![Seattle Cancer Care Alliance]

Positive Patient Workflow:
Continuing Care for COVID-19 Positive Patients

The COVID-19 Confirmed Patient Procedure is outlined in the Management of Patients with Confirmed, Suspected or Exposure to COVID-19 Policy

The COVID-19 Confirmed Patient Procedure provides guidance on how to manage the care for SCCA patients who have confirmed COVID-19 including the following:

1. Scheduling Appointments
2. What to Do Prior to Patient Arrival
3. What to Do Day of the Appointment
4. When to Discontinue Transmission-based Precautions

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Essential Visit and/or Treatment Criteria
Updated: 03.03.2021

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Essential Visits for COVID-19+ Patients:

Each case should be considered carefully for a decision about an essential visit.

General criteria for assessing risks:
1. New or follow up patients who require standard services/treatment **within a 14-day time frame**.
2. Patients who need to continue treatment with outpatient chemotherapy or immunosuppressive therapy despite the potential to seriously exacerbate an active COVID-19 infection.
3. Patients not amenable to telehealth visits for care throughout the entire 14-day timeframe.
4. Patients who are not medically emergent but cannot be delayed without negatively impacting their cancer-related outcome. Categories/examples include:
   a. BMT/Cell based immunotherapy patients on active treatment requiring close in person monitoring multiple times per week.
   b. Patients undergoing curative therapy where a two-week delay in treatment would impact cure rate or survival (e.g. Burkitt's lymphoma, newly diagnosed AML, metastatic testis cancer.)
   c. Patients on immunosuppressive therapy who require frequent in person monitoring for side effects, complications, drug levels, etc.
   d. Patients on outpatient intravenous antibiotics who require continued outpatient infusions including drug levels that cannot be modified for home care or telehealth visits.
   e. Patients who require frequent blood product support according to transfusion guidelines or modified guidelines as clinically appropriate.

If symptoms and signs of infection or assays remain positive beyond 14 days (see criteria for determining resolution of COVD-19), patients will be reassessed according to the criteria above.

Non-Essential Visits for COVID-19+ Patients:

Each case should be considered carefully for a decision about postponing a visit or treatment.   Non-essential visits are defined as those visits that may be postponed for 14 days or greater and/or managed by telehealth.

1. Patients who are generally healthy and have non-life-threatening conditions where delay is unlikely to impact cancer-related outcome (e.g. low-risk cancers, asymptomatic surveillance patients)
2. Patients where risk of exposure to COVID-19 exceeds the short-term benefit of chemotherapy or other treatment.
3. Patients who are receiving treatment that can be postponed without a major likely effect on survival.
4. Patient who can undergo a substitute treatment that can be administered at home without a major likely effect on survival.
5. Palliative care and/or Supportive Care visits.
6. Patients with active COVID-19 infections who are stable and can be managed with frequent telehealth or telephone check ins.

Potential Hospital Admissions for COVID-19+ Patients:

Each case should be considered carefully for a decision about a hospital admission.

1. Patients who are deemed critical and require services/treatment due to an unstable clinical situation, unbearable pain and/or life-threatening condition (e.g. cord compression, malignant tumor bleeding, SVC syndrome)
2. Patients who develop complications requiring hospitalization and are not candidates for outpatient care (e.g. fever and neutropenia, progressive pneumonia, increasing oxygen requirements.)

Modality Specific Guidelines

Radiation Oncology *(as of 04.01.2020)*

1. Asymptomatic patient with known exposure (such as positive household member)
   - Treated as standard *without* transmission-based precautions
2. Symptomatic patient with unknown status (i.e. pending test results)
   - Treated with aerosol contact precautions
3. COVID-19+ patients
   - Treated with aerosol contact precautions
4. Patients who have recovered from COVID-19
   - Treated with standard precautions

SCCA/UW Department of Radiation Oncology has a patient prioritization system (1-3) in place for a COVID-19 surge. Additionally, most consults have been converted to telehealth, unless not feasible for the patient.
   a. Priority 1 and 2 patients will start treatment as per standard of care
   b. Priority 3 patients will have radiotherapy treatment deferred per disease-site algorithm
   c. Return visits/follow-ups for patients without active issues will be deferred by 3 months

Surgical Oncology *(as of 04.01.2020)*

Each disease group has triage guidelines and criteria in place specific to that disease. In general, the recommendation is to continue with most cancer surgeries with the view that it is urgent but to consider postponing surgery for individuals with indolent cancers. Surgeons are also suggested to consider postponement of individual patients for patient specific reasons (e.g. low impact of surgery on survival, high likelihood of prolonged ICU care, etc.)   Multidisciplinary teams are also considering appropriate use of neoadjuvant therapies that may delay urgency of surgical intervention, where appropriate.

