

## COVID-19 KY Lab Daily Report Access Request Logging

For COVID-19 Laboratory Official Use Only

To ensure your lab's reported data is only provided by you or your delegate, we will be granting access to the daily form and request that those responsible for providing your laboratory's data complete the access request form.

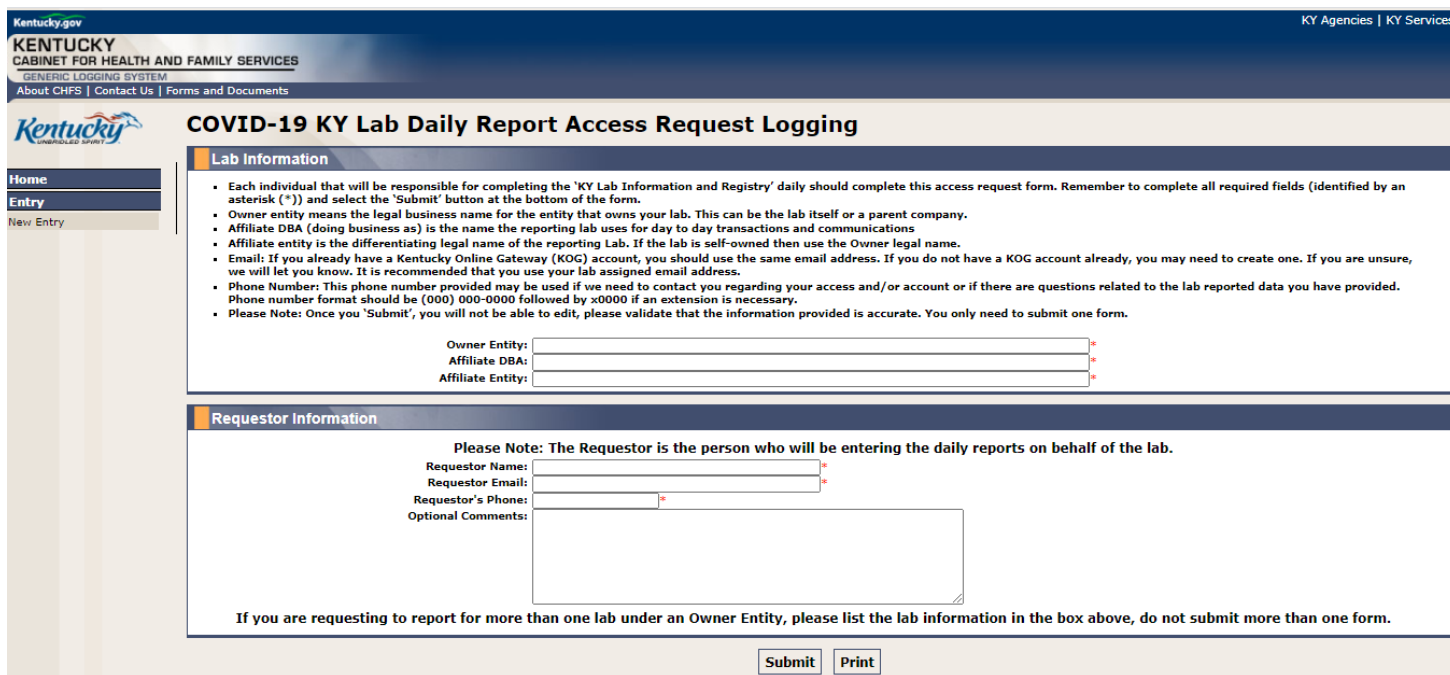
Laboratory personnel responsible for daily reporting COVID-19 Lab Information will need to complete the access request form through the link provided below. Once you have requested access, our team will check to see if you have an existing Kentucky Online Gateway (KOG) account which will be used for sign-on and authentication for the daily COVID-19 KY Lab Daily Report Access Request Logging.

- If you **have** an existing account, you will receive access to start your lab daily self-reporting within 48 hours of your request.
- If you **do not have** an existing account, you will receive instructions on how to setup a KOG account within 48 hours of your request. Once your KOG account has been activated, you will have access to start your lab daily self-reporting. Instructions on completing your labs daily self-report will be provided once your access has been granted.

Access Request Link: [COVID-19 KY Lab Daily Report Access Request Logging](#)

For questions related to the access request form, please contact: [COVIDKYLAB@ky.gov](mailto:COVIDKYLAB@ky.gov).

Screen shot of the information collected for the access request:



The screenshot shows a web form titled "COVID-19 KY Lab Daily Report Access Request Logging" on the Kentucky Cabinet for Health and Family Services website. The form is divided into two main sections: "Lab Information" and "Requestor Information".

**Lab Information Section:**

- Instructions: Each individual responsible for completing the 'KY Lab Information and Registry' daily should complete this access request form. Remember to complete all required fields (identified by an asterisk (\*)) and select the 'Submit' button at the bottom of the form.
- Owner entity means the legal business name for the entity that owns your lab. This can be the lab itself or a parent company.
- Affiliate DBA (doing business as) is the name the reporting lab uses for day to day transactions and communications.
- Affiliate entity is the differentiating legal name of the reporting Lab. If the lab is self-owned then use the Owner legal name.
- Email: If you already have a Kentucky Online Gateway (KOG) account, you should use the same email address. If you do not have a KOG account already, you may need to create one. If you are unsure, we will let you know. It is recommended that you use your lab assigned email address.
- Phone Number: This phone number provided may be used if we need to contact you regarding your access and/or account or if there are questions related to the lab reported data you have provided. Phone number format should be (000) 000-0000 followed by x0000 if an extension is necessary.
- Please Note: Once you 'Submit', you will not be able to edit, please validate that the information provided is accurate. You only need to submit one form.

Form fields for Lab Information:

- Owner Entity:
- Affiliate DBA:
- Affiliate Entity:

**Requestor Information Section:**

Please Note: The Requestor is the person who will be entering the daily reports on behalf of the lab.

Form fields for Requestor Information:

- Requestor Name:
- Requestor Email:
- Requestor's Phone:
- Optional Comments:

At the bottom of the form, there is a note: "If you are requesting to report for more than one lab under an Owner Entity, please list the lab information in the box above, do not submit more than one form." Below this note are "Submit" and "Print" buttons.

**Note:** Reporting can be completed at the laboratory level by a laboratory personnel or an Owner Entity personnel may request access to all Affiliates under the Owner Entity for daily report completion on behalf of the Affiliate.