSIGNED TEST RESULTS

If **OnTraq** receives a test result for your account prior to you adding your autoclave to the program, your test results will be shown as "**Unassigned Test Results**". Once you add your autoclaves to **OnTraq** you can re-assign those test results to the correct autoclave. Simply click the button to the right of the test result to re-assign it to the correct autoclave.

In addition, your test results will be shown as "**Unassigned Test Results**" if the serial/sterilizer number written on the test envelope does not match the serial/sterilizer number shown in OnTraq. Please be sure that these numbers match on future test envelopes to alleviate the disconnect.

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ONTRAQ COMMUNICATION OF TEST RESULTS

NO NEWS IS GOOD NEWS!

OnTraq was designed to not inundate you with extra emails or paperwork unless it is needed. If your test results come back as a pass, **OnTraq** will log the test result in your account but will not send out an email communicating the test result. You may go about your business being assured that you are covered.

WHAT IF I WANT TO RECEIVE EVEN THESE EMAILS?

If you want to be notified of every test result via email (whether if it is a pass, invalid or fail) you can change that settings within your **OnTraq** account.

While you are on any page of the **OnTraq** interface, navigate to the top right section and click on your account name and then the settings link. Navigate down to the "Biological Email Notification Preferences (as shown below) and click on the check box.

PLEASE NOTE
Be sure to scroll to the bottom of the page and click the "**Save Changes**" button to confirm this request.

Biological Email Notification Preferences

☐   Send me an email when my practice receives a passed BIOlogical test result

ⓘ You are always notified when your practice receives a failed or invalid BIOlogical test result.

FAILED OR INVALID TEST RESULT

If for any reason your test result comes back as a failure or an invalid test result, **OnTraq** will automatically send you an email to inform you of the issue. In addition, the **OnTraq Customer Support Team** will call you to inform you of the issue and help you with the steps needed to resolve the problem.

CDC GUIDELINES FOR A FAILED SPORE TEST

If you receive a failed test result, you will be referred to the CDC online guideline on the Suggested protocol for management of positive biological indicator in a steam sterilizer. This link to the guideline will be provided in the email from **OnTraq**.

WE ARE HERE TO HELP!

Experiencing difficulties, want help with your **OnTraq** account, or just want to confirm that you are doing everything correctly?

Contact:

HealthFirst Customer Service
800-331-1984
CustomerService@HealthFirst.com