

COVID-19 TESTING JOB AIDS

FACILITIES WITHOUT CLIA WAIVERS

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RT-PCR TEST

TESTING PROTOCOLS

FACILITIES **WITHOUT** CLIA WAIVERS

WHO TO TEST: Screening Questions

If the Individual answers YES to any of the options below, recommend COVID-19 testing and proceed to testing decision tree below

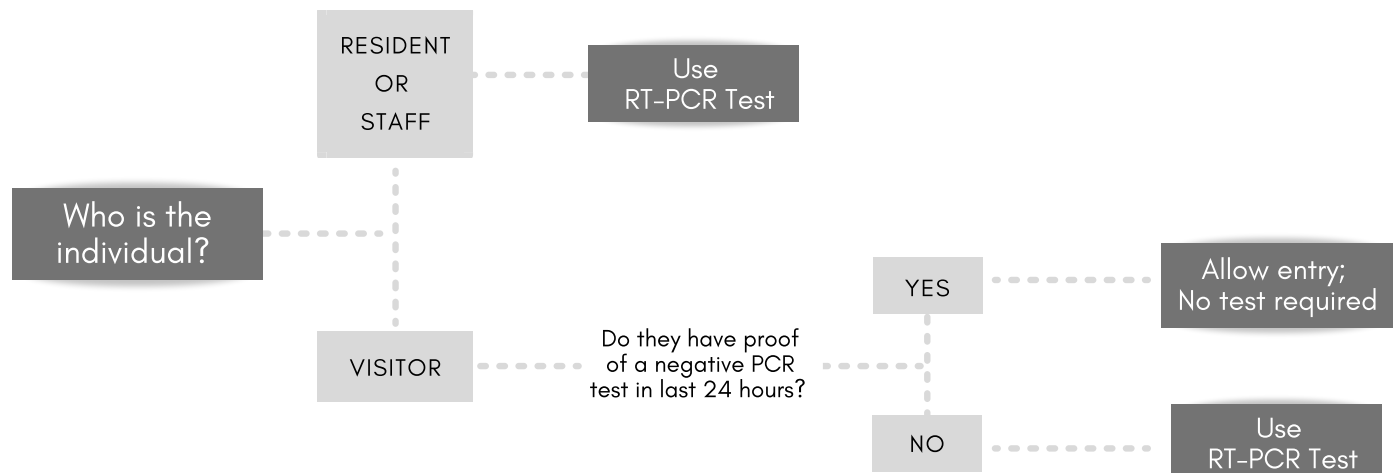
Are you experiencing any of the following:

- Congestion or runny nose
- Cough
- Diarrhea
- Fatigue
- Fever or chills
- Headache
- Muscle or body aches
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

Are you employed in one of the following categories:

- Agricultural or food manufacturing
- Care for a person with a disability
- Correctional facility
- Education
- Emergency services
- Food services
- Health care
- Public transportation
- Retail or manufacturing

WHICH TEST TO ADMINISTER



RT-PCR TEST

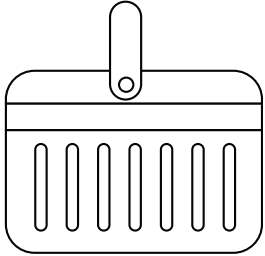
JOB AIDS

SCHEDULING PICKUP FOR RT-PCR COVID TEST



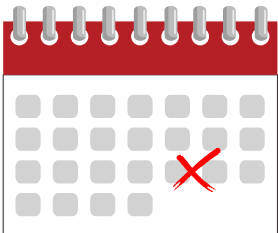
EMAIL TO SCHEDULE PICKUP

24 hours before a scheduled RT-PCR specimen collection at your location, send an email to **info@premedinc.com** to schedule pickup:



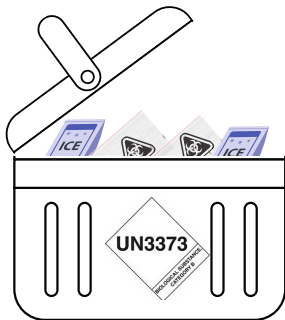
EMAIL MUST INCLUDE

- Number of coolers to be picked up
- Facility name
- Facility address
- Closing time
- Name and # of Contact at the facility



PICKUP CONFIRMATION

Premier Medical will schedule the pickup on your behalf and will notify you of your designated pickup window.



