

Rev 4.23.2020

Process: Standard work instructions for COVID-19 lab draw for well pediatric patients				
Step	Operator	Important Steps	Reasons	Tools/ Materials Needed
1.	PSA/MA/LPN/RN or Lab Staff	Schedule <u>WELL</u> pediatric patient into an appropriate visit slot on building specific lab schedule.	Only pediatric patients <u>under the age of 2 years</u> who are <u>WELL</u> are seen in the clinic between <u>hours of 8am and 12p.</u>	EPIC
1a.		If patient is scheduling appointment over the phone, verbalize to them that they should report directly to the pediatric clinic and give parent specific name of clinic.		
1b.		If patient is scheduling at another DPC location, staff at that clinic should give patient and parent DPC Lab Visit letter for visit instructions.		
2.	Visitor Screening Desk	Patient and parent will be screened for symptoms per protocol upon arrival.		
2a.		Once cleared, staff operating visitor screening desk will inquire visit type and visit location for pediatric patient. If here for "LAB" visit send to appropriate pediatric clinic.		
3.	Pediatric Clinic PSA	Upon patient and parent arrival at clinic, PSA staff will check in patient. Jabber arrival to clinical floor staff.		EPIC, Jabber
3a.		PSA will call down to lab to inform them patient is on site. Confirm patient name and MRN with lab staff over the phone.		
4.	Pediatric Clinic Clinical Staff	Clinical staff will greet patient and parent in waiting room and bring them back to the designated lab draw room(s).	Keeping patients secluded to decrease spread of COVID19.	EPIC, Jabber
4a.		Once in room, staff to use lab specific jabber to communicate room number to lab.		
5.		Phlebotomist or lab tech will confirm orders, print labels, gather supplies and walk up to clinic where patient is housed.		EPIC, phlebotomy items, patient specific lab labels

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6.	Lab Staff	In clinical room, verify patient's identity using two patient identifiers before drawing specimen.		EPIC, phlebotomy items, patient specific lab labels
6a.		Draw specimen. Ensure patient is stable for discharge.		
6b.		Instruct patient and parent that visit is complete and their provider will follow up with results.		