



**SOP for Urgent Outpatient Pre-Procedure COVID-19 Testing**  
**(when the procedure is scheduled for < 72 hours from office visit)**

1. Office scheduler schedules case.
2. Office scheduler calls (856) 325-3744 while the patient is still in the office and tells the Testing Center that the patient needs **preop rapid In-house COVID-19 testing** that day. Office Scheduler provides testing center with the following information:
  - a. Patient name
  - b. Patient DOB and
  - c. Patient MR Number
  - d. Surgeon name
  - e. Date of Surgery
  - f. Proposed procedure
  - g. Contact telephone number of patient/representative(If surgical scheduler gets a voicemail, leave the same information for the patient along with their own information and call back number in case the testing scheduler has any issues scheduling the patient for testing.)
3. Testing Center tells Office scheduler when to send patient to the Voorhees Testing Center (only Voorhees Testing Center does rapid In-house testing). Office scheduler tells patient when to go to Voorhees Testing Center and informs patient to self-quarantine at home between date of testing and day of procedure.
4. If voicemail was left, Testing Center will call patient directly.
5. Testing results may be checked by surgeon/scheduler/hospital in Epic.
6. 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.
7. 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 procedural area and do the procedure under positive COVID-19 protocol.