


WORK STANDARD	 Saskatchewan Health Authority		Title: Completing Requisitions for COVID-19 Testing Requests Role performing Activity: Health Care Worker	
	Document #: PROV-16		Version: 2	
	Location: SHA		Department/Unit: Laboratory Medicine	
	Document Owner: Nicole Cox		Date Prepared: 31 March 2020	
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Related Policies/Documentation SHA Daily Rounds				

Work Standard Summary: Summary of process for completing of requisitions for specimens submitted for COVID-19 testing to ensure timely processing and completion.

Note: The health care provider must direct 'copies to' appropriate Public Health and Employee Health reporting locations.

Essential Tasks:	
1.	Patient registered in former health region Registration System (SER or WINCIS)
2.	Prepare requisition/manifest for specimen testing for COVID. Include all the following information: Note: Only ONE requisition/manifest is required.
<ul style="list-style-type: none"> • Patient information 	<ul style="list-style-type: none"> • First and last name • HSN • DOB • Gender • Complete address including postal code (required for MHO) • Phone number Note: The absence of this information will delay result circulation. Note: HIS or LIS generated labels may be applied to requisitions providing all the above information is included.
<ul style="list-style-type: none"> • Patient location information 	<ul style="list-style-type: none"> • The name and city of the testing or assessment site the patient specimen is being collected
<ul style="list-style-type: none"> • Indicate COVID testing required 	<ul style="list-style-type: none"> • Indicate this testing clearly on utilized requisition/manifest • Request as COVID, Corona virus, SARS CoV2 • Include specimen source

<ul style="list-style-type: none"> Indicate priority (as per Public Health) AND highlight in yellow <p>Note: Patient labels can be used, but do not use stickers (they tend to fall off).</p>	<ul style="list-style-type: none"> STAT ICU <ul style="list-style-type: none"> Persons requiring intensive care for severe acute respiratory illness STAT Acute (in-patient) <ul style="list-style-type: none"> Persons hospitalized for acute respiratory illness STAT LTC <ul style="list-style-type: none"> Residents of congregate living situations with respiratory symptoms (including long term care facilities, personal care homes) STAT HCW <ul style="list-style-type: none"> Health care workers and first responders (paramedic, EMS, fire, police, correctional services) with respiratory symptoms.
<ul style="list-style-type: none"> Ordering health care provider 	<ul style="list-style-type: none"> Full name (no initials) Complete address including postal code Phone number Validated fax number <p>Note: The absence of this information will delay result circulation.</p>
<ul style="list-style-type: none"> Other copies of the patient report 	<ul style="list-style-type: none"> For Public Health reporting <ul style="list-style-type: none"> Add the appropriate location name from Appendix A as a 'copy to' For Employee Health reporting (SHA employees ONLY) <ul style="list-style-type: none"> Add the appropriate location name from Appendix B as a 'copy to' For another physician include: <ul style="list-style-type: none"> Full name (no initials) Complete address including postal code Validated fax number

Appendix A: Public Health reporting locations

Public Health – Athabasca
Public Health – Keewatin Yatthe
Public Health – La Ronge
Public Health – Melfort
Public Health – Moose Jaw
Public Health – North Battleford
Public Health – Prince Albert
Public Health – Regina
Public Health – Rosetown
Public Health – Saskatoon
Public Health – Swift Current
Public Health – Weyburn
Public Health – Yorkton
First Nation and Inuit Health Branch
Northern Inter-Tribal Health Authority

Appendix B: Employee Health reporting locations (SHA employees ONLY)

Employee Health – Battleford
Employee Health – Melfort
Employee Health – Moose Jaw
Employee Health – Prince Albert
Employee Health – Regina PAS
Employee Health – Regina RGH
Employee Health – Regina WRC
Employee Health – Rosetown
Employee Health – Saskatoon SCH/Rural
Employee Health – Saskatoon RUH
Employee Health – Saskatoon SPH
Employee Health – Swift Current
Employee Health – Weyburn
Employee Health – Yorkton

Note:

- Former Keewatin Yatthe, former Mamawetan Churchill River and former Athabasca Employee Health follow-up done by Public Health – La Ronge.
- Northern Inter-Tribal Health Authority and First Nation and Inuit Health Branch Employee Health follow-up done by their respective Public Health agencies.

Reference:

ⁱ Government of Saskatchewan. *Testing, Screening, Treatment and Medical Directives* in Information for Healthcare Providers, Novel Coronavirus. [Government of Saskatchewan](#). Accessed April 21, 2020.