Examples of "non-essential" (ability to postpone) cancer surgeries are as follows:

Breast: DCIS (postponing surgery, initiating endocrine therapy for ER+ patients); Invasive Breast Cancer ER+/HER2- patients with T1 (some T2) and N0 disease (postponing surgery, recommending endocrine therapy and/or consideration of pre-op chemo based on oncotype/mammaprint)
Endocrine: Papillary thyroid carcinoma
Gastrointestinal: Asymptomatic PNET, GIST
Genitourinary: many robotic-assisted laparoscopic prostatectomy (RALPs) and low-grade transurethral resection of bladder tumor (TURBTs)
Renal: small masses, select mid-size masses (assessed on case-by-case basis)
Sarcoma: newly diagnosed truncal/extremity well-differentiated liposarcomas and low grade-lesions with low metastatic risk (all assessed on a case-by-case basis); Also considering appropriate use of neoadjuvant therapies that may delay urgency of surgical intervention in high grade lesions with high metastatic risk
Skin: Low-risk T1 melanoma; Melanoma in situ
Thoracic: Lung Ground Glass Opacities

In-Person vs. Telehealth Guidelines

Providers are asked to instruct TCs and PCCs as to which visits, new and established, are appropriate for telehealth. If a patient would meet criteria for telehealth except for having technology to allow a telehealth visit, then patient could be evaluated via a telephone visit.

IN-PERSON: Patients who need to be seen in-person by the provider.

1. Clinical situation that requires physical examination to support clinical decision-making, including:
   a. Patients receiving chemotherapy (i.e. adjuvant curative chemotherapy, palliative chemotherapy in the context of advanced disease)
   b. Surgical planning prior to intervention
   c. Radiotherapy planning prior to start of radiation

TELEHEALTH: Consults that can be conducted via telehealth.

1. Follow-up care where the physical exam is not essential to decision making
2. Key physical exam or imaging findings may be obtained by other means (e.g., PACS, photos, etc.)
3. Ability to be served closer to home (if under the care of another provider)
4. No concerning symptoms of recurrence/progression and can have restaging scans closer to home

POSITIVE PATIENT REPORT

Standard Work Activity Sheet *COVID-19 Patient Positive Report*	*Author(s): Infection Prevention, Clinic Leadership* *Rev Date: 03/03/2021*
Purpose: Overview of Positive Patient Report *Outcome: Positive Patient successfully taken to and from appointments.*	*Scope: Positive Patient Report*

Category	*Description*
Data Sources	Line List: COVID-19 Positive Patients Epic Scheduled Appointment Date: Scheduled appointments
Frequency	Monday – Sunday, every morning ~10:15 am
Distribution List	Clinical Analytics manages the distribution list. To have individuals added or removed from the distribution list, contact John Klaassen at jklaasse@seattlecca.org

SLU SREENERS

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID-19*	Author(s): Infection Prevention, Naomi Heinicke *Rev Date: 2/1/22*
Purpose: *Guidance on how to transport a COVID-19 positive patient through SCCA Main Clinic.* **Outcome:** *Positive Patient successfully taken to and from appointments.*	**Scope: SCCA Main Clinic** 1. *Patient arrival*

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
		Day Prior to Appointment	
1	Inform screeners of next day or weekend positive appointments	At the end of the workday, shared resources manager will provide list of positive patient appointments for the next day or weekend.	Naomi Heinecke
		Day of Appointment	
1	Screen patient upon arrival and provide mask	Greet the patient and provide them with a medical grade mask. If the patient has a cloth or homemade mask, instruct the patient to perform hand hygiene, take off personal mask and place into paper bag, don surgical mask and perform hand hygiene.	Screeners
2	**Patient Check Point:** Screening	Patient will inform screeners that transport informed them to stop at screening to obtain info sheet and appropriate mask. **Screeners:** Hand patient information sheet, instruct patient to go directly to their designated floor and hand the info sheet to PSR.	Screeners

