

Delta County Memorial

Hospital Policies & Procedures – COVID-19

GUIDELINES FOR OUTPATIENT PROCEDURES
FOR SUSPECTED COVID-19 PATIENTS**I. POLICY:**

Delta County Memorial Hospital would like to request that all Clinics follow this policy when sending possible Covid-19 patients to the hospital for outpatient procedures. The reason for this policy is to protect all staff in the hospital as well as other patients.

A. If you are physically seeing a patient in your clinic:

1. Please call the ED at 874-2221 and let them know you are sending a suspected COVID patient with orders
2. Please print out a hard copy of the orders and send with your patient.
3. Have your patient report to the Emergency Room. Please tell your patient to notify the ED staff they are reporting for an outpatient procedure and that they are a **suspected Covid-19 patient**
4. The patient will be given a mask in the ER. Patient will need to give the ER front desk clerk the copy of the order and they will be registered.
5. The patient will not sign an SOR but the ER clerk will fill in signature line with "patient unable to sign due to possible Covid-19". Clerk will initial this and date.
6. The ER clerk will notify the appropriate department that a patient is waiting for an outpatient procedure. Patient will then be escorted to the ER Triage room. Patient will be given a gown for an x-ray and curtain pulled for patient to change
7. Portable (1 View) Chest X-rays and labs will be drawn in the ER Triage room during office hours.
8. Once the procedure is complete, the patient may exit the hospital out the ER entrance.

B. If you are doing a Tele-Medicine Visit with your patient:

1. Please call the ED at 874-2221 and let them know you are sending a suspected COVID patient
2. Also, please call Admissions (874-2211, 2434 or 2201) and let them know you are sending a **suspected Covid-19 patient** to the hospital for an outpatient procedure. The admissions clerk will look the order up in Athena and print the order and take to the ER clerk.
3. Have your patient report to the Emergency Room. Please tell your patient to notify the ED staff they are reporting for an outpatient procedure and that they are a **suspected Covid-19 patient**
4. The patient will be given a mask. Patient will tell the ER front desk clerk their name and the clerk will register the patient.
5. The patient will not sign an SOR but the ER clerk will fill in signature line with ("patient unable to sign due to possible Covid-19". Clerk will initial this and date.
6. The ER clerk will notify the appropriate department that a patient is waiting for an outpatient procedure. Patient will then be escorted to the ER Triage room. Patient will be given a gown for an x-ray and curtain pulled for patient to change

7. Portable (1 View) Chest X-rays and labs will be drawn in the ER Triage room during office hours.
8. Once the procedure is complete, the patient may exit the hospital out the ER entrance.

C. *If you are ordering a 2 view chest, CT, MRI, or ultrasound, you must call radiology and coordinate when the procedure can be done.*

Formulated: 4/20
Revised: 5/20, 7/20