



CATALYST HEALTH NETWORK
8277 Belleview Drive
Plano, TX 75024

COVID-19 TESTING SITE PROCEDURE

PCP PRACTICE OVERVIEW

Updated 7/1/2020

Purpose: The following guides PCP practice members through the steps of **referring a patient for COVID-19 PCR and antibody testing to a Catalyst centralized testing site.**

The information and steps included are imperative to provide a smooth and quick experience for the provider, practice staff, Catalyst staff, testing site staff, and, most importantly, your patient.

Testing Site Overview

- Hours of operation vary and have fluctuated due to warmer temperatures and drive through testing held outside
- Patients will be directed to sites based on geography and testing/schedule availability
- Patient should **CHECK THEIR EMAIL** for appointment location and time due to varying testing site locations and hours
- Limited number of tests can be done at each site daily
 - *Limitations due to availability of staff, PPE, test kits, and lab processing capacity*
 - *If you or someone you know can donate PPE or test kits, contact info@catalysthealthnetwork.com*
- For PCR testing, patients may “self-swab” under supervision by testing site staff
- Testing slots are limited. **No shows or late arrival will result in forfeited appointments.**

**Hours and locations are subject to change without notice to PCP*

Steps to Refer to Catalyst Centralized Testing for COVID-19 Testing

1. **Screen patient** to determine what testing they qualify for according to current guidelines
 - This may be done through a virtual visit, telephonic visit or your triage protocols



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REMINDER: Though PPE and testing resources have improved, it is crucial to appropriately screen

2. **Confirm the patient's email address** and phone number – this will be important for the patient to receive appointment details.
3. **Inform the patient** of next steps and what to expect during testing.
 - REFERENCE PRACTICE HANDOUT: "GUIDANCE FOR TESTING NEXT STEPS"
4. **For PCR testing ONLY**, complete the patient's **PUI Form** – this is a CDC form currently required:
 - REFERENCE PRACTICE HANDOUT: "PUI Form"
 - REFERENCE PRACTICE HANDOUT: "Completing a PUI Form"
5. Complete a **CPL lab requisition** with the appropriate details, diagnosis and lab code.

CPL LAB TEST CODES	
7304	COVID Total Antibody Testing (IgG, IgM, IgA)
7305	COVID PCR Swab*
*CPL PCR lab test code updated as of 7/1/2020	

NEW: To prioritize a **symptomatic healthcare worker test**, the lab requisition should be marked with the wording "symptomatic healthcare worker".

- **If you have a CPL account:** Order through your normal lab order pathway – EMR or CPL's portal – and save the order as a PDF
NOTE: Paper requisitions with your CPL account # can be used – more can be ordered from your CPL Sales Representative.
- **If you do NOT have a CPL account:** Complete the fillable CHN Infectious Disease CPL paper requisition and save as PDF



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— REFERENCE: “CHN Infectious Disease CPL Requisition Form”
UPDATED: 7/1/2020

6. **Send a referral through LeadingReach** to the “**CHN Infectious Disease**” account
 - Just as a lab normally cannot test your patient without an order, **patients cannot be tested** without a referral and corresponding documentation
 - The following items **must be attached** to your LeadingReach referral:
 - Patient demographics & insurance
 - CPL lab requisition (*UPDATED 7/1/20*)
 - PUI Form – *for PCR testing only*
- REFERENCE PRACTICE HANDOUT: “CHN COVID-19 LeadingReach PCP Referral Training”

REMINDER: Use the reason field drop downs in LeadingReach to choose the type of testing you’re ordering to save on entry time and support consistency with reporting

- PCR Swab (NON-Healthcare Worker)
 - PCR Swab (Symptomatic Healthcare Worker)
 - PCR Swab (Asymptomatic Healthcare Worker)
 - Antibody Test – IgG, IgM, IgA
 - PCR & Antibody Testing – Asymptomatic Only
 - Other
7. **Test results** will be delivered to the PCP **via the CPL account or automated fax specified on the paper requisition.**
 - **PCP contacts patient with test results**
 - For positive results, PCP contacts Health Department and documents all actions in patient’s chart to reflect instructions and care plan
 - CPL reports all lab results to Health Department
 - REFERENCE PATIENT HANDOUT: “Guidance for Care After Test Result Obtained”
 - REFERENCE PATIENT HANDOUT: “Guidance for Caregivers and Household Contacts of Suspected or Confirmed COVID-19 Patients”



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Resources

- Catalyst Website – www.catalysthealthnetwork.com/coronavirus
- Catalyst COVID-19 Hotline – (214) 964-0319
- Catalyst Network Resource Page – <https://www.catalysthealthnetwork.com/network-resources>