Job Aide: Employee Health Exposure Orders

Atrium Health Wake Forest Baptist	POCUMENT TYPE: Form	ORIGIN DATE IN TITLE 21 9/29/2020		
CLIA Lab Director:	LAB DEPARTMENT:	CONTACT:		
Dr. Gregory Pomper	Central Processing Lab	Central Processing Manager		

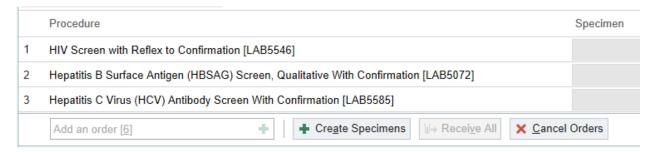
1. Receive a completed Employee Health Services exposure requisition:											
Wins Wake Forest Baptist Wins		Winston Salen Client Services	Medical Center Boulevard Winston Salem, NC 27157 Client Services: 877-933-9522 Fax: 336-716-8866		e Check Correct Locati NF Teamn Win	na	te Health	Employee Health Services Meads Hall Winston Salem, NC 27157 Phone: 336-716-4801			
			PLEASE FILL		OR ATTACH LABEL BELOW—PLEASE PRINT						
X	STAT	Call To: 336-716	-4801	Bill Type: X Client	Source Patient Name:						
Ordering Physician Name: Clark, Robert NP		Sex: M F	DOB:								
		Collect Date a	and Time:	me: Collector:							
Not	es:							Tests			
 Draw (3) gold top tubes with patient label on tubes 				LAB5546	X	HIV Screen with R Confirmation	Reflex to				
 No Add Ons Send Tubes in STAT lab bag Include paper requisition in bag 					LAB5072	X	Hepatitis B Surfac (HBSAG) Screen, (With Confirmatio	Qualitative			
 Include paper requisition in bag with specimens. 						LAB5585	X	Hepatitis C Virus (Antibody Screen	(HCV)		
						Confirmation					
Exposed Employee's Information:				Reporting Procedure:							
Name: Phone Number: Medical Center Campus: (Circle One) Winston Davie Lexington Wilkes High Point WF Health Network Other			 Call Employee Health @ 336-716-4801 (Option 1) Complete source labs by: Completing & printing the Lab Requisition Form Collecting & labeling blood from the source patient								
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- **2.** Open Requisition Entry in Beaker.
- 3. Enter the Submitter WF TEAMMATE HEALTH WINSTON. Click Search/Select.
- **4.** In the Patient box, enter the Source Patient's MRN or Name. Select patient. If Source Patient is not in the system, create a new patient..

- **5.** Enter the Auth & Ord Provider (Clark, Robert Edward)
- **6.** Enter Test codes in the box under Procedure heading:

HIV Screen with Reflex to Confirmation (LAB5546)
Hepatitis B Surface Antigen (HBSAG) Screen, Qualitative with Confirmation (LAB5072)
Hepatitis C Virus (HCV) Antibody Screen with Confirmation (LAB5585)

7. Click Create Specimens



- 8. Enter Collection Date/Time for specimens.
- **9.** In the Requisition Comments box at the bottom right of the screen, type the exposed employee's information as listed on the requisition (Employee's name, phone number, campus).



- **10.** Click Receive, Accept, & New.
- 11. Verify identifiers match between Beaker labels and blood specimen labels. Initial Beaker labels and label samples. Print an extra label for one of the chemistry samples. Highlight the location on the extra label. Spin will deliver the label to the chemistry bench.
- 12. File requisition in Manual Requisitions hanging file to be scanned into Epic.