# Covid Testing Workflow as of 3.25.2020

**Workflow for Covid Testing (Sedalia, Warsaw and Versailles) -no testing in Marshall at this time.**
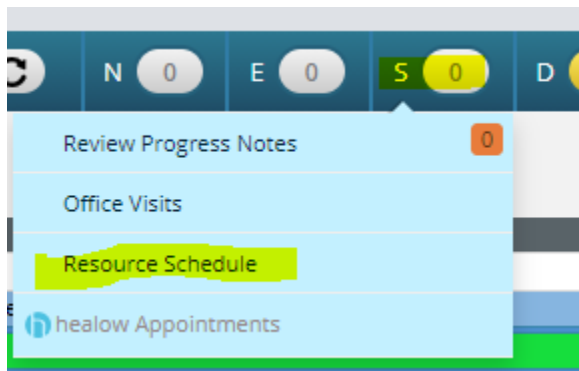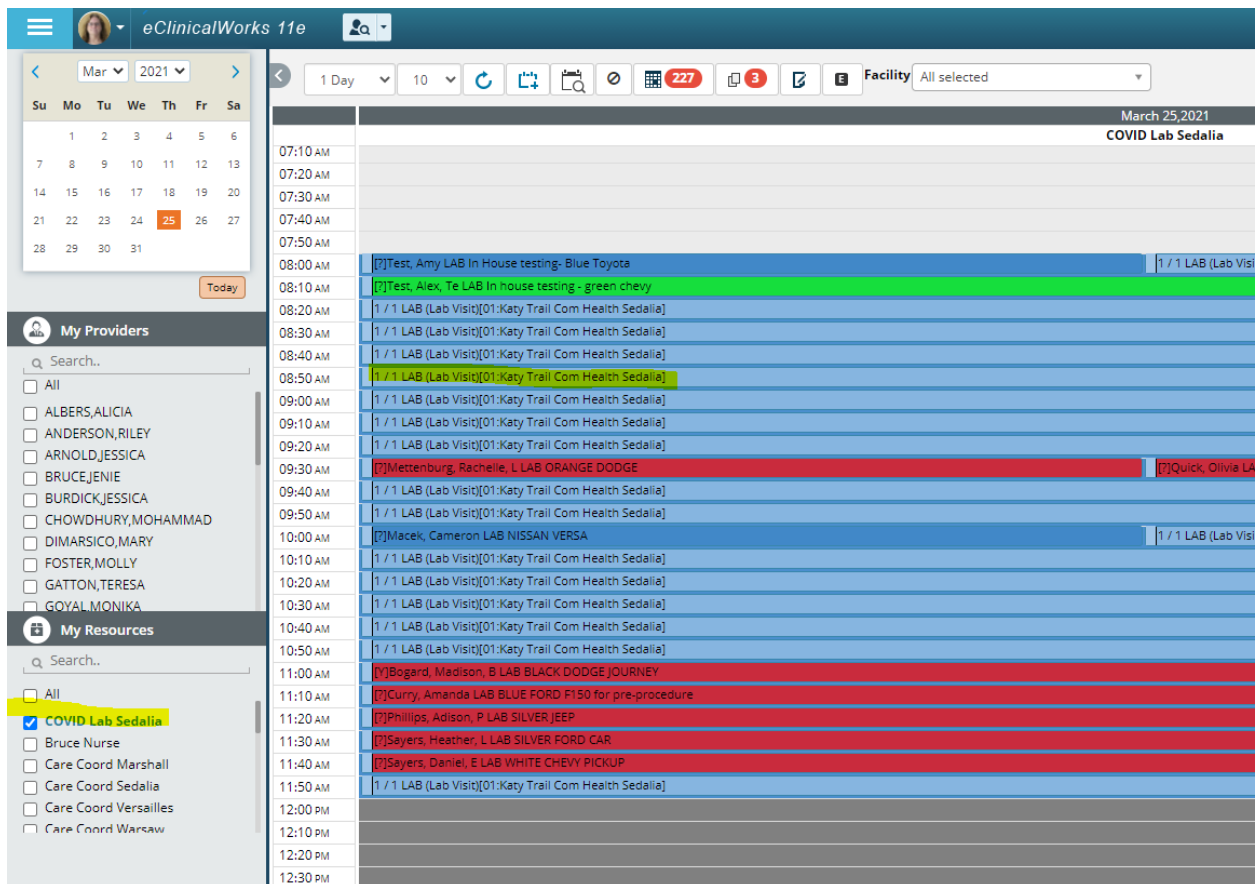
- **Patient calls the 1-877 number for covid test.**
- **PSR sets up appointment with patient.**

