

## **LAB ALERT #6: SARS-CoV-2 LABORATORY REQUISITION AND PUI EVALUATION FORM (3/13/20)**

A new [SARS-CoV-2 Laboratory Requisition and PUI Evaluation Form](#) is now available on the South Dakota Department of Health (SDDOH) Coronavirus webpage. The following information will help your facility implement this new submission form. Please note, the new SARS-CoV-2 submission form will likely be updated in the coming days/weeks in response to this rapidly evolving event.

### **Why should I use the SARS-CoV-2 Laboratory Requisition and PUI Form?**

The new SARS-CoV-2 Laboratory Requisition and PUI Evaluation Form immediately replaces the need for healthcare providers to call the SDDOH for SARS-CoV-2 testing approval for patients with COVID-19 symptoms (i.e. fever, cough, shortness of breath, or sore throat). The document is a simple-to-use, single-page submission form that should be used for individuals that meet [SDDOH COVID-19 PUI criteria](#). Incomplete forms could delay SARS-CoV-2 testing.

### **Where should this form be used?**

This form can be used in clinics, emergency departments, or other healthcare facilities that may encounter individuals with symptoms consistent with COVID-19.

### **When should I use this form?**

This form should be used when you encounter a patient at your healthcare facility with signs and symptoms of COVID-19. By completing this form for a symptomatic patient, you will have all the information required to order SARS-CoV-2 testing at the South Dakota Public Health Laboratory (SDPHL).

### **How should this form be used?**

Healthcare providers can use this form to record critical information about a COVID-19 person under investigation (PUI). Once completed, this form can be used as a laboratory requisition for SARS-CoV-2 and respiratory pathogen panel (RPP) testing at the SDPHL.

Required information includes:

- facility, facility location and contact information, and ordering provider name
- patient name, address, and date-of-birth
- Medicare/Medicaid number (if applicable)
- specimen collection date and specimen source(s)
- testing requested

- date of symptom onset
- hospitalization status
- symptom(s) **\*\*Patient must be symptomatic to receive SARS-CoV-2 testing\*\***
- status as a healthcare worker
- risk exposure history
- pre-existing medical conditions

**As a healthcare provider, what do I do when I complete this form?**

The completed form should accompany respiratory specimens (i.e. nasopharyngeal swab in viral transport medium and sputum (but only if producing sputum – do not induce)) to the SDPHL in Pierre, South Dakota. Your local clinical laboratory or the SDPHL can help you with the packaging and shipping process.

**As a laboratorian, do I also need to complete the standard SDPHL requisition?**

No. You no longer need to use the standard SDPHL Medical Microbiology requisition for SARS-CoV-2 test orders. Please only use the SARS-CoV-2 Laboratory Requisition and PUI Evaluation Form for COVID-19-related testing - this is the only documentation needed to order SARS-CoV-2 and RPP testing for a COVID-19 PUI.

**As a healthcare provider, do I need to call SDDOH to get authorization for SARS-CoV-2 testing?**

No. Completing the new SARS-CoV-2 Laboratory Requisition and PUI Evaluation Form removes the requirement to call SDDOH for each PUI. However, laboratories submitting specimens for SARS-CoV-2 testing must contact the SDPHL at 605-773-3368 on a daily basis to provide the number of specimens to be submitted for testing. One phone call from the laboratory will replace numerous phone calls from healthcare providers.

For any questions regarding the information provided in this LAB ALERT, contact the South Dakota Public Health Laboratory at 605-773-3368.

Please distribute this LAB ALERT to others in your facility that may need this information.