

March 24, 2020

Steps for Physician Sending Patients to An Outpatient Sampling/Screening Sites

Locally Operated Sites

1. Review the COVID-19 Outpatient Algorithm for appropriate referral for testing ([click HERE to view](#))
2. Provide the patient with a **Quest lab slip with COVID-19 testing, Test Code 39444**. Identify yourself as the Ordering Provider on the lab slip including **your Ordering Provider Quest Account number**.
(YOUR PATIENTS WILL BE TURNED AWAY IF THEY ARE NOT IN POSSESSION OF A LAB SLIP)
3. Provide the patient with a **demographic sheet** with the following information
 - a. **Patient name, date of birth, address, phone number, insurance name and number**
4. Fill out the required information on the **SCHD Demographic Sheet** ([click HERE to view](#))
5. **Fax the Demographic Sheet to SCHD 989-758-3888**
6. Send the patient to one of the local sites
 - a. **Covenant**
 - i. Address: VNA at 502 S. Hamilton St., Saginaw, MI 48602
 - ii. Covenant COVID-19 Hotline: 989-583-3135
 - iii. Hours of Operation: 9a-3p, 7 days a week
 - iv. **Opening Wednesday, March 25, 2020**
 - b. **Great Lakes Bay Health Center**
 - i. Address: In the parking lot of 501 Lapeer Street, Saginaw, MI 48607
 - ii. Hours of Operation: 9a-3p M-F
 - iii. **Opening Tuesday, March 24, 2020**

- 7. Results will be sent to the Ordering Provider. It is the responsibility of the Ordering Provider to give the patients their results**

STATE-OPERATED SITE

- 1. Provider or staff calls the State of Michigan Lab Center: 1-888-277-9894**
 - Provide the patient's information (have the chart ready)
 - The patient **MUST** meet **High Priority Criteria: must qualify**
- 2. Obtain a PUI (Person Under Investigation) number**
 - Fill out the PUI form ([click HERE for PUI form](#))
 - Give the patient a copy of the PUI form
- 3. State of Michigan Lab will send you to the local state-operated Sampling Site**
- 4. Once you know the lab site, call the lab for an appointment**
 - Open 7 days a week (BY APPOINTMENT ONLY) from 9a-5p
(YOUR PATIENT WILL BE SENT AWAY IF THEY DO NOT HAVE A PUI FORM)
- 5. Fax completed PUI document to the Saginaw County Health Department at 989-758-3888**

Best,
Delicia Pruitt, MD FAAFP
Medical Director
Saginaw County Health Department
dpruitt@saginawcounty.com