TRANSPORT TEAM

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID-19*	Author(s): Infection Prevention; Rikka Quinanola *Rev Date: 01/31/2022*
Purpose: Guidance on COVID-19 positive patient navigation through SCCA Main Clinic. *Outcome: Positive Patient successfully*	*Scope: SCCA Main Clinic* 1. *Patient arrival and movement throughout clinic*
Hours of Operation (Transport Coordination)	7:30am – 5:00pm Monday-Friday
Outside of Hours of Operation: Backup Coordination Weekday evening/Weekends all day	1st Floor Front Desk – 206-606-1000
Transport Contact Info for Patients 7:30am-5:00pm (Monday-Friday)	Transport phone #1 206-473-2751 Transport phone #2 206475-4695

Step # *(When)*	Task Description *(What)*	*Additional Details*	*Owner* *(Who)*
**Day of Appointment**		
1	Receive call from patient upon	Patient calls transport phone #1 206-473-2751	Transport Team

	Transport team to coordinate patient's arrival with receiving department and give patient instructions prior to entering the building.	1. Identify the patient calling and their 1st appt location
		
		2. Let patient know to wait where they are until transport calls back with instructions
		
		Call the receiving dept the patient will be seen in and wait to confirm they have a room ready and if there is any further instruction from the care team.
		3. Call patient back with instructions to:
		    a. Wear a medical grade (i.e. surgical, KN95, N95) mask at all times
		    b. Patient to stop at patient screening and receive information sheet
		    c. Patient to report directly to the floor their appt is on to check in and show front desk the information sheet (without any stops anywhere else)
		
		Floor Designation Contacts:
		1st Floor
		• Rad Onc: Ext 2141
		• Lab: Ext 6201
			Transport Team

		2ⁿᵈ Floor • Front Desk: Ext 7200 **3ʳᵈ and 4ᵗʰ Floor** • Breast Imaging: Ext 7410 • 3ʳᵈ and 4ᵗʰ floor: 206-475-4695 (Transport 2) **5ᵗʰ floor** • Front Desk: Ext 1840 **6ᵗʰ Floor** • BMT Front Desk: Ext 7600 • IMTX Front Desk: Ext 6000 **7ᵗʰ floor** • Infusion Charge: 206-606-4226	
3	**Patient Check Point:** Screening	Patient will inform screeners that transport informed them to stop at screening to obtain info sheet and appropriate mask.	Screeners
4	**Patient Check Point:** PSR Desk (on designated floor)	Patient will check in at front desk and display instruction sheet to PSR.	PSR/Front Desk
5	**Receiving Dept Prep:** Label door with aerosol contact precautions signage	Room and staff are ready for patient arrival. Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Care Team
6	**Receiving Dept Action:** Room patient	Room patient immediately and inform them to wait in the exam room after their visit until someone comes to discharge them.	Care Team
7	**Receiving Dept Action:** Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam).	Care Team
	Receiving Dept Action: Discharge Patient at end of visit	Care team to check back in with patient prior to departure: • Reiterate instructions to patient to remain masked and report directly out of the building or to the next appt without any stops.	Care Team
9	Clean room	Follow Room Turnover Instructions	Care Team

LAB APPOINTMENT ONLY

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID-19*	Author(s): Infection Prevention Rev Date: 2/1/22
Purpose: Guidance on how to care for patient at SCCA that have been confirmed COVID-19 who has Lab appointment only. **Outcome:** Positive Patient successfully cared for	**Scope:** 1. Scheduling of Appointments 2. Prior to Patient Arrival 3. Day of the Appointment
Contact Info	Lab Front Desk – 206-606-6201

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
		Coordinating Care	
1. A	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		TC
1. B	Scheduling of Appointments	If the patient needs to come into the clinic for essential labs, and that is the patient's **only** required appointment: ○ If possible, schedule COVID positive patient appointments back-to-back so that the room can be brought back online for the general population as soon as possible.	TC
2.	Prior to patient arrival, give patient instructions on arrival.	Verbally and electronically provide the patient with the Instructions for Coming to the Clinic with COVID-19.	TC

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
		Day of Appointment	
3 A.	Patient Arrival/Transport team to coordination/Screening	Details described in step 1-3 of TRANSPORT TEAM workflow, • Lab: Ext 6201	Transport Team
3 B.	Prepare a room for the patient – preferably a room with a door Label door	Healthcare worker should wear a surgical mask and eye protection during transport.	Alliance lab front desk
3 C.	Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions** when caring for patients with COVID-19 infection.	