  **Sedalia Provider – Tedrow**

  **Warsaw Provider- Tedrow**

  **Versailles Provider – DiMarsico**

- **The employee will open the resource schedule and use a blank appointment time to create an appointment:**

- **Once the patient arrives at the location the employee will double click on the name and change the patient to ARR (check in):**

- Next the employee will right click on the name and hit view progress note:

- Next the employee will click on ROS and choose the S tab across top for social history: and then will click on Covid Testing in the left hand column – it will bring up questions that are to be asked of EVERY patient who is being test for Covid 19.

- The employee with hover over each question and ask the patient the question as written – they will click on options – (once for no and twice for yes) – any yes questions will need notes. Once you have completed the questions hit the x to exit the window.

- Then you click on the orange treatment word:

**Plan:**
  **Treatment:** ⊞
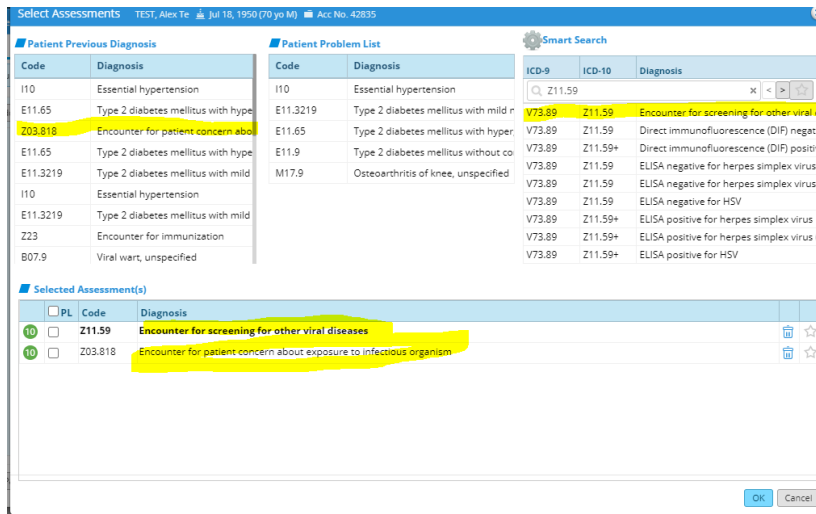
- You choose labs at the top of the treatment window:
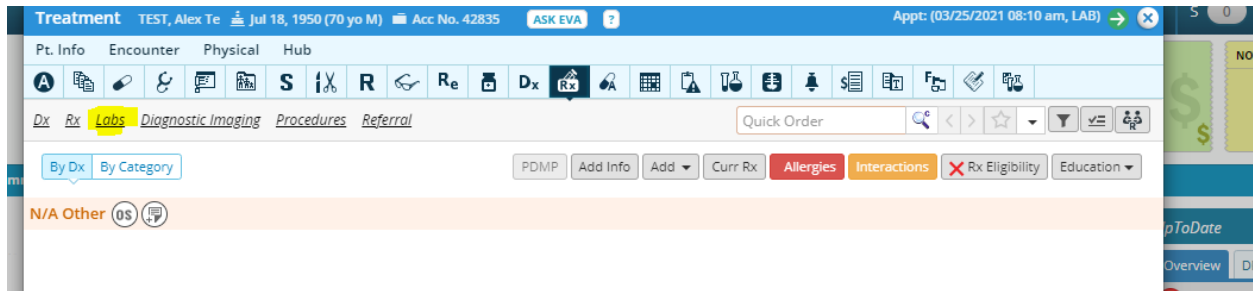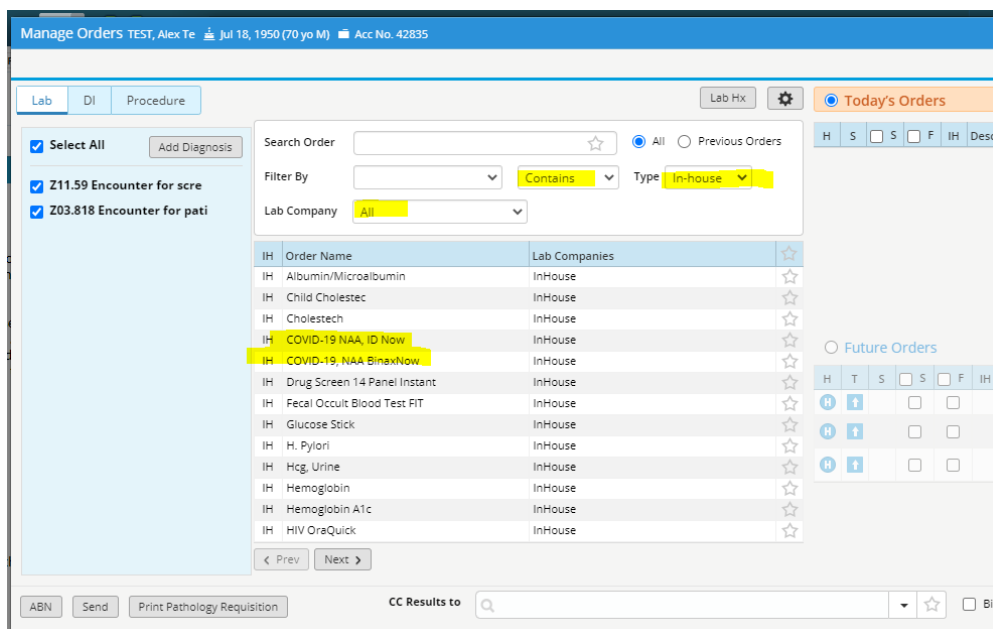


