



## **Title: PRC-PALM-SPC-5.51-pro5: COVID SAMPLE SELF-COLLECT PROCEDURE-elug**

### **I. Purpose or Principle:**

This procedure provides instructions for selected lab sites approved for patient self-swab COVID (2019 nCoronavirus PCR) collections. Testing is a nasal swab collection NOT nasopharyngeal collection.

Lab sites selected for self- collect COVID collection will check in orders that have an appointment assigned under “Future” tab and active orders placed under the “Active” tab.

This link is available internally for HFH staff:

[https://www.henryford.com/coronavirus/ambulatory-treatment-options?utm\\_source=redirect&utm\\_medium=url&utm\\_campaign=vanity&utm\\_content=covidmeds%20If%20your%20request%20relates%20to%20a%20new%20page](https://www.henryford.com/coronavirus/ambulatory-treatment-options?utm_source=redirect&utm_medium=url&utm_campaign=vanity&utm_content=covidmeds%20If%20your%20request%20relates%20to%20a%20new%20page):

### **II. Scope:**

This procedure applies to the Outpatient Phlebotomy sites that are selected for self-swab collections. The following sites are set up for appointments:

- **Henry Ford Hospital (Detroit) K-1 Outpatient Lab**  
Testing Hours: 1 – 4 p.m. weekdays  
To schedule: The department is, “Preop/Preprocedural screening.”
- **Henry Ford Wyandotte Hospital (NOT a self-collect site, HFH staff collect the specimen)**  
Testing Hours: 8 a.m. – 2 p.m. weekdays  
To schedule: The department is “HFWH - Pathology Outpatient Lab.”
- **Henry Ford Medical Center – Royal Oak**  
110 East 2nd Street, Royal Oak  
Testing Hours: 1 – 4 p.m. weekdays  
To schedule: The department is “Roy Oak Screening Clinic.”
- **Henry Ford Medical Center – Bloomfield Township**  
1961 South Telegraph Road, Bloomfield Hills  
Testing Hours: 1 – 4 p.m. weekdays  
To schedule: The department is “Bloom TWP Screening.”

### **III. Materials and Equipment:**

HFHS on site supplies – send order requests to:

Cory Jones [cjones8@hfhs.org](mailto:cjones8@hfhs.org) and Trina Wilkinson [twilkin2@hfhs.org](mailto:twilkin2@hfhs.org)

Order information needed:

- Ship to Location-
- Cost center-



- Manufacturer Reference number
- (3C064N) – no instructions
- (CA41725) – with instructions
- Description-
- Quantity- (in each)-

Once HFHS supply has been depleted we can use order by supply chain the following:

- COVID19 self-swab kits – **PS# 578774**

Epic Test Code: COV19 (2019 nCoronavirus PCR)

#### **IV. Forms, Labels and Definitions (optional):**

Patient instructions: HOW TO COLLECT YOUR NASAL SWAB FOR COVID-19 TESTING

#### **V. Procedure:**

Phlebotomists will NOT assist with specimen collection. Per infection control aerosols may occur during collection and the proper PPE to assist the patient would include N95 mask, disposable lab coat, and goggles and gloves.

Phlebotomists will review with patient proper specimen collection. Once patient understands how to collect, the phlebotomist will leave the room and close the curtain so patient can complete collection.

**If re-entry in room is required during swab collection or patient is known COVID positive, then gowning (paper or plastic) and N95 mask is required along with eye shield and gloves).**

For correct donning (putting on) and Doffing(taking off) PPE refer to: [Ambulatory PPE Donning and Doffing Posters](#)

After collection the room will be wiped down with an acceptable disinfecting agent by the phlebotomist.

##### **a. Front desk staff CSR:**

There are two places that CSR must check for COV19 self-collections in EPIC under the Appointment desk (**Appt desk**)

##### **1. “Future tab”-**

- COV19 pre-surgical appointments are scheduled. Verify the scheduled appointment is scheduled for your department ex: Outpatient Lab K1, then complete “checked in”. If the scheduled appointment is for another clinic, redirect the patient to that clinic.

##### **2. “Active tab” – walk in orders for:**

- COV19 self-collection Lab collect order
- Patients drop off a COV19 self-collection that was collected at home
- Any additional blood/fluid Lab collect orders

(EPIC walk-in process is followed as per site specific process).



**b. Phlebotomy STEPS:**

1. Patient requisition and sunquest labels are verified and patient is called back to the phlebotomy chair
2. Patient is asked to verify identification:
  - Full name and DOB
3. Phlebotomist will:
  - Document- tech code and time on sunquest label
  - Tube is labelled with the sunquest label
  - If sunquest label not available use the generic EPIC label or refer to down time process
4. Review with patient, collection instructions form as following:
  - a. Remove the swab from the package- insert in first nostril and swirl 4X
  - b. Repeat in next nostril 4X with the same nasal swab
  - c. Open saline vial and place swab in and break off the swab shaft  
(Swab has an indent where it will be broken)
  - d. Screw the vial closed, verify vial is securely closed. If vial is not securely closed sample will leak and will not be tested.
  - e. Place vial in bag, then place in another biohazard bag for transportation
5. Once Patient verifies understanding:
  - a. Phlebotomist will leave the room and close the curtain for patient to collect sample.  
(Phlebotomist will **not** assist with collection process)
  - b. After patient has completed the collection, the Phlebotomist will wipe down the phlebotomy chair and receive specimen in sunquest.
  - c. Transport specimen as per site specific process

**VI. Monitoring:** N/A

**VII. References:** N/A

**VIII. Supporting Documents:**

HFH system documents: How to do a Nose Swab for COVID-19 Test  
(Instructions available in English, Spanish, Arabic, Chinese and Bengali)

**IX. Attachments:**