MINISTRY OF HEALTH
KENYA EXTERNAL QUALITY ASSESSMENT SCHEME (KNEQAS)
P.O.BOX 20750-00202, NAIROBI.
KENYATTA NATIONAL HOSPITAL GROUNDS off NGONG ROAD

HIV SEROLOGY RESULTS SUBMISSION JOB AID

Rhtpt Web System Link: www.rhtpt.or.ke

STEP 1:

REGISTER THE PARTICIPANT IF HE/SHE IS NOT REGISTERED.

STEP 2 :

SET UP ACCOUNT & PASSWORD

Follow the procedures above to set up your account.
1. Go to www.rhtpt.or.ke
2. Click on "Lost Password"
3. Enter your PT ENROLLMENT ID (TESTER ID on your form) on the page that opens & Click send.
4. Enter the verification code sent to your mobile number on the window that opens.
5. You will be redirected to a page to setup your account password.
6. Enter and confirm your new password.
7. If correct you will be logged in automatically

STEP 3A:

HOW TO SUBMIT RESULTS ONLINE IF YOU TESTED YOUR OWN PANEL

Follow the procedure Below to Submit your results Online.
1. Go to www.rhtpt.or.ke
2. Login into your account (Use your Tester ID and password you created above.)
3. Click "Proficiency Testing".
4. Click "Results"....Click "OK" when a prompt appears saying "No data found"
5. Click on the blue button..."Enter Results".
6. *Choose the round in the first field*
7. Type in your *Tester ID if you tested your own panel in the second field.*
8. Populate "all the other fields" on the Results page and click the submit button.
9. Click on the Verify button to verify/Edit your results & Click "Submit".

STEP 3B:

HOW TO SUBMIT RESULTS ONLINE IF TESTING A PANEL NOT ADDRESSED TO YOU

Follow the procedure Below to Submit your results Online if you have tested a panel that is not yours.
1. Go to www.rhtpt.or.ke
2. Login into your account (Use your Tester ID and password you created earlier.)
3. Click **"Proficiency Testing".**
4. Click **"Results"**....Click **"OK"** if a prompt appears saying "No data found"
5. Click on the blue button**..."Enter Results".**
6. Select the round if you were enrolled and **leave it BLANK if you were NOT enrolled to that round.**
7. **After selecting the round Type in the TESTER ID (written on the form) OF THE PANEL YOU ARE testing.**
6. Populate "all required fields" on the Results page and click the submit button.
7. Click on the Verify button to verify/Edit your results & Click "Submit" to ensure your results are received at NPHL.

STEP 4:

DOWNLOADING OF FEEDBACK REPORTS

VIEW/DOWNLOAD RESULTS ONLINE

Follow the procedures above to set up your account.
1. Go to www.rhtpt.or.ke
2. Login into your account (Use your Tester ID and password you created above.)
3. Click "Proficiency Testing".
4. Click "Results"....Click "PRINT" to download your report

MOH/J/NPHL/KNEQAS/HSER/05   Effective Date: 01 Jun 2020   Version 01