- The Manage orders window will appear and first you need to hit the Add Diagnosis button:
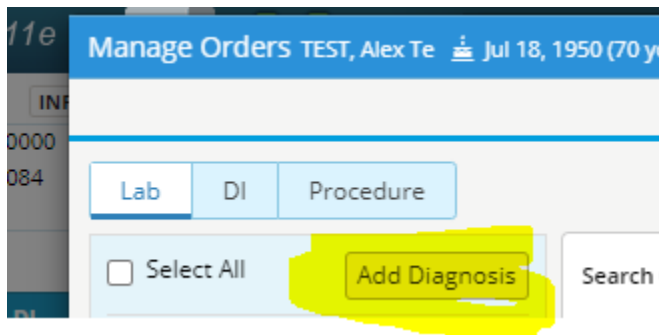


1. Add diagnosis Z11.59 Encounter for screening for other viral diseases and Z03.818 Encounter for patient concern about exposure to infectious organisms. **DO NOT CLICK ON THE BOX NEXT TO PL or you will add this to patient problem list** – hit ok and you will return to the manage order screen.
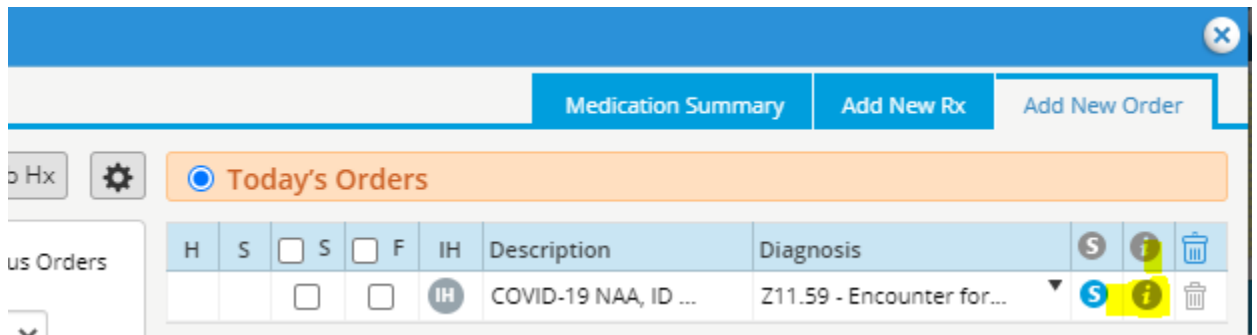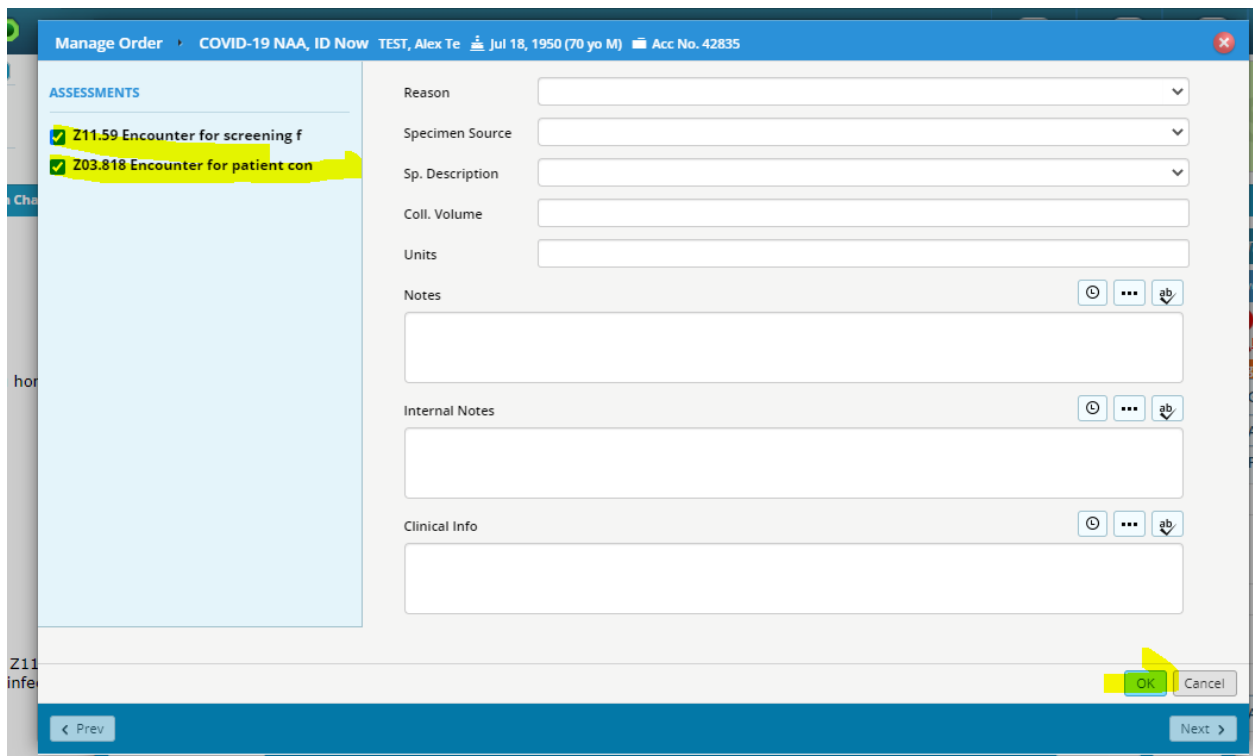
2. Chose the test the person will be taking it can be one of three tests. Usually, we will do one of the rapid test, (Covid-19, NAA ID Now) or (Covid 19, NAA BinaxNow). However, if we do the rapid test and the person is still showing symptoms the provider may request that we do the send out test (2019 Novel Coronavirus (Covid 19) NAA. The process for the two rapid test is the same and we will cover them next. The send out test will be covered later.

- When choosing either of the rapid test you will need to have the Manage order window set up as noted in the picture and you will choose either the Covid-19 NAA ID Now or the Covid-19 NAA BinaxNow:

- Again once you choose a test you again have to click on the (i) next to the S on the line for Today's Orders and the following screen appears. Check both assessments and hit ok:



- Once you hit ok you can close the Manage Orders screen and the Treatment window.

- Go to the procedures code orange word and click on it and the following window will appear and make sure both diagnosis and CPT code are present – hit done:

**Procedure Codes:**

- It will give you a box saying E&M is not selected. Do you want to continue?  Say yes.
- The Common send window will appear just hit the x to close.