PACKING COOLER

- Ensure specimen tubes and printed labels are packed and sealed inside biohazard bags.
- Disinfect each biohazard bag holding the samples.
- Place a frozen ice pack inside the bottom of the cooler with the biohazard bags on top of the frozen pack.
- Small boxes for up to 5 samples, medium boxes for 10-15 samples and a large box for 25-35 samples.
- Place the styrofoam lid securely on top of the box and seal closed with packing tape.
- Add the UN 3373 label to the box.



QUESTIONS

If you have any questions about the pick-up service, please call the Premier Customer Service number 877-335-2455.

COVID-19 TESTING RT-PCR REGISTRATION INSTRUCTIONS

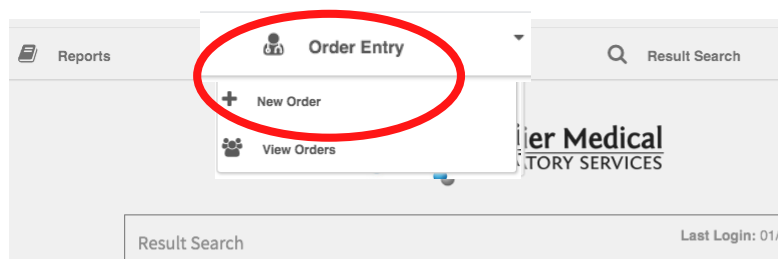
Go to: www.premedoutreach.com

Enter: Username and Password

Note: Use login credentials previously provided to your facility

Click on: "Order Entry" at the top of the screen

Select: "New Order" from the drop down



- **Doctor Name:** Select "NC ALA/SLA Doctor"
- **Specimen Date:** Enter date specimen will be collected
- **Location:** Select "Premier Medical - Greenville"

- **Relationship:** "Self"
- **Last Name:** Enter Individual's last name
- **First Name:** Enter Individual's first name
- **Patient ID:** Click on blue box with 3 dots
- **Date of Birth:** Enter Individual's DOB
- **Gender:** Select Individual's gender
- **Address:** Enter Individual's address
- **City, State, Zip:** Enter Individual's city, state, zip
- **Phone Number:** Enter Individual's phone #
- **E-mail Address:** Enter Individual's e-mail

- **Insurance:** Start typing "Client " and select "Client Billing" from dropdown

- **Test Name/Number:** Type "5281" and select "Novel Coronavirus 2019 = Real Time PCR Nasopharyngea"

COVID-19 TESTING RT-PCR REGISTRATION INSTRUCTIONS - CONTINUED

DO NOT COMPLETE THE FOLLOWING SECTIONS:

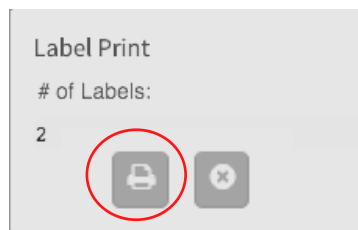
- Diagnosis Codes
- Comments
- Pain Management – Point of Care
- Pain Management – Prescriptions

Confirm Information Entered: Double check Individual's information is correct.

Submit: Click blue  button on the bottom left.

Print: A pop-up will appear asking to confirm the number of labels to print. By default the number 2 displays.

Click: Click the printer icon to proceed.



Write Patient Information on Tube:

Write Individual's name and DOB on the specimen tube.



Insert Labels in Specimen Bag: Insert the printed labels into specimen bag.

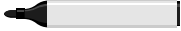


RT-PCR COVID TEST



Apply PPE, Sanitize Surfaces and Hands

Wear Personal Protective Equipment (PPE) such as gloves, face mask, shield, gown. Sanitize counters and chairs. Wash your hands, ask Individual to wash theirs.



Gather RT-PCR Testing Supplies

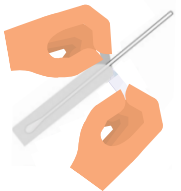
RT-PCR collection swab

Sterile tube

Biohazard bag

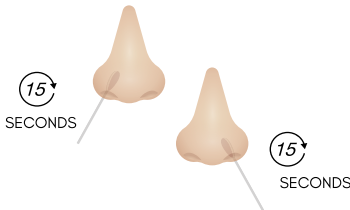
Marker

Printed labels (see New Patient Entry Guide)



Hand Individual a Nasal Swab; Instruct How to Open

Ask Individual to remove the swab from its packaging by peeling it back on both sides **without** touching the soft end. If soft end is touched, discard and provide new swab.



Instruct How to Insert Swab and Collect Specimen

Put the entire end of the swab inside the left nostril. Rub the side of the swab with moderate pressure. Make 5 sweeping circles with the swab for 15 seconds.

