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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.
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| **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 informationFOR 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 callName 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 |