- Next you will need to record the test results – you will need to click on the pencil next to the test ordered under treatment and another window will pop up to record the results:

**Plan:**

**Treatment:**

Encounter for screening for other viral diseases
Lab:COVID-19 NAA, ID Now

- You will check the box next to collection date, click the box next to received and record the result Value (click down arrow and record Negative or Positive). You will need to add notes here that you have informed the patient of the results and will hit ok. If the patient leaves before getting results you can call the patient and put the note in that you informed them when in this window or you can record that you told them in the next step L jellybean.
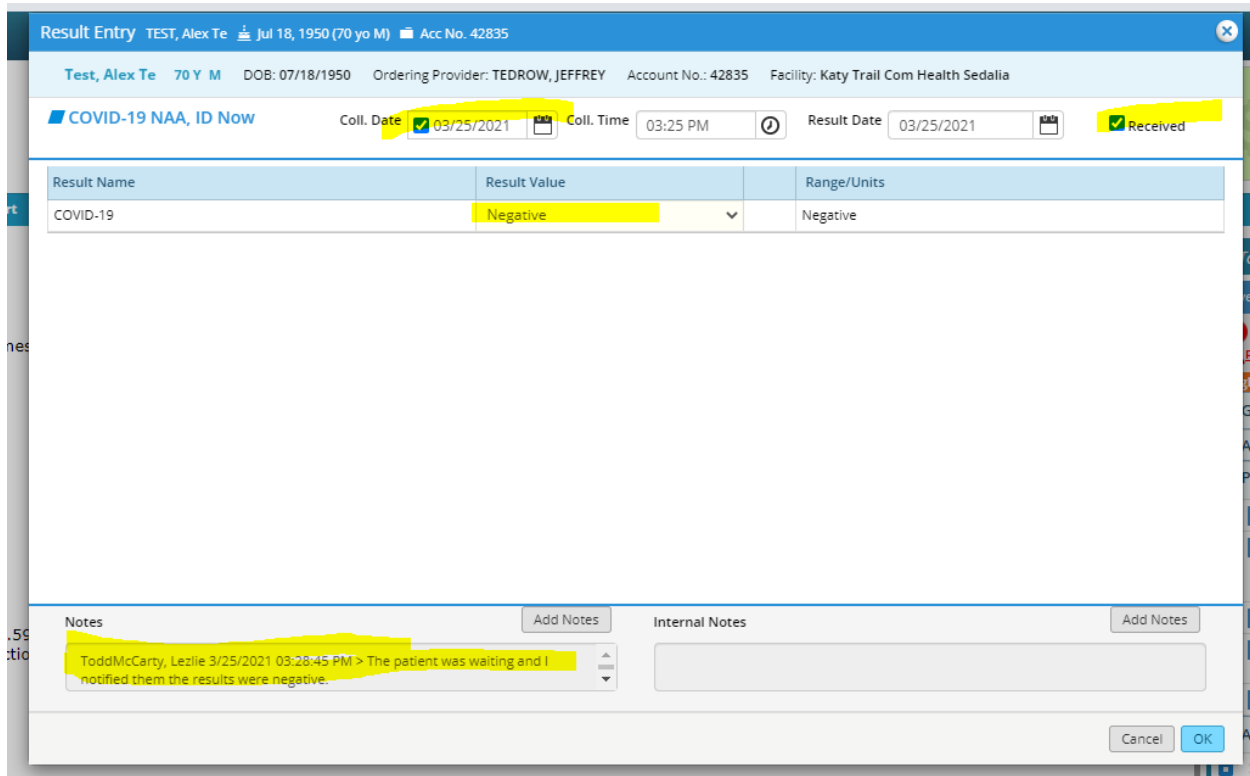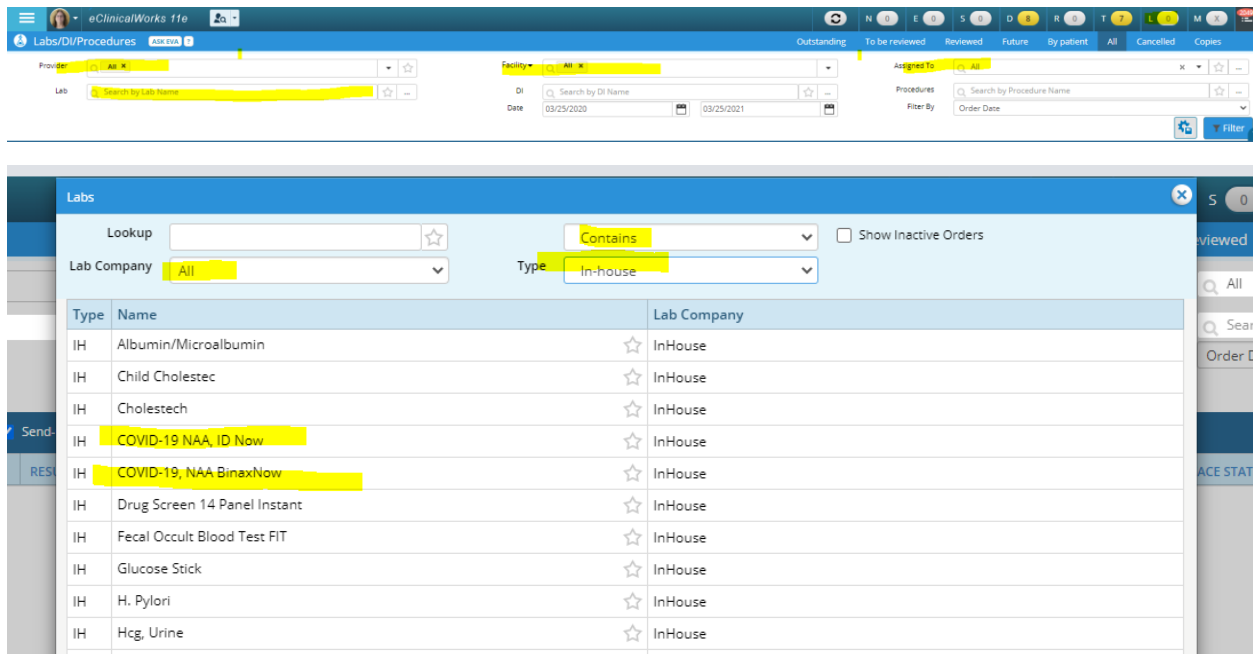
Result Entry  TEST, Alex Te  Jul 18, 1950 (70 yo M)  Acc No. 42835