		If prescription pickup required, see RETAIL PHARMACY workflow	
3 D.	Instruct patient to leave the clinic.		
3 E.	Clean room	**Room Turnover Less Than 1 Hr after Patient Leaves** - Clean in aerosol/contact precautions - Room can reopen when dry and 1 hr has elapsed **Room Turnover Greater Than 1 Hr after Patient Leaves** - Keep door closed for 1-hr - Clean in droplet/contact precautions - Room can re-open when dry	

RAD ONC (First Floor)

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID-19*	Author(s): *Infection Prevention, Randall McClure* *Rev Date: 5/10/22*

Purpose: *Guidance on how to care for patient at SCCA that have been confirmed COVID-19.*
Outcome: *Positive Patient successfully cared for.*
	Scope: *1st Floor – Radiation Oncology*
	   1. *Scheduling of Appointments*
	   2. *Prior to Patient Arrival*
	   3. *Day of the Appointment*

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
Every Morning			
1	Send positive patient report to Tony Horton and Randall McClure	Positive Patient Report (note: refreshes from night before)	Clinical Analytics
Coordinating Care			
1	Discussion to determine treatment/appointment moving forward	Nursing involved in gather information, scheduling PCR test and communicating with the patient. Nursing to add Covid Pop Up in Mosaiq and manage the	Attending provider and medical director
2	Cancel or reschedule any non-essential appointments.		PCC
3	Schedule appointments • Rad Onc	If the patient needs to come into the clinic for essential appointments: o Schedule their appointment at the end of the day o Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location) o If possible, when radiology imaging is required, it must be scheduled as the last appointment of the day and the department should be notified (email communication to Imaging scheduling team include "positive COVID-19 patient")	PCC/RTT
4	Prior to patient arrival, give patient instructions on arrival.	Verbally and electronically provide the patient with the Instructions for Coming to the Clinic with COVID-19. Inform the patient to self-declare Covid Positive at the front desk to the PCCs when they arrive at the clinic to allow for a direct escort to changing room #5 or an exam room.	PC

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Day of Appointment**			
1	Patient arrives	1. After screening upon arrival to SCCA lobby, the patient arrives in Rad Onc through normal channels and declares the need to be roomed for isolation. 1. The PCC's will notify the nursing/therapy and escort them to changing room #5/exam room #2 or directly to the vault if instructed by Nursing or Therapy team. 2. Treating therapists will don full PPE to include eye shielding and an N95 mask.	Patient, PCC, RN, RTT
5	Label door with aerosol contact precautions signage	Therapy to place signage to keep the room clear for at least 1 hour after Covid Patients have been treated.	RTT
6	Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection. If possible, give patient own bathroom. If not possible, clean after use. If prescription pickup required, see RETAIL PHARMACY workflow	RTT
7	**Receiving Dept Action:** Discharge Patient at end of visit	Care team to check back in with patient prior to departure: • Reiterate instructions to patient to remain masked and report directly out of the building or to the next appt without any stops.	Care Team
8	Clean room	Follow Room Turnover Instructions	RTT

SECOND FLOOR (Imaging and Procedure Suite)

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID*	Author(s): Infection Prevention, Kim Koegel **Rev Date:** 2/1/22
Purpose: Guidance on how to care for patient at SCCA that have been confirmed COVID-19. **Outcome:** Positive Patient successfully cared for.	**Scope: 2nd floor (Medical Imaging, Procedure Suite and PFT) and 3rd floor (Breast Imaging)** 1. Scheduling of Appointments 2. Prior to Patient Arrival 3. Day of the Appointment

