

TITLE	COVID-19 Delegated Ordering Authority and Testing		
TODAY'S DATE	8/12/2021		
SECTION	<input checked="" type="checkbox"/> Organization Wide <input type="checkbox"/> Emergency Department <input type="checkbox"/> Inpatient <input type="checkbox"/> Nursing	<input type="checkbox"/> PPE <input type="checkbox"/> Surgery <input type="checkbox"/> Ambulatory	<input type="checkbox"/> OB/GYN

APPLICABLE LOCATIONS	<input checked="" type="checkbox"/> All Bozeman Health locations <input type="checkbox"/> Bozeman Health Deaconess Hospital <input type="checkbox"/> Big Sky Medical Center	<input type="checkbox"/> Belgrade Clinic + UrgentCare <input type="checkbox"/> Hillcrest Senior Living <input type="checkbox"/> b2 UrgentCare <input type="checkbox"/> b2 MicroCare
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APPROVED BY	Incident Command
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PURPOSE:

To facilitate rapid testing and reduce risk of community transmission, the physician leadership of Bozeman Health (BH) authorizes the BH nursing staff and those with ordering authority to order COVID-19 testing for any patient, employee, or first responder who contacts the organization or Gallatin City-County Health Department and meets testing criteria.

In response to the national emergency taking effect on March 1, 2020, regulatory agencies have taken action to, offer health care providers, employers, business and organizations certain flexibilities to ensure continued access to necessary health care and to relieve the financial burden on health care providers to meet the increased demand for urgent health care. This will allow us to be flexible on the delegated order process for COVID testing to ensure timely access for patient testing and notifications of positive results. For normal operation processes in clinical settings, this flexibility does not apply. Please follow normal order processes and workflows established in care settings.

POLICY/PROTOCOL:

- For nurses taking calls, follow current BH Covid-19 Hotline Phone Triage
- All patients with significant comorbidities should be directed for further assessment as described in the BH Covid-19 Hotline Phone Triage guidelines.
- All BH employees are encouraged to contact BH Employee Health department to inquire about testing or concerns of exposure.

Procedure: COVID-19 Hotline and Viral Triage Clinics:

1. BH Nursing will triage phone calls utilizing the current BH Covid-19 Hotline Phone Triage guidelines and Testing Guidelines for SARS-CoV2 found on MIND.
2. Nursing staff will identify patients name, date of birth, and primary care provider.
3. If appropriate, a COVID-19 order will be placed:
 - a. Order COVID-19 test NBLD0624 (SARS-CORV-2 RNA, Qualitative Real-time RT PCR)
 - i. Order Mode: No Cosign Required
 - ii. Ordering Provider:
 1. GCCHD and Employee Health – utilize Dr. Winton as ordering and authorizing provider.
 2. COVID-19 Hotline – Utilize Keven Comer, MSN, FNP-BC as ordering and authorizing provider.
 3. Drive through testing sites-Utilize the patients primary care provider for Bozeman Health established patients or if no Bozeman Health identified primary care provider, use Dr. Winton as ordering provider and CC any outside providers of patients choice.



- iii. Diagnosis: Enter the following:
 - 1. DX ID: 1370834 - (Z20.828 - contact with and, suspected, exposure to other viral communicable diseases)
 - iv. Click the track button to follow testing completion
 - v. If patient is a BH employee or community first responder, enter this into the comments of the order as well as where they work (first responder employment)
 - vi. Cc non Bozeman Health provider if patient does not have a Bozeman Health primary care provider
4. Direct patients to appropriate specimen collection sites
- a. Inform patient of hours of operation for collection site options.
 - b. Inform patient to bring a picture ID, insurance card, and employee or first responder badge if applicable.
 - c. If utilizing a drive up collection site, instruct the patient **not** to leave their car, but to drive up to the testing location and await further direction from the staff.
 - d. If collecting specimen for employee or first responder please label specimen with bright colored sticker to signify in-house lab processing.
 - e. Provide patient instructions per current guidelines.
 - f. Instruct the patient, employee, or responder that the ordering provider's office, employee health or the county will contact them with positive results.
 - g. For patients in Big Sky:
 - i. Instruct patients to call staff at (406) 995-6959 when they arrive at the testing site.
 - ii. Call BSMC Registration at (406) 995-6970 (M-F) and provide two patient identifiers (Name, and E# or DOB) and ordering provider as outlined in #3.
 - h. For patients, employees, or responders with no PCP, delegated BH staff will notify patients of only positive results.
5. Orders for subsequent order (SARS-CORV-2 RNA, Qualitative Real-time RT PCR):
- i. Order Mode: Requires signed order
 - ii. Ordering Provider:
 - 1. Patients primary care provider or referring provider where a treatment relationship exists
 - iii. Diagnosis:
 - 1. DX ID: 1370834 - (Z20.828 - contact with and, suspected, exposure to other viral communicable diseases)
 - iv. Click the track button to follow testing completion
 - v. If patient is a BH employee or community first responder, enter this into the comments of the order as well as where they work (first responder employment)
 - vi. Refer to step #4 above

NOTES: Update provided to subsequent testing/order requirements.

OTHER POLICIES/PROTOCOLS TO REFERENCE:

Testing Guidelines for SARS-CoV2

BH Covid-19 Hotline Phone Triage Guidelines

SCOPE:

We anticipate these adjustment to be temporary and reserve the right to revise or discontinue these adjustments with or without notice depending on the current understanding and/or business needs of Bozeman Health relating to COVID-19. This protocol applies to trained BH Health Nursing Hotline Staff, Employee Health, and the Gallatin City-County Health Department (GCCHD) who will be entering orders into EPIC for patients that meet testing criteria. Throughout the duration of the Public Health Emergency a signature is not required on the COVID testing order.