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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 ordering provider, use Amion to find contact information 2. The Referral testing tech will enter the positive result and include documentation the ordering provider was 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 ordering provider, use Amion to find contact information 2. The tech will enter the positive result and include documentation the ordering provider was 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. Results from Mayo are interfaced and will automatically enter into Sunquest, Manually result reports from MDH and Quest. Employee positive results do not need to be called per the IPC team (Infection Prevention and Control).   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. Results from Mayo are interfaced and will automatically enter into Sunquest, Manually result reports from MDH and Quest. Employee positive results do not need to be called per the IPC team (Infection Prevention and Control).   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) |
| **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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| **Historical Record** | **Version** | **Written/Revised by:** | | **Effective Date:** | **Summary of Revisions** | |
| 1 | Jennifer Jacobsen | | 05/01/2020 | Original document | |
|  | 2 | Jennifer Jacobsen | | 05/14/2020 | Removed calling IPC from Pos Patients  Removed calling EHS from Pos Employees | |
|  | 3 | Jennifer Jacobsen | | 5/20/2020 | Removed calling IPC with Employee positive results | |