

Policy: P020 – **ACCESS Medical Lab – COVID Testing**

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Reviewed by ⁱⁱ : Anne Revman – Director of Clinical Training
Approved by ⁱⁱⁱ : Betsy Boatman – VP of Operations

- I. **Purpose:** Specimen collection and laboratory processing for purposes of identification of infectious disease state caused by the Coronavirus.
- II. **Policy:**
 - a. Follow corporate client initiative and protocol for testing
 - b. Personal Protective Equipment must be utilized according to Affiliated Physicians policy and procedure
 - c. Confirm client's name is spelled correctly and DOB is accurate
 - d. With each specimen collection, prepare swabbing procedure supplies [swab, UTM vial, barrier, specimen bag]
 - e. Clinician to follow hand hygiene policy and procedure pre, during and post client interaction
 - f. Requisition is to be completed in its entirety with accurate information keeping PHI secure and transmit only via secure messaging when required
 - g. FedEx day of specimen collection for overnight delivery
 - h. Results follow-up and communication managed by AP reporting team
- III. **Procedure:**
 - a. Confirm all supplies available: white box, specimen bag, foil pouch, Swab, FedEx/UPS Envelope/Box, Barrier, UTM Vial, Requisition [see resource section]
 - b. Collect specimen – [follow appropriate policy]
 - c. Write correct Name and DOB on vial
 - d. Requisition to be completed thoroughly [see resource section] with all accurate information
 - e. Once specimen collected:
 - i. Confirm vial top is secure
 - ii. Place specimen in biohazard specimen bag
 - iii. Fold requisition into a quarter fold
 - iv. Place requisition into separate pocket of specimen bag
 - f. Roll up the biohazard specimen bag and place in foil pouch
 - i. Up to 5 specimen can be placed in a single foil pouch
 - g. Place foil pouch in white box
 - h. Close up box
 - i. Place box into the FedEx or UPS box/envelope
 - j. Drop FedEx or UPS package at nearest drop box for overnight delivery
 - i. Must confirm that pickup will take place same day of specimen collection
 - k. **Email tracking number to Access Account Representative – Leo August Rodriguez @ leo@accessmedlab.com**
 - i. **Telephone # 561.502.8247**
 - l. **Results will be posted on the portal – accessmedlab.com**

- i. COVID Swab will take 24-36 hours from when they receive the specimen
- ii. COVID Antibody will post same day as it is received

IV. Resources:

24089 - Affiliated Physicians
255 Greenwich Street
Suite 250
New York, NY 10007
P: 212-935-8725
F: 917-791-8535



5151 Corporate Way
Jupiter, FL 33458
Tel: (866) 720-8386
Fax: (866) 309-2890

COVID-19 Requisition Form

Check One	ORDERING PHYSICIAN	Signature	SPECIMEN INFORMATION
<input checked="" type="checkbox"/> NPI	Physician Last, First 24610 - Nemetz, Avram	Physician Signature <i>Avram Nemetz</i> NPI# 1639206725	Date Collected: _____ Time: <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Fasting <input type="checkbox"/> Non-fasting
			PATIENT INFORMATION
			Print Patient Name (Last, First, Middle): _____
			Patient Street Address: _____
			City: _____ State: _____ Zip Code: _____ Cell: _____
			<input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth: ____/____/____ Patient S.S.N: _____
			Email: _____
Please provide ordering physician's NPI & name if not listed above.			
Comments/Special Instructions: C19T - SARS-CoV-2 IgG & IgM Total Abs.			BILLING INFORMATION
			BILL TO: <input type="checkbox"/> Prepaid
			Additional Comments: _____

COVID -19 | Select C19 below.

☒ **C19 - Coronavirus COVID-19/Swab Test**

General Information:

Most people infected with the COVID-19 virus will experience respiratory illness with mild and moderate cases, and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

To prevent infection and to slow transmission of COVID-19, do the following:

- Wash your hands regularly with soap and water, or clean them with alcohol-based hand rub.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.
- Practice physical distancing by avoiding unnecessary travel and staying away from large groups of people.

COVID -19 FAQ's

What is the test methodology for 2019 Novel Coronavirus (COVID - 19), NAA?

A: This is a qualitative test using PCR Technology

How should samples be shipped?

A: Samples can be shipped at room temperature and are stable up to 72 hours.

Will positive COVID -19 results be reported to local and state public health entities?

A: Yes.

How long will it take to report results back?

A: Up to 3-4 days from receiving samples at our Laboratory.

Access Medical Labs is a CAP accredited and CLIA certified Laboratory.

<p>Patient Signature: (Must be 18 years or older, or Guardian of Minor)</p> <p>X _____</p> <p>My Signature indicates my Request, Authorization, and/or Consent to Laboratory Testing. I understand that test results are strictly informational.</p>	<p>FOR LABORATORY USE ONLY:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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ⁱⁱ Last reviewed – 10.06.20, 11.01.20

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