Repeat in right nostril.



Ask Individual to Insert Swab in Tube and Hand Back to You

Instruct individual to insert swab into the tube with the soft end facing down.

Ask Individual to hand you the tube once the swab is inside.



Collect Tube and Seal

Collect tube from Individual. Bend the stick back and forth at the perforated line until the extra piece breaks off. Place the cap on sterile tube and secure tightly.



Label and Package Sample

Transfer to Cooler

Label the tube with the Individual's name and DOB. Place the closed sterile tube and pre-printed labels in the biohazard bag and seal tight. Immediately move the sealed bag to the cooler with ice packs.

COVID-19 TESTING RT-PCR RESULTS RETRIEVAL INSTRUCTIONS

Go to: www.premedoutreach.com

Enter: Username and Password

Note: Use login credentials previously provided to your facility

Once you log in you will be on the **Result Search** page.

From here, you can **search for an Individual's results by:**

- their **First Name** and **Last Name**
- or by a date range using the **Result Fields** section

TO VIEW AN INDIVIDUAL'S RESULTS HISTORY

Enter the individual's "**First Name**" and "**Last Name**" in the **Patient Fields** section. Click [Submit](#)

OR

TO VIEW A LOCATION'S RESULTS HISTORY

In the **Result Fields** section, click on the "**From**" and "**To**" date fields to select a date range. Click [Submit](#)

Result Search Last Login: 01/07/2021 03:17:06 PM

Patient Fields

First Name: Last Name:

Date of Birth: (MM/DD/YYYY) Id/EMR/Chart #:

ex: 01/01/1980

Doctor Fields

First Name: Last Name:

Result Fields

Date of Service

From: To:

enter beginning date of service enter the ending date of service

Date Reported

From: To:

enter beginning date reported enter the ending date reported

Specimen Date

From: To:

enter beginning specimen date enter the ending specimen date

Imported/Created

From: To:

enter beginning date created enter the ending date created

Accession:

☐ Include orders not yet received by lab.

☐ Abnormals Only:
☐ Unprinted Reports:
☐ Since Last Login:
☐ Invalidated Only:

[UPS Labels](#) [Submit](#)



When using the portal to search for results, less information is better. The site will eliminate all records that are not an exact match to your search.

COVID-19 TESTING RT-PCR RESULTS RETRIEVAL INSTRUCTIONS - CONTINUED

SELECTING INDIVIDUAL

To select an Individual's results, click on the  icon in the "**Action**" column on the left or check the box associated with the record in the "**View**" column. Click [View Selected](#).

A PDF will be generated of that Individual's report.

2 result orders found

Amount Per Page: 10

Action	☐ View	Accession	Doctor (Num)	Client (Num)	Patient Name	Order Date	Specimen Date	Status
	☐	987654321	SLA DOCTOR (9502)	TNG DX, LLC (4223)	test Test	12/17/2020 11:17:00 AM	12/16/2020 11:17:00 AM	Complete
	☐	123456789	NC ALA/SLA DOCTOR (...)	TNG DX, LLC (4223)	test Test	12/17/2020 11:15:00 AM	12/16/2020 11:15:00 AM	Complete

[View Selected](#)
[View Current Page](#)
[Export COVID Results to CSV](#)

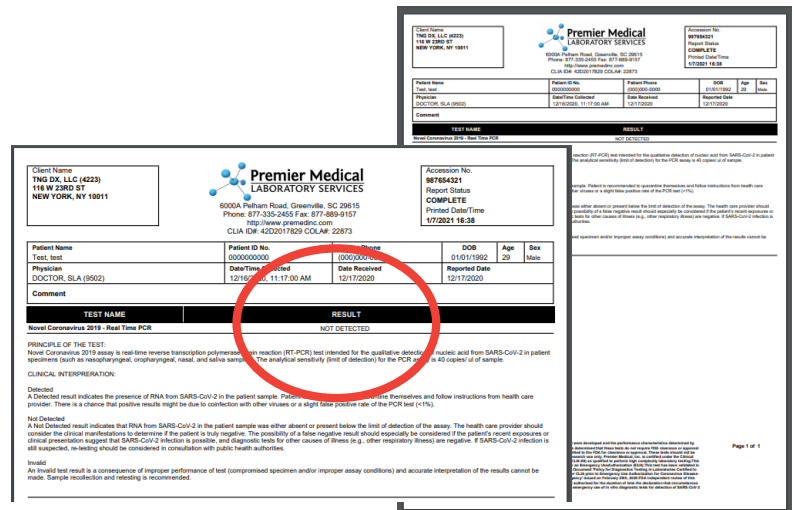
Page 1 of 1

[First](#)
[1](#)
[Last](#)

CLINICAL INTERPRETATION

The Individual's Result will be displayed in the center of the page.

