

## Ambulatory Potential COVID-19 Patient Visit Checklist

Version 1.2; 03/14/2020

### 1 Pre-Planning and Pre-Arrival

- Identify an **exam room** to be used for patients presenting with symptoms.
- Identify location of **PPE** including surgical masks and hand hygiene for patients.
- Ensure **PPE location** is known and that adequate supply is available.
- Define key provider **notifications** including:
  - Primary Care Provider
  - Medical Director
  - Nurse Manager
- Define **minimal staff team** to interact with and care for patient: RN, APP, MD
- Identify **PPE Buddy** to ensure appropriate donning and doffing.

### 2 Patient Arrival

- If patient's arrival time is known, meet patient in the **parking lot** and provide a surgical mask.
- Upon patient arrival to clinic, **notify** the charge nurse and provider.
- Provide patient with surgical **mask**.
- Escort patient directly** to pre-identified room.
- Notify Infection Prevention** using the contact information below.

#### Infection Prevention Contact Info

Duke University Hospital.....919-970-9721 (page)  
 Duke Regional Hospital.....919-470-4636 (page)  
 Duke Raleigh Hospital.....919-206-3311 (page)  
 Duke Primary Care and Urgent Care.....919-896-2428 (call)  
 Private Diagnostic Clinics.....919-451-8828 (call)  
 Duke Home Care and Hospice.....919-479-0435 (call)

For University Students, refer to Student Health.....919-681-9355  
 For University Faculty, refer to EOWH.....919-684-3136  
 For Hospital Employees, refer to EOH.....919-681-3136

### 3 Test Determination and Form Completion

- Follow the **Outpatient Duke Health Testing Guidance** for When and How to test a patient for COVID-19. Always reference the Ambulatory Coronavirus Intranet Site for the current criteria for testing. The Clinical Guidance document outlines steps necessary to get approval for and how to completed testing.
  - When to Test:** Clinical Workflow and Decision Tree for COVID Testing in Outpatient Areas
  - How to Test:** COVID-19/Respiratory Virus Test Order and Collection Instructions for Outpatient Areas
- Complete the **Isolation Guidance Form** with patient (signature required). Form outlines agreement between patient and provider on being a Person Under Investigation and describes how the patient arrived to clinic.
  - Scan signed form into patient chart**

### 4 Document in EPIC

- Use dot phrase **.COVIDSCREENING** to collect required information to complete the testing form sent to the State.
- Use dot phrase **.COVIDAVSINSTRUCTIONS** for ALL patients being tested for COVID and provide in AVS.

### 5 Patient Discharge

- Provide AVS to patient and discharge from clinic
- If patient needs transfer, call **Duke Transfer Center** at **919-681-3440** (or nearest ED) to inform them that a potential COVID patient will present to the hospital.
- Determine **correct mode of transport** for the patient—EMS or self.

### 6 Post Discharge

- Close the exam room until cleaned. Place Do Not Enter sign on door.
- After room has been cleaned, rooms can be put **back into operations**.
- Before end of the day, **debrief** with team for opportunities.
- Share learnings** with entity's leadership and IP contact.