

UHN COVID-19 – Swab & Go EPR Order Entry Tip Sheet

**Tip Sheet courtesy of UHN Health Services*

Goal	<p>Input employee data into EPR Order Entry – COVID-19 Virus Detection IMPORTANT – The below fields are used for Data Reporting to UHN Leadership. They help IPAC and Occ health to proactively see emerging trends. Please try to be accurate in your selections (ask clarifying questions with presenting employee to be able to select the best options in EPR).</p>																												
Step #	Step Name	Actions																											
1	Visit Selection	<ul style="list-style-type: none"> Search the patient by MRN Patient ID: <input type="text" value="7017543"/> Conduct PPID check to ensure the right patient record is open Ensure the correct visit is selected by checking: <ul style="list-style-type: none"> Visit date = Today's date Visit location = Occ Health Visit status = active <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Test,lp Location: active OP MRN: 7017543 Birthdate: 20-Feb-63 Visit Count: 2 Home Address: 12 main street vancouver, ON V6C 1T0 Age: 57Y OHIP #: Home Telephone: (654) 654-6565 Sex: Female</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Visit Number</th> <th>Start Date</th> <th>Stop Date</th> <th>Specialty</th> <th>Physician</th> <th>Visit Location</th> <th>Types</th> <th>Status</th> <th>Facility</th> </tr> </thead> <tbody> <tr> <td>50000010712</td> <td>01-Jun-20</td> <td></td> <td></td> <td></td> <td>TG-OccHealth</td> <td>OP</td> <td>active</td> <td>JHN DEV</td> </tr> <tr> <td>11310000220</td> <td>18-Jun-13</td> <td>11-Oct-18</td> <td>Psychiatry</td> <td>Abbey,S</td> <td>TG-5MB Card</td> <td>IP</td> <td>discharged/clo...</td> <td>UHN DEV</td> </tr> </tbody> </table> </div> <p style="margin-top: 10px;">Conduct PPID check to ensure the right patient record is selected</p> <p style="margin-top: 10px;">Ensure right visit is selected by checking: 1. Visit date = Today's date 2. Visit Location = OccHealth 3. Visit Status = active</p>	Visit Number	Start Date	Stop Date	Specialty	Physician	Visit Location	Types	Status	Facility	50000010712	01-Jun-20				TG-OccHealth	OP	active	JHN DEV	11310000220	18-Jun-13	11-Oct-18	Psychiatry	Abbey,S	TG-5MB Card	IP	discharged/clo...	UHN DEV
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2	Order Selection	<ul style="list-style-type: none"> Go to "order entry" → enter as "Direct Order" → Search "COVID-" → Select "COVID-19 Virus Detection" <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Search Options</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>COVID-</th> <th>Procedure / Order Set Name ▲</th> <th>Search...</th> </tr> </thead> <tbody> <tr> <td></td> <td>COVID-19 (COVID-19 Virus Detect...</td> <td>Proced...</td> </tr> <tr> <td></td> <td>COVID-19 Virus Detection</td> <td>Proced...</td> </tr> </tbody> </table> </div> <p style="margin-top: 10px;">Select "COVID-19 Virus Detection"</p>	COVID-	Procedure / Order Set Name ▲	Search...		COVID-19 (COVID-19 Virus Detect...	Proced...		COVID-19 Virus Detection	Proced...																		
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3	Order Entry	<p>Fill out each field as prompted by the system</p> <p>2). When: Select #6 "now (label/collection)"</p> <p>3). Specimen: Select the appropriate swab</p> <p>4). Clinical Symptoms: Always select "NONE" since <u>only asymptomatic employees</u> should be tested at the Swab & Go clinic</p> <ul style="list-style-type: none"> If employee is experiencing any symptoms, please direct them to the TG COVID-19 full assessment centre clinic for full assessment. <p>5). Asymptomatic Reasons: Always select "Part of the UHN employee testing program"</p>																											

- If employee is here for a positive re-swab or testing because of an exposure, please direct them to the TG COVID-19 full Assessment Centre clinic for full assessment.

Example:

Order Entry - COVID-19 Virus Detection

Once collected, please put specimen(s) in 2 biohazard bags and transfer in person to specimen receiving. DO NOT SEND via pneumatic tube system.

COVID-19 Virus Detection

Please be sure to complete the mandatory test fields accurately or else this test may be rejected by Public Health Ontario Laboratory.

Order Comment:	
2) When:	Monday, 1 June 2020 Rout
3) Specimen:	Nasopharyngeal Swab
4) Clinical Symptoms:	NONE
5) Asymptomatic Reasons:	Part of the UHN staff testing program
Reason for Test:	Asymptomatic - surveillance
7) Site:	Toronto General
8) Comment:	
Reason Text:	Asymptomatic - surveillance

- Enter/select the appropriate date/time
- Select the appropriate swab
- Should always select "NONE"
- Should always select "Part of the UHN staffing testing program".
This will auto-populate reason for test as "Asymptomatic – surveillance"