-  **DETECTED** indicates a positive result.
-  **NOT DETECTED** indicates a negative result.
-  **INVALID** indicates improper performance of the test and accurate interpretation of the results cannot be made.



Client Name:
TNG DX, LLC (4223)
116 W 23RD ST
NEW YORK, NY 10011

Accession No.:
987654321
Report Status
COMPLETE
Printed Date/Time
1/7/2021 16:38

TEST NAME:
Novel Coronavirus 2019 - Real Time PCR

RESULT:
NOT DETECTED

PRINCIPLE OF THE TEST:
Novel Coronavirus 2019 assay is real-time reverse transcription polymerase chain reaction (RT-PCR) test intended for the qualitative detection of nucleic acid from SARS-CoV-2 in patient specimens (such as nasopharyngeal, oropharyngeal, nasal, and saliva samples). The analytical sensitivity (limit of detection) for the PCR test is 40 copies/ul of sample.

CLINICAL INTERPRETATION:
Detected
A Detected result indicates the presence of RNA from SARS-CoV-2 in the patient sample. Patient is positive for SARS-CoV-2. Please follow the instructions from health care provider. There is a chance that positive results might be due to collection with other viruses or a slight false positive rate of the PCR test (<1%).
Not Detected
A Not Detected result indicates that RNA from SARS-CoV-2 in the patient sample was either absent or present below the limit of detection of the assay. The health care provider should consider the clinical manifestations to determine if the patient is truly negative. The possibility of a false negative result should especially be considered if the patient's recent exposure or clinical presentation suggest that SARS-CoV-2 infection is possible, and diagnostic tests for other causes of illness (e.g., other respiratory viruses) are negative. If SARS-CoV-2 infection is still suspected, re-testing should be considered in consultation with public health authorities.
Invalid
An Invalid test result is a consequence of improper performance of test (compromised specimen and/or improper assay conditions) and accurate interpretation of the results cannot be made. Sample re-collection and re-testing is recommended.

RT-PCR TEST

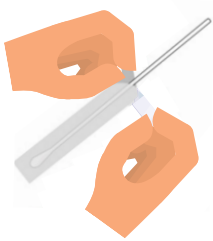
RT-PCR POSTER FOR INDIVIDUAL

STEPS FOR YOUR RT-PCR COVID TEST



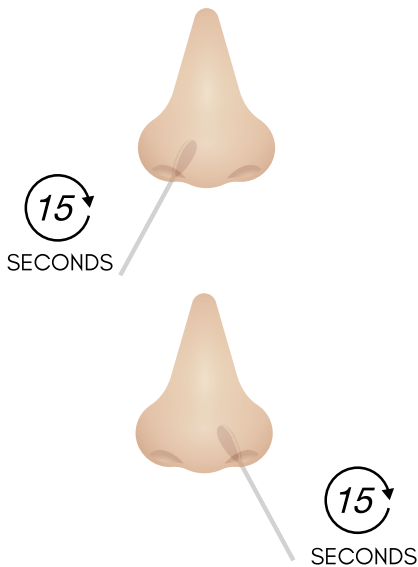
WASH YOUR HANDS

Wash your hands using soap or antibacterial solution.



OPEN THE NASAL SWAB PACKAGE

Peel the package open on both sides without touching the soft end. If soft end is touched, discard and ask for a new swab.

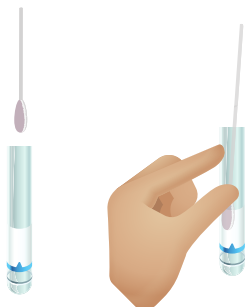


INSERT SWAB INTO ONE NOSTRIL

Put the entire soft end of the swab inside one nostril. Rub the side of your nostril with moderate pressure. Make 5 sweeping circles with the swab for 15 seconds.

REPEAT IN OTHER NOSTRIL

Rub the side of your nostril with moderate pressure. Make 5 sweeping circles with the swab for 15 seconds.



INSERT SWAB IN TUBE, HAND TO STAFF

Carefully insert the used swab into the tube with the soft end down. Hand the tube with the swab inside back to the staff member.