

How To Send COVID-19 Testing Referrals

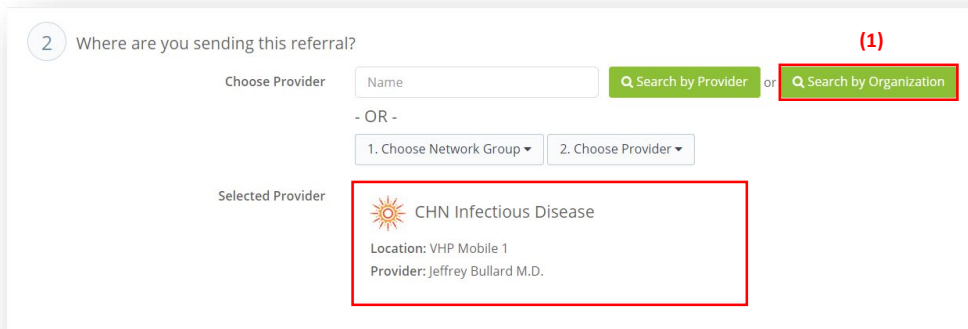
COVID-19 Lab Testing Referrals via LeadingReach

Catalyst Health Network has partnered with CPL to support COVID-19 testing. We have created a separate, unique LeadingReach account (Account Name: CHN Infection Disease) to manage and track this. Two types of testing may be ordered through these drive through testing sites:

- PCR Diagnostic Testing (Swab)
- Antibody Testing (Blood Draw)

REFERENCE: "Ordering COVID-19 Testing – PCP Practice Overview"

- 1) Once the patient has been selected, click **Search by Organization**
- 2) Search for and select the account "**CHN Infectious Disease**"
- 3) Select the blue drop down arrow to **Show Providers**
- 4) Select the **Testing Location**
***NOTE:** Locations are subject to change due to availability of staff and supplies*
- 5) Click the green box to **Select Provider**




2 Where are you sending this referral?

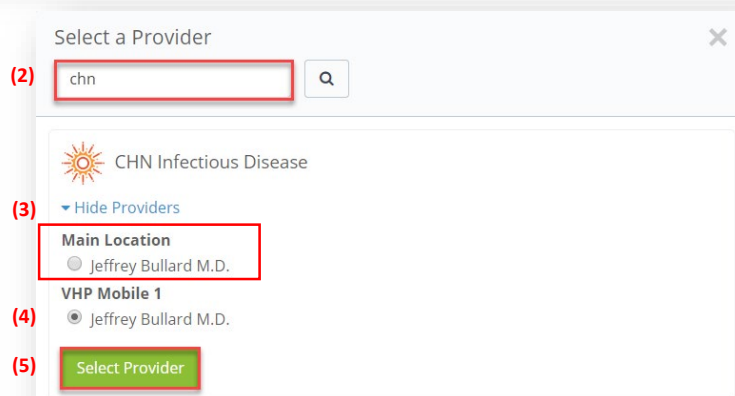
Choose Provider or (1)

- OR -

1. Choose Network Group ▾ 2. Choose Provider ▾


Selected Provider

 CHN Infectious Disease
Location: VHP Mobile 1
Provider: Jeffrey Bullard M.D.



Select a Provider ✕

(2)

 CHN Infectious Disease

(3)

Main Location

Jeffrey Bullard M.D.

VHP Mobile 1

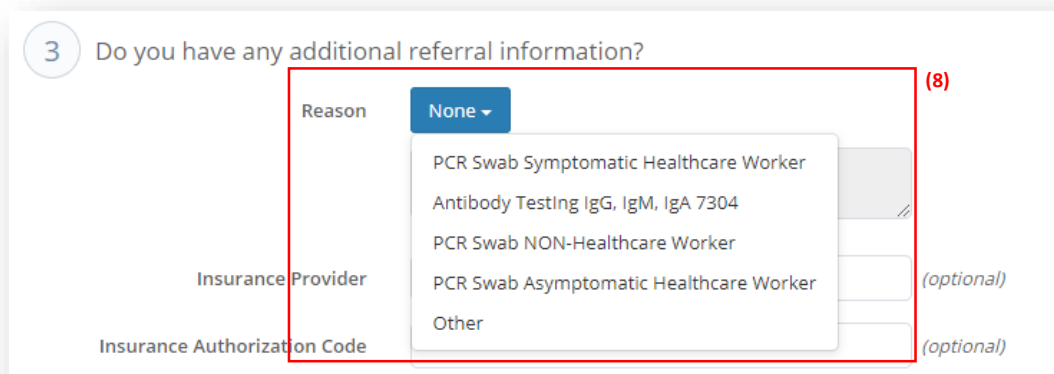
(4) Jeffrey Bullard M.D.

(5)

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- 6) In the **Reason** field, select the appropriate testing being ordered from the drop down menu



The screenshot shows a form titled "3 Do you have any additional referral information?". A red box highlights the "Reason" dropdown menu, which is currently set to "None". The dropdown options are: "PCR Swab Symptomatic Healthcare Worker", "Antibody Testing IgG, IgM, IgA 7304", "PCR Swab NON-Healthcare Worker", "PCR Swab Asymptomatic Healthcare Worker", and "Other". To the right of the dropdown, there are three input fields labeled "Insurance Provider" and "Insurance Authorization Code", both marked as "(optional)". A red "(8)" is visible in the top right corner of the form area.

- 7) The following **attachments are required**:
- Demographics & Insurance
 - CPL lab requisition (**NEW – updated 7/1/2020**)
 - Person Under Investigation (PUI) Form – **for PCR testing only**
- 8) Complete remaining fields as applicable and click **Send**

Have more instructions or details for us? Tell us in the “Optional Notes” section of your referral!

Once we receive the referral via LeadingReach, the following things will occur:

- Verify necessary documentation and forward to the testing site
NOTE: Missing documentation may result in delay for the patient
- **Patients will be notified by email of their appointment location and time**
— *If patient does not have an email address, we will return the appointment information via LeadingReach and the practice should contact patient with instructions*
NOTE: Missing email addresses may result in delay for the patient
- Once testing is performed, the referral status will be updated to “Testing in Progress”
 - No Shows will reflect a referral status of “Patient Did Not Show”
- Test results will be returned to the PCP **via their normal route of receiving CPL lab results** for the PCP to contact patient with results