



Job Aide: Employee Health Exposure Orders

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

1. Receive a completed Employee Health Services exposure requisition:

 <b>Atrium Health</b> Wake Forest Baptist	Medical Center Boulevard Winston Salem, NC 27157 Client Services: 877-933-9522 Fax: 336-716-8866	Please Check Correct Location ID: <b>WF Teammate Health</b> <b>Winston</b>	Employee Health Services Meads Hall Winston Salem, NC 27157 Phone: 336-716-4801
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PLEASE FILL IN COMPLETELY OR ATTACH LABEL BELOW—PLEASE PRINT

<b>X STAT</b>	Call To: <b>336-716-4801</b>	Bill Type: <input checked="" type="checkbox"/> Client	Source Patient Name:	
	Ordering Physician Name:  Clark, Robert NP	Sex: M   F	DOB:	
		Collect Date and Time:	Collector:	

Notes:

- Draw (3) gold top tubes with patient label on tubes
- No Add Ons
- Send Tubes in STAT lab bag
- Include paper requisition in bag with specimens.

**Tests**

LAB5546	<b>X</b>	HIV Screen with Reflex to Confirmation
LAB5072	<b>X</b>	Hepatitis B Surface Antigen (HBSAG) Screen, Qualitative With Confirmation
LAB5585	<b>X</b>	Hepatitis C Virus (HCV) Antibody Screen with Confirmation

Exposed Employee's Information:

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Medical Center Campus: (Circle One)  
 Winston    Davie    Lexington    Wilkes  
 High Point    WF Health Network    Other

Reporting Procedure:

1. Call Employee Health @ 336-716-4801 (Option 1)
2. Complete source labs by:
  - a. Completing & printing the Lab Requisition Form
  - b. Collecting & labeling blood from the source patient  
Note: Source patient name & date of birth on the requisition & sample must match
3. Deliver samples with completed requisition to the Winston Campus Lab
  - a. If not located on Winston Campus, call a STAT courier at 1-855-933-6368.

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

Procedure	Specimen
1 HIV Screen with Reflex to Confirmation [LAB5546]	
2 Hepatitis B Surface Antigen (HBSAG) Screen, Qualitative With Confirmation [LAB5072]	
3 Hepatitis C Virus (HCV) Antibody Screen With Confirmation [LAB5585]	

Add an order [6] + | + Create Specimens | Receive All | Cancel Orders

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).

Requisition Comments

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.