Test, Alex Te  70 Y M  DOB: 07/18/1950  Ordering Provider: TEDROW, JEFFREY  Account No.: 42835  Facility: Katy Trail Com Health Sedalia

COVID-19 NAA, ID Now    Coll. Date ☑ 03/25/2021    Coll. Time  03:25 PM    Result Date  03/25/2021    ☑ Received

| Result Name | Result Value | | Range/Units |
|---|---|---|---|
| COVID-19 | Negative | ⌄ | Negative |

Notes                                   Add Notes    Internal Notes                          Add Notes

ToddMcCarty, Lezlie 3/25/2021 03:28:45 PM > The patient was waiting and I notified them the results were negative.
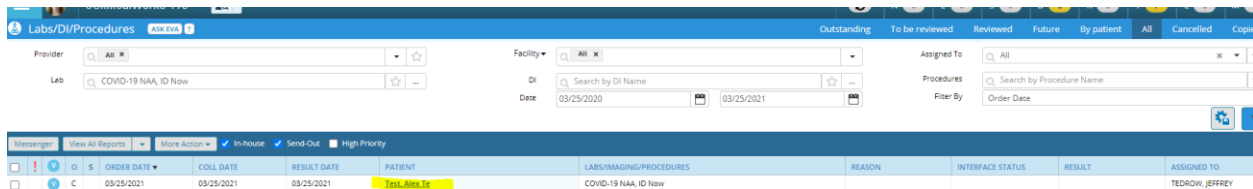
Cancel    OK