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
Every Morning			
1	Send positive patient report to 2nd and 3rd floor (Breast Imaging) leadership	Positive Patient Report (note: refreshes from night before) Report sent at ~10 am.	Clinical Analytics
Coordinating Care			
1	Discuss with Care Team to determine if appointment necessary (Imaging and procedure)		Imaging Supervisor, Technologist, Procedure Suite Charge Nurse
2	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		Care Team TCs and Imaging/PS PCCs
3	Schedule appointments	Aerosol generating procedures must be performed in an AIIR – work with Infusion TCs to schedule. If the patient needs to come into the clinic for essential appointments: ○ If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame ○ Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location) ○ If possible, when radiology imaging is required, it is preferred to schedule at the last appointment of the day. If not possible, patient will follow masking policy for duration of exam.	Care Team TC and Imaging/PS PCCs
` 4	Prior to patient arrival, give patient instructions on arrival.	Verbally and electronically provide the patient with the [Instructions for Coming to the Clinic with COVID-19.](#)	Care Team TC

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
		Day of Appointment	
1	Patient Arrival/Transport team to coordination/Screening	Details described in step 1-3 of TRANSPORT TEAM workflow, **2nd Floor contact -** Front Desk: Ext 7200	Transport Team
2	**Patient Check Point:** PSR Desk (on designated floor)	Patient will check in at front desk and display instruction sheet to PSR.	Front Desk
3	**Receiving Dept Action:** Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). If patient needs to remove mask for exam, follow Room Turnover Instructions If prescription pickup required, see RETAIL PHARMACY workflow	Front Desk
4	**Receiving Dept Prep:** Label door with aerosol contact precautions signage	Room and staff are ready for patient arrival. Front desk follows standard practice for department notification. Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Front Desk
5	**Receiving Dept Action:** Room patient	Room patient immediately and inform them to wait in the exam room after their visit until someone comes to discharge them.	Front Desk
6	**Perform procedure**	Utilize infection prevention guidelines. Staff to bundle care when possible. **Xray and CT Department Specific:** No room turnover specific to one hour downtime of room if patient's mask can stay intact for duration of imaging procedure.	Nurse or Tech
7	**Receiving Dept Action:** Discharge Patient at end of visit	Care team to check back in with patient prior to departure: • Reiterate instructions to patient to remain masked and report directly out of the building or to the next appt without any stops.	Nurse or Tech
8	Clean room	Follow Room Turnover Instructions	Standard per area

THIRD, FOURTH AND SEVENTH FLOOR

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID-19*	Author(s): Infection Prevention, Naomi Heinecke Rev Date: 2/1/22
Purpose: *Guidance on how to care for patient at SCCA that has been confirmed COVID-19.* **Outcome:** *Positive Patient successfully cared for.*	*Scope: 3ʳᵈ, 4ᵗʰ, and 7ᵗʰ floor* 1. *Scheduling of Appointments* 2. *Prior to Patient Arrival* 3. *Day of the Appointment*

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Every Morning**		
1	Send positive patient report to 3ʳᵈ and 4ᵗʰ floor nurse managers	Positive Patient Report (note: refreshes from night before) Send every morning around 10am	Clinical Analytics
2	Review at daily huddle, make assignments for coordination	Included in huddle: 3ʳᵈ, 4ᵗʰ and 7ᵗʰ floor • Each nurse manager responsible for assigned patient appointments	Naomi
**Coordinating Care**		
1	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		TC and nurse manager
2	Schedule appointments	If the patient needs to come into the clinic for essential appointments: o If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame o Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location) o If possible, when radiology imaging is required, it must be scheduled as the last appointment of the day and the department should be notified (email communication to Imaging scheduling team include "positive COVID-19 patient") o Add to appointment notes one of the designated exam rooms is needed	TC
3	Prior to patient arrival, give patient instructions on arrival.	Verbally and electronically provide the patient with the Instructions for Coming to the Clinic with COVID-19.	TCs

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Day of Appointment**		
1	Patient Arrival/Transport team to coordination/Screening	Details described in step 1-3 of TRANSPORT TEAM workflow, **3rd and 4th Floor** • Breast Imaging: Ext 7410 • 3rd and 4th floor: Ext 7718 or Ext 2964 • **7th floor** • Infusion Charge: 206-606-4226	Transport Team
2	**Patient Check Point:** PSR Desk (on designated floor)	Patient will check in at front desk and display instruction sheet to PSR. •	PSR/Front Desk
3	**Receiving Dept Prep:** Label door with aerosol contact precautions signage	Room and staff are ready for patient arrival. Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Care Team
4	**Receiving Dept Action:** Room patient	Room patient immediately and inform them to wait in the exam room after their visit until someone comes to discharge them.	Care Team
5	**Receiving Dept Action:** Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). If prescription pickup required, see RETAIL PHARMACY workflow	Care Team
6	**Receiving Dept Action:** Discharge Patient at end of visit	Care team to check back in with patient prior to departure: • Reiterate instructions to patient to remain masked and report directly out of the building or to the next appt without any stops.	Care Team
7	Clean room	Follow Room Turnover Instructions	Care Team

