

Valley Medical Group Laboratory  
COVID-19 PCR Nasal Collection Process

**COVID-19 PCR NASAL SWAB TESTING**

Patient symptomatic for COVID-19

Practitioner orders COVID 19 test in visit to be performed at VMG by using **Order Set: Lab-SARS-COV2 PCR Nasal Quest**. Clinical staff will schedule test for patient.

Patient calls with exposure to COVID-19, to nurse triage to determine next steps and testing.

Patient with request for COVID-19 testing for travel, college, school, other administrative reasons. Patient call to reception, reception to send a case to clinical team at center. Clinical staff will order and schedule the test for the patient using **Order Set: Lab-SARS-COV2 PCR Nasal Quest**.

Patients scheduled for a procedure at ASPC, testing will be ordered following the process defined for ASPC. Preoperative/procedure patients, need to have **"PRIORITY 1"** typed into the note to lab section of the order. This will place the specimen into a priority status at Quest.

If testing is not available at VMG to meet the patient need, clinical staff will proceed to order a COVID 19 test at CDH or Baystate using established processes.

**SCHEDULING THE PATIENT**

Schedule patient with CV-10 appointment type into COVID Collection Provider into the lab schedule. Inform patient they need to present wearing a mask to the identified place outside the health center for lab parking and call the lab phone number when they arrive. Patient should remain in their car, as specimen will be self-collected while they are in there car, supervised by a member of the lab staff.

GHC- Monday and Friday

NHC- Tuesday

EHC- Wednesday

AMC- Thursday

VMG patients can schedule with any of the four health center locations from 8am to 4:20pm, closed during lunch on the available days.

**Patients who also need bloodwork:**

- Schedule patient into COVID Collection appointment at an available health center.
- Schedule patient in the same health center for Lab Appointment into the next available time after their COVID Collection time slot.
- Please note there should always be two appointments scheduled if the patient needs COVID collection and bloodwork on the same day in the same health center.

## PHLEBOTOMY

- Review schedule for CV-10 appointments to make sure you have the lab order and supplies needed for collection before the patient arrives.
- Upon patient check-in:
  - Click the SARS-COV-2 RNA (COVID-19), QUALITATIVE NAAT order.
    - Fill in the specimen source (nose, nasal passage), initials, and date of collection. Save order and then submit by interface. Print labdaq specimen label.
- Phlebotomist will present to patient car with specimen label and Self-Collection Nasal Swab in Full-PPE. Follow current PPE requirements for outside lab service.
- Phlebotomist will ask patient name and date of birth and check against labdaq specimen label.
- Staff will instruct patient to self-collect a nasal swab specimen from their car following the Self-Collection Instructions included with the collection device.
- Note: It is important to properly collect a nasal specimen by tilting the head back. The swab is inserted an inch to the back of the nares. The swab is rotated against the inside of the nostril then kept in place for about 15 seconds. Both nostrils should be used with the same swab.
- When the patient is done with the collection, the phlebotomist will insert the swab into the collection tube so the tip is touching the bottom of the tube and the shaft of the swab is resting against the rim of the tube. Break the handle against the side of the tube at perforated break point. Screw the cap onto the tube.
- Label the tube with the patient's labdaq label.
- Let patient know that results will be expected within three days and that specimen is going to Quest Diagnostics.
- Process the specimen following VMG procedures for accessioning.
- If patient also has a lab appointment, have the patient wait in the car and call the lab phone number to check-in. The drawing station will let the patient know when it is time to enter the draw station.

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