



SOP for Non-Virtua Epic Offices

Outpatient Pre-Procedure COVID-19 Testing

1. Office scheduler schedules case.
2. Office scheduler informs patient that he/she will call the Virtua testing center on their behalf to schedule the pre-procedure COVID-19 testing. **Office scheduler tells patient that testing must be done 4 days prior to procedure at ASC's, no sooner, no later. Virtua is 3 days prior to procedure.** Scheduler to discuss any unavoidable scheduling conflicts the patient has on their day of testing before scheduler calls testing center to avoid additional phone calls.
3. Office scheduler calls (856) 325-3744 and provides the following information to the testing scheduler or if the call goes to voicemail leaves a voice mail with the following information:
 - a. Patient name
 - b. Patient DOB
 - c. Date of surgery
 - d. Proposed procedure
 - e. Surgeon name
 - f. Indicate if there is a conflicting time to be avoided on their testing date (ASC 4 days prior, Virtua 3 days)
 - g. Surgical scheduler's name, return phone number, office name and time scheduler can be reached
4. If office scheduler leaves a voice mail, a Virtua testing scheduler will contact office scheduler with the time of the test to be communicated to the patient by the surgical office with the following instructions:

VOORHEES, Health Education Center (HEC), 106 Carnie Blvd, Voorhees, NJ 08043

or

WILLINGBORO, Virtua Willingboro Hospital, 218 Sunset Road, Willingboro, NJ 08046 (turn on Hospital Drive)

1. You will bring ID with you and preferably by yourself (if cannot drive, not a problem).
2. Bring a pen so you can sign a consent form.
3. Stay in your car, keep your windows up and follow the signs.
4. The Security Guard will need to see ID to verify your appointment.
5. This will be a nasal swab performed in the car.
6. A testing site clinician will call you with the results and a copy will be sent to your surgeon.

PEDS (Voorhees, HEC ONLY)

1. You will bring your ID as the parent/guardian. You will come with only the child being tested.
2. Bring a pen so you can sign a consent form.
3. Stay in your car, keep your windows up and follow the signs.
4. The security Guard will need to see ID to verify your appointment.
5. This will be a nasal swab and you will be asked to step into a tent with your child.
6. Our pediatric clinician will test your child.

5. If a patient cannot accept the appointment time given by the office scheduler, the office scheduler must call the Voorhees testing scheduler for a new appointment.
6. A testing site clinician will call patient with the results and send a fax to the surgeon's office.
7. If test is negative, patient will be notified by Virtua & may proceed with scheduled procedure. Patient will still be screened at time of admission for signs & symptoms of COVID-19.
8. If test is positive, patient will be informed and advised by Virtua what to do. All positive patients should have their procedures postponed unless procedure is an emergency and must be done. In that case, physician must notify Virtua or ASC procedural area and do the procedure under positive COVID-19 protocol.

Revised 6/11/20