

**☑ Talking Points**

March 18, 2020

*This message is for all Bozeman Health employees and providers from the Quality and Safety Management department.*

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**How to Test—COVID-19 Workflow for Ambulatory Clinics**

1. Assess if patient meets criteria for testing using the [Who Should Be Tested](#) document under Testing Guidelines on the COVID-19 MIND page.
  - a. Authorization from Infection Control or GCCHD is no longer required for testing.
  - b. GCCHD will evaluate specimens each day before sending to the State Public Health Lab for testing. The ordering provider will be notified if tests are cancelled.
2. Place orders
  - a. [Order for COVID-19 test: NBLD0625](#) (COVID/INFLUENZA AB & RSV When age appropriate)
3. Notify the next point of contact that they should expect a patient at their care site:
  - a. Bozeman Locations: Call 406-581-0635 to reach the phlebotomy command phone and provide two patient identifiers (Name and E# or DOB) and ordering provider.
  - b. Big Sky Locations: Call Registration at 406-995-6970 and give them the patient information.
4. Provide patient with phone number
  - a. Bozeman Location: Instruct the patient to call 406-581-0635 when they arrive at ER testing site in the ambulance bay.
  - b. Big Sky Location: Instruct the patient to call 406-995-6959 when they arrive at the ER testing site in the ambulance bay.
5. Instruct patient to self-quarantine until results are received and provide them with home care instructions.
6. Gallatin City-County Health Department will inform patients and the patient's provider if they are positive for COVID-19.
7. Providers should use current workflow for notifying patients of negative results.
  - a. If a patient has negative results, social distancing still applies to all persons and they should be adhering to those recommendations.

**DISCLAIMER:** This clinical guidance was developed based upon the best available evidence recommendations from specialty and governmental agencies at the time of issuance. It should be used in conjunction with sound clinical judgement. Given the nature of the evolving knowledge base surrounding COVID-19, guidance may change over time. This document will be updated as appropriate.