

## Policy: P020 - ACCESS Medical Lab - COVID Testing

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Reviewed byii: Anne Revman – Director of Clinical Training

Approved byiii: Betsy Boatman – VP of Operations

 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
- I. Results will be posted on the portal accessmedlab.com



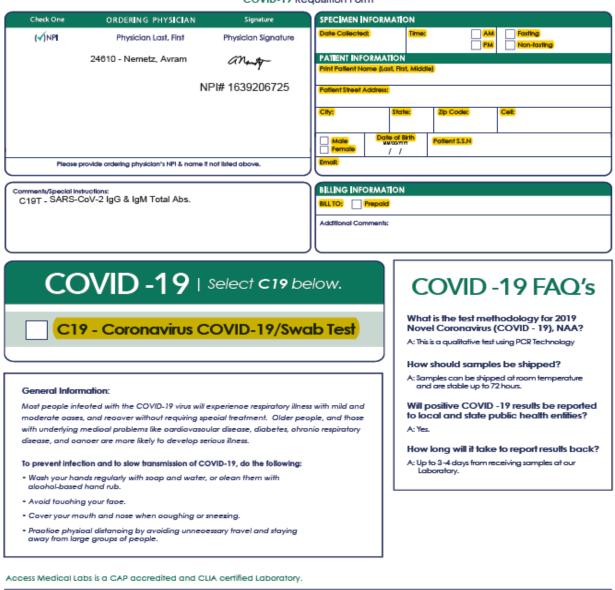
- i. COVID Swab will take 24-36 hours from when they receive the specimen
- ii. COVID Antibody will post same day as it is received

## IV. Resources:

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



COVID-19 Requisition Form



accessmedlab.com

FOR LABORATORY USE ONLY:

Patient Signature:

(Must be 18 years or older, or Guardian of Minor)

My Signature indicates my Request, Authorization, and/or Consent to Laboratory Testing. I understand that test results are strictly informational.













<sup>&</sup>lt;sup>i</sup> Created Date – 10.06.20

ii Last reviewed – 10.06.20, 11.01.20

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