- Next you will need to go to the L Jellybean to look at the to be reviewed tab for this patient. Make sure your jellybean is set up as follows (remember you will need to do for the specific test you performed on that person (ie Covid 19 Now in this example).
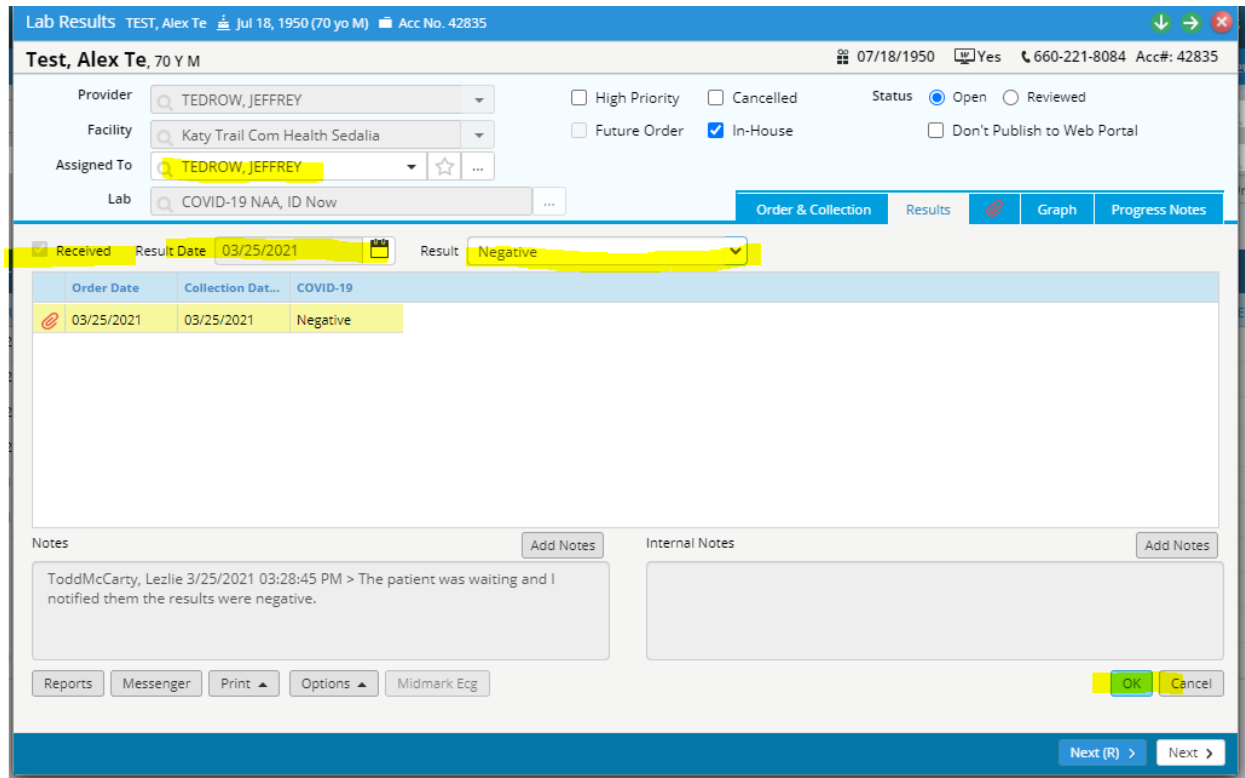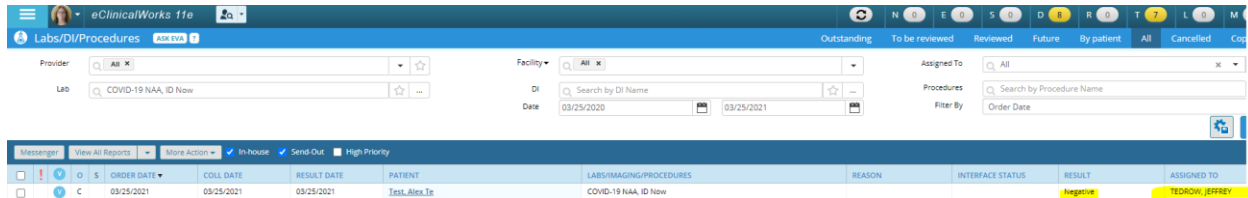
- In this instance I would choose the Covid 19 NAA ID now – don't forget to hit the filter. The following will appear with your patient listed.



- Double click on the name and the Lab result window will pop up. You will need to make sure the Received box is checked (it should already be checked), Put in the result again and then make sure the assigned to box shows the provider and hit OK.
- **DO NOT CLICK ON REVIEWED – THAT IS FOR THE PROVIDER TO CLICK ON ONCE THEY HAVE REVIEWED.**
- If you have not informed the patient of results yet you can call them and then add notes and document it here as well.