FIFTH FLOOR

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID-19*	Author(s): Infection Prevention, Minh Ramert Rev Date: 7/21/22
Purpose: *Guidance on how to care for patient at SCCA that have been confirmed COVID-19.* **Outcome:** *Positive Patient successfully cared for.*	**Scope: 5th Floor** 1. *Scheduling of Appointments* 2. *Prior to Patient Arrival* 3. *Day of the Appointment*

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Every Morning**		
1	Send positive patient report to Infusion CTU Leadership distribution list	Positive Patient Report (note: refreshes from night before) Send every morning, 10 am	Clinical Analytics
2	If any Positive Patient appt in Infusion, check in with Charge Nurses (Infusion & CTU)		Infusion point person (rotating position)
**Coordinating Care**		
1	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		PAC and Care Team
2	Schedule appointments	Note: PACs make "COVID-19 Positive" note in scheduled appointments. If the patient needs to come into the clinic for essential appointments: o If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame (AM). o Schedule all appointments to occur in the same room (i.e. blood draw, provider appt should occur in the same location). • *Exception, if delays (>2 hours) are anticipated between the lab appointment and Infusion visit (such as waiting for a type and screen to result prior to administering a blood product), patient should have a separate lab appointment scheduled per SLU Lab Appointment ONLY, instructed to leave the clinic and return for Infusion appointment at scheduled time.* o If possible, when radiology imaging is required, it must be scheduled as the last appointment of the day and the department should be notified (email	PAC

		communication to Imaging scheduling team include "positive COVID-19 patient")	
3	Prior to patient arrival, give patient instructions on arrival.	Verbally and electronically provide the patient with the Instructions for Coming to the Clinic with COVID-19.	PACs

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
Day of Appointment			
1	Patient Arrival/Transport team to coordination/Screening	Details described in step 1-3 of TRANSPORT TEAM workflow, **5th floor contact -** Front Desk: Ext 1840	Transport Team
2	Check in patient over the phone and facilitate directing the patient team to assigned room		Front desk
3	**Patient Check Point:** PAC Desk (on designated floor)	Patient will check in at front desk and display instruction sheet to PAC.	Front Desk
4	**Receiving Dept Prep:** Label door with aerosol contact precautions signage	Room and staff are ready for patient arrival. Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Front Desk
5	**Receiving Dept Action:** Room patient	Room patient immediately and inform them to wait in the bay after their visit until someone comes to discharge them.	Front Desk
6	**Receiving Dept Action:** Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in the bay. Patients should only remove mask if required for patient care activities (i.e. an oral exam). If prescription pickup required, see RETAIL PHARMACY workflow	Nurse
7	**Receiving Dept Action:** Discharge Patient at end of visit	Care team to check back in with patient prior to departure: • Reiterate instructions to patient to remain masked and report directly out of the building or to the next appt without any stops.	Nurse
8	Clean room	Follow Room Turnover Instructions	Standard per area

SIXTH FLOOR

Standard Work Activity Sheet	Author(s): Infection Prevention, Suni Elgar, Sarah
Infection Prevention Guidance for the Care of Patient with COVID-19	*Schwen, Mitch Mitchell, Ashley Watanabe*
	Rev Date: 2/1/22
Purpose: *Guidance on how to care for patient at SCCA that has been confirmed COVID-19.* **Outcome**: *Positive Patient successfully cared for.*	*Scope: 6th Floor (BMT and IMTX)* 1. *Scheduling of Appointments* 2. *Prior to Patient Arrival* 3. *Day of the Appointment*

