



SOP for Virtua Medical Group (VMG) Outpatients' Pre-Procedure COVID-19 Testing

1. Office scheduler schedules case.
2. Scheduler informs patient that Virtua testing scheduler will be calling the patient to schedule outpatient pre-procedure COVID-19 testing and to expect the call. **Testing must be done 3 days prior to procedure, no sooner, no later.**
3. Scheduler informs patient of pre-procedure quarantine rules: Patient is to self-quarantine for eight (8) days pre-procedure, if time will permit.
4. Office scheduler emails VMGRES@virtua.org for each case and provides the following information:

“Please schedule the following patient for outpatient pre-procedure COVID-19 testing”:

 - a. Patient name
 - b. Patient DOB
 - c. Patient MR Number
 - d. Surgeon name
 - e. Date of Surgery
 - f. Proposed procedure
 - g. Contact telephone number of patient/representative
5. Patient will be contacted by Virtua testing scheduler to schedule test, preferably early in the day to allow for result to be processed within 72 hours. Testing scheduler asks patient to come to the testing center alone to reduce exposure to other people in the car while test is being performed.
6. Testing will be resulted 48 hours after date of test and may be checked by surgeon/scheduler in Epic.
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 procedural area and do the procedure under positive COVID-19 protocol.