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| **Reporting and Calling Positive SARS-CoV-2 Results performed at Reference Laboratories** | |
| **Purpose** | This procedure provides instructions for reporting and calling Positive SARS-CoV-2 laboratory results performed by a reference laboratory.(MAYO, MDH, Quest) |
| **Policy Statements** | * This procedure applies to all laboratory staff responsible for reporting Positive SARS-CoV-2 results * There are two processes, depending on if the results are from patients or employees. |
| **Procedure** | Follow the activities in the table below for reporting Positive SARS-CoV-2 results |
|  | FOR PATIENTS:  For Reference Laboratory testing (MDH, MAYO, Quest)  The Referral testing tech will notify:   1. The On-Call Infection Preventionist at 952-260-9021 2. The ordering provider, use Amion to find contact information 3. The Referral testing tech will enter the positive result and include documentation that the On-Call Infection Preventionist and the ordering provider were both notified.   For results coming in from a reference lab when a Referral testing tech is not present:  The tech receiving the call from the reference lab will notify:   1. The On-Call Infection Preventionist at 952-260-9021 2. The ordering provider, use Amion to find contact information 3. The tech will enter the positive result and include documentation that the On-Call Infection Preventionist and the ordering provider were both notified.   Infection Prevention and Control will contact MDH with the result and patient information  FOR EMPLOYEES:  For Reference Laboratory testing (MDH, MAYO, Quest)  The Referral testing tech will notify:   1. The On-Call Infection Preventionist at 952-260-9021 2. The Employee Health Service at 952-992-5372 3. The Send Out tech will enter the positive result and include documentation that On-Call Infection Preventionist and Employee Health Service were both notified.   For results coming in from a reference lab when a Referral testing tech is not present:  The tech receiving the call from the reference lab will notify:   1. The On-Call Infection Preventionist at 952-260-9021 2. The Employee Health Service at 952-992-5372 3. The tech will enter the positive result and include documentation that On-Call Infection Preventionist and Employee Health Service were both notified.   Infection Prevention and Control will contact MDH with the result and employee information |
| **Procedure Notes** | Documentation of notification should include:  Date/Time of call  Name of person who took call (IPC, Ordering Provider/EHS) |
| **References** | Minnesota Department of Health Web page  <https://www.health.state.mn.us/diseases/reportable/rule/index.html>  Reportable diseases are defined by the State of Minnesota, and are listed online at the Minnesota Department of Health (MDH) web site at:  <https://www.health.state.mn.us/diseases/reportable/rule/poster.pdf> |
| **Approval Workflow** | Support Services/Laboratory Director |

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| 1 | Jennifer Jacobsen | | 05/01/2020 | Original document | |