



# GUIDE FOR PUI (PERSON UNDER INVESTIGATION) OR COVID-19 POSITIVE - PATIENT ACCESS

Effective Date: 05/20/2020

Reference #: 2846      Version #: 2

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## GUIDELINE

The purpose of this guide is to assist staff in the completion of required steps when admitting patients with suspected or known COVID-19 (coronavirus disease of 2019), and those coming from, or living in hot spots. Facilities with a known case of COVID-19 are considered hot spots as are areas identified by the Centers for Disease Control and Prevention (CDC), the Florida Governor, and other regulatory bodies.

### Admission Email

When the admission email is sent out –if the patient is known to have COVID-19 or is suspected of having Covid-19 color code the admission email purple.

When the admission email is sent out –if the patient is living in a hot spot, coming from a hot spot, or family in home are from a hot spot, color code the admission email pink.

### Care Type

All patients with COVID precautions or COVID positive will have a second care type COVID-19 OR PUI Care Type in the referral source. This allows the office to pull reports and your co-workers and others to identify a patient with COVID precautions before going into a visit.

Care Type	Generate Workflow	Required	Active
PEDIATRIC	N	Y	Y
HOSPICE	N	N	Y
PIC	N	N	Y
WOUND CARE	N	N	Y
COVID-19 OR PUI	N	N	Y

All patients identified as being in a hot spot, coming from a hot spot, or with family in the home from a hot spot, will have a second care type of HOT SPOT in the referral source. This allows the office to pull reports and your co-workers and others to identify a patient with additional COVID precautions before going into a visit.



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Care Types ⊖

Add Care Type +      Edit Care Type      Delete Care Type      Set to Primary

Drag a column header here to group by that column.

Care Type	Primary	Effective From	Effective To	Generate Workflow
HOSPICE	Y	05/09/2020		N
HOT SPOT	N	05/18/2020		N

### Diagnosis

For patients with confirmed positive COVID-19, add the U07.1 ICD-10 code.

Order	ICD Code	Description	Onset/Exacerbation	Onset/Exac Date	Comorbidity Subgroup	Sym Ctrl Rtg	Related
1	U07.1	COVID-19	EXACERBATION	04/22/2020	RESP10		Y

### Visit Types

If you are completing a video visit or a SOC that is not in-person, you must utilize a video visit RN00HV. The Patient Access specialists need to assign the video visit. This affects billing and must be done correctly.

### Referral/ Admission of Patient

Immediately prior to visiting any patient, the nurse should contact the patient/family and re-screen for symptoms of COVID-19.

When you are admitting a patient that has symptoms, is suspected of COVID or is tested/being tested, call the physician to discuss symptomology and history. If you are working up a referral and not seeing the patient that day, complete as much of the information below as possible. This helps in keeping you, and others, safe.

Patients coming from, or living in hot spots are to be monitored for COVID-19 symptoms and staff are to take extra precautions when caring for them. Facilities with a known case of COVID-19 are considered hot spots as are areas identified by the Centers for Disease Control and Prevention (CDC), the Florida Governor, and other regulatory bodies

What to enter in HCHB in addition to your routine documentation:



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1. If a patient has symptoms, is suspected of COVID-19, or is tested/being tested, call physician to discuss symptomology. If it is determined that the patient is a PUI, complete the following:
  - a. Obtain and enter order for isolation including: contact, droplet, and airborne precautions
  - b. Obtain and enter order for COVID-19 test
  - c. Enter Point Care Visit Alert for “Patient on isolation with contact, droplet, and airborne precautions; COVID-19 results pending. Wear N-95 mask, gloves, gown, and goggles.”
  - d. Enter Medical Examiner (ME) coordination note: Pending COVID-19 results
  - e. Enter Point Care Visit Alert that patient is ME case as PUI with the date of the ME note
  - f. Enter Quality Improvement (QI) Infection Control report in HCHB
  - g. Enter a second care type of COVID-19 or PUI in clinical input, referral source
  - h. Notify Employee Health Department at [employeehealth@avowcares.org](mailto:employeehealth@avowcares.org)
  - i. Notify the primary team, clinical managers, and medical staff
  
2. If notification is received indicating a patient is positive, call physician for notification/orders.
  - a. Enter new Point Care Visit Alert for “Patient on isolation with contact, droplet, and airborne precautions: COVID-19 test positive. Wear N-95 mask, gown, goggles, and gloves.”
  - b. Inactivate previous COVID-19 Point Care Visit Alert (if applicable) if you have access or email HCHBdatacorrections
  - c. Add new ME coordination note with updated details
  - d. Enter QI Infection Control report in HCHB for positive result
  - e. Add new Point Care Visit Alert referring to the date of the new ME coordination note
  - f. Enter a second care type of COVID-19 or PUI in “clinical input,” referral source
  - g. Notify Employee Health Department at [employeehealth@avowcares.org](mailto:employeehealth@avowcares.org)
  - h. Notify the primary team, clinical managers, and medical staff
  
3. Patients coming from, or living in hot spots are to be monitored for COVID-19 symptoms and staff are to take extra precautions when caring for them. Facilities with a known case of COVID-19 are considered hot spots as are areas identified by the Centers for Disease Control and Prevention (CDC), the Florida Governor, and other regulatory bodies.



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- a. Enter a Point Care Visit Alert to say, "Patient needs to self-isolate for 14 days due to coming from a hot spot or maintain additional precautions while facility is considered a hot spot. If patient exhibit symptoms during this time obtain order for COVID-19 testing. Wear N-95 mask, goggles and gloves."
- b. Enter a second care type of HOT SPOT in clinical input, referral source
- c. Notify Employee Health Department at [employeehealth@avowcares.org](mailto:employeehealth@avowcares.org)
- d. Notify the primary team, clinical managers, and medical staff

## DEFINITIONS

- Person Under Investigation – Person that the organization has reason to believe may have been exposed to COVID-19 and could develop symptoms within 14 days of exposure.
- COVID-19 Positive – Person who has tested positive to COVID-19 and has not met the CDC definition of no longer having COVID-19. Determination of no longer being COVID-19 is made by the Avow APRN or Physician taking into consideration current CDC guidance.

Periodic Review Date: 05/20/2023