- You will see the result and that the lab has been assigned to provider once you hit ok.
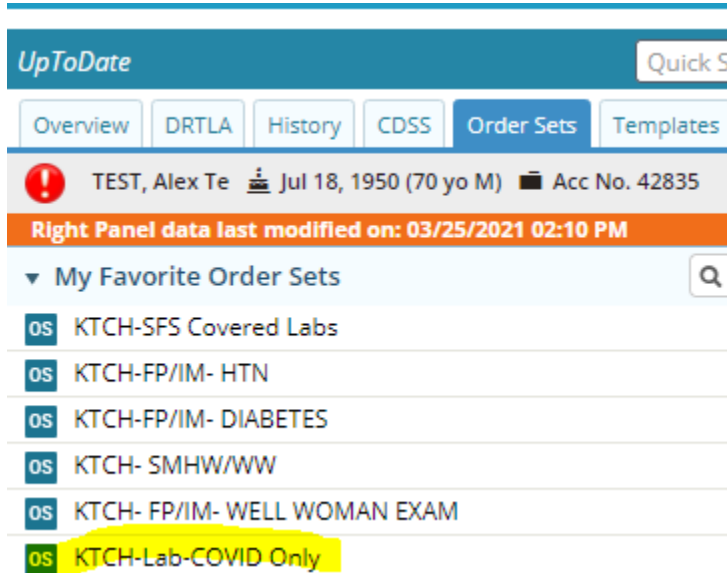


- **If the test is positive you must fill out the Missouri State CD1 form and fax to the local health department based upon the patient's home address.**
- Once the provider reviews the test, they can choose the reviewed button and it will go away or they can assign to someone else if they choose to do a send out lab on the patient or want the patient called for other reasons. In this case the patient will show back up in your jellybean with notes from provider on how to proceed.

- If the provider decides they want the send out test (2019 Novel Coronavirus (Covid 19) NAA) then you will contact the patient if they do not already have an appointment and get them scheduled. You would follow the following procedures for the (2019 Novel Coroavirus (Covid 19) NAA send out (Labcorp – test).

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- You will follow the same checking in procedures as you did for the rapid test including opening the progress note > ROS > S>Covid Testing >ask and record answers to the questions. Then you would order the send out test as follows:
- First you would choose the KTCH-Lab-Covid only order set from Order Set tab:
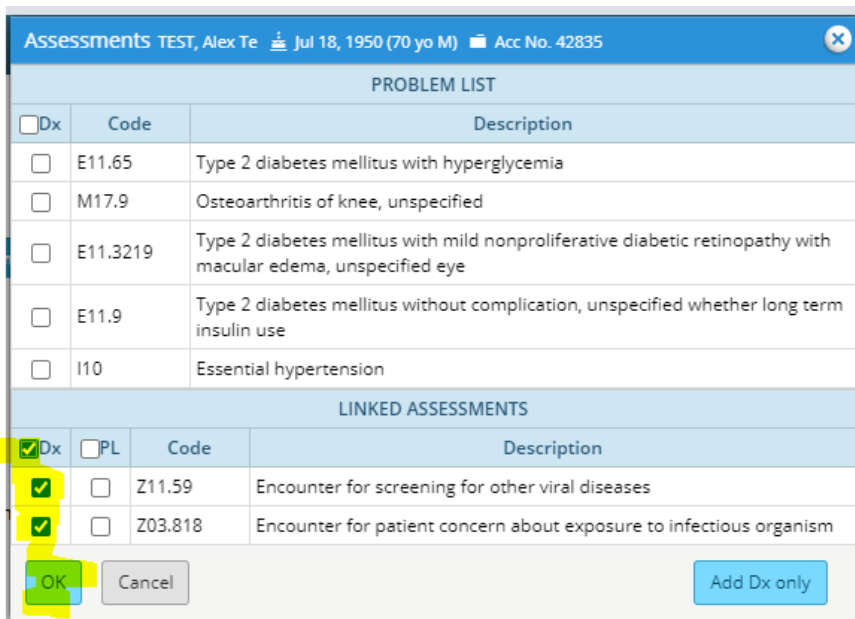


Once you choose this the following window will appear and you will click on the two linked assessment on the bottom -CHOOSE THE BOX UNDER DX -DO NOT CHECK THE PL BOX AND CLICK OK:

- The next box appears and you will want to check the box under labs and hit order selected:



- Once you hit send the Common send window appears and you will need to make sure you have the print label checked and hit the apply to selected and hit send – it will print the requisition, print the label for the specimen and etransmit the order.



- Got to procedures click on it and verify the CPT coding and ICD show correctly and then hit done:
- **Procedures:** ▼

Return to the resource schedule and change the visit status to CHK to check out.