POLICY | PURPOSE STATEMENT: The purpose of the policy is to establish guidelines and safe practices for scheduling drive-through patients, collecting and processing specimens and notification of results in accordance with current Center of Disease Control www.cdc.gov guidelines for the TTUHSC SON Larry Combest Community Health and Wellness Center.

SCOPE: This policy applies to all TTUHSC SON Larry Combest Community Health and Wellness Center patients, providers and staff.

DEFINITIONS:
LCCHWC – Includes the Larry Combest Wellness Center, Combest Central Community Health Center and Abilene Community Health Center for the purpose of this policy.

Established Patient – Patient who has a signed consent on file from a LCCHWC clinic from the past three years.

Community Person – Has not ever been seen or have a current, signed, consent form from a LCCHWC clinic in the past three years

Drive-Through Clinic – Refers to the scheduling and testing of established or community patient in an outdoor setting.

PROCEDURE:
1. Registration
   a. LCCHWC Patient – Staff will follow the steps the phone triage form, Attachment A, Covid-19 Telephone Triage Screening Questionnaire to determine if caller is eligible for testing in accordance with CDC guidelines for testing. If the patient meets the testing criteria then the Staff member will update all demographic information in Centricity and schedule them at the appropriate
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b. **Community Person** – Staff will follow the steps the phone triage form, Attachment A, Covid-19 Telephone Triage Screening Questionnaire to determine if caller is eligible for testing in accordance with CDC guidelines If the patient meets the guidelines for testing they will direct the caller to go online and register for treatment and sign the electronic consent form and then call back to make an appointment. When the patient calls back, the staff member will verify that the online form has been filled out correctly and will make an appointment for them at a date and time based on their exposure and symptoms.

2. If the patient calling does not meet the CDC criteria for Covid testing the patient will be referred to their provider. If they still have questions, refer LCCHWC patients to the nurse line. Have the community people contact their provider, the CDC web site, or the Health Department.

3. If they do not have a PCP we can offer for them to establish at a LCCHWC clinic of their choice.

For patients who are need clearance to return to work after being quarantined will be advised to refer to the CDC web site for return to work guidance.

II. **Testing** – Testing will be by appointment only and performed outside. The patients are not to leave their car.

a. Staff is required to wear Personal Protective Equipment (PPE) in accordance to CDC guidelines.

b. Staff will confirm the identity of the patient by asking the patient their name and date of birth, Attachment A, Covid-19 Telephone Triage Screening Questionnaire.

c. Confirm the patient has a consent form on file with LCCHWC or the community site.

d. Swab the patient and provide them the CDC quarantine information, Attachment B, Prevent the Spread of Covid-19 if You're Sick.

e. Furnish the patient with information about testing time and when and where to call for results, see Attachment C, Covid-19 Testing Information.

f. Staff will follow procedure for keeping specimen cold as prescribed by the laboratory standards and requirements.

III. **Reporting Test Results**

a. Patients will be notified by telephone of their results.

b. Positive patients will be advised to quarantine in accordance with CDC guidelines and wait for a phone call from the Health Department from the county they reside in.
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 Patients who test negative may return to work and do not have to quarantine. Patients with negative test results who exhibit symptoms of being sick are advised to make an appointment to see their healthcare provider.

RESPONSIBILITIES | REVIEW | REVISIONS: It is the responsibility of the Policy & Procedures Committee to review and initiate necessary revisions based on collaboration and input by Policy and Procedure committee and through Administrative management of this policy, including the review and revisions will be the responsibility of the department administrator.

RIGHT TO CHANGE POLICY: TTUHSC SON Combest reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

ATTACHMENTS:
Attachment A: Covid-19 Telephone Triage Screening Questionnaire
Attachment B: Prevent the Spread of Covid-19 if You're Sick
Attachment C: Covid-19 Testing Information