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Every Morning**		
1	Send positive patient report to 6th floor management	Positive Patient Report (note: refreshes from night before)	Clinical Analytics
**Coordinating Care**		
1	Cancel or reschedule any non-essential appointments. Consider telemedicine options for non-essential visits when possible.		PCC and Charge Nurse
2	Schedule appointments • BMT • IMTX	Note: PCCs make "COVID-19 Positive" note in scheduled appointments. If the patient needs to come into the clinic for essential appointments: o If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame o Schedule all appointments to occur in the same room (i.e. blood draw, infusion, provider appt should occur in the same location) o If possible, when radiology imaging is required, it must be scheduled as the last appointment of the day and the department should be notified (email communication to Imaging scheduling team include "positive COVID-19 patient)	PCC
3	Prior to patient's appointment, provide patient with arrival instructions. l.	Verbally and electronically provide the patient with the Instructions for Coming to the Clinic with COVID-19.	PCC

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Day of Appointment**		
1	Patient Arrival/Transport team to coordination/Screening	Details described in step 1-3 of TRANSPORT TEAM workflow, **6th Floor** • BMT Front Desk: Ext 7600 • IMTX Front Desk: Ext 6000	Transport Team
2	Confirm room is ready and notify Transport team to instruct patient to report to BMT or IMTX Front Desk. Check in patient and print ID band ahead of patient's arrival to facilitate immediate		6th Floor Front Desk or IMTX Front desk
3	**Patient Check Point:** Front Desk (on designated floor)	PCC will provide patient ID band. If no clinical staff available to room patient, PCC escorts patient to exam room or care suite and notifies RN of patient's arrival.	Front Desk
4	**Receiving Dept Prep:** Label door with Aerosol Contact precautions sign	Room and staff are ready for patient arrival. If room is not immediately ready, instruct patient to wait briefly in respiratory isolation area. Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Front Desk
5	**Receiving Dept Action:** Room patient	Room patient immediately and inform them to wait in the exam room after their visit until someone comes to discharge them.	Front Desk
6	**Receiving Dept Action:** Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). If prescription pickup required, see RETAIL PHARMACY workflow	Care Team

| 7 | **Receiving Dept Action:** Discharge Patient at end of visit | Care team to check back in with patient prior to departure:
 • Reiterate instructions to patient to remain masked and report directly out of the building or to the next appt without any stops.
 • If patient has a subsequent appointment in another department, contact department and confirm room is ready before discharging patient. | Care Team |
| 8 | Clean room | Follow Room Turnover Instructions | Standard per area |

SCCA NWH CLINIC

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID-19*	Author(s): Infection Prevention, Steve Reusser *Rev Date: 06/18/2021*
Purpose: Guidance on how to care for patient at SCCA that has been confirmed COVID-19. **Outcome:** Positive Patient successfully cared for.	**Scope: SCCA NWH Clinic** 1. Scheduling of Appointments 2. Prior to Patient Arrival 3. Day of the Appointment

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
		Every Morning	
1	Send positive patient report to Community Site Leadership: Jennifer Phan, Krissy Vargas, Steve Reusser, Linda Ross, Justin DeMars, Sharon Rockwell, Paul Helmuth	Positive Patient Report (note: refreshes from night before) sent around 10 am	Clinical Analytics
		Coordinating Care	
1	Call patient and screen for symptoms	If symptomatic their appointment will need to be assessed if essential or non-essential	PCC
2	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		PCC and RN
3	Schedule appointments	If the patient needs to come into the clinic for essential appointments: o If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame o Include in patient appointment notes "COVID-19 patient"	PCC
4	Prior to patient arrival, give patient instructions on arrival.	"On the day of your appointment, please: 1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you. 2. Caregivers should be limited to one and should wear a mask as well. 3. When you arrive onsite, prior to entering the clinic building, call the SCCA NWH front desk (206-606-5800) when you arrive. A staff member in an N95 respirator and eye protection or a PAPR will	PCC

	meet you at the clinic entrance and take your directly to a room. 4. Please try to maintain a social distance of at least 6 feet from other patients and staff members. 5. Please contact your care team with any questions you may have about how long you will need to follow these instructions when you come to the clinic."	

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Day of Appointment**		
1	Prep all check in functions to handoff to nurse (any forms, patient armband, etc.)		PCC
2	Receive call from patient upon arrival	Perform a vitual check-in. Call the nurse to inform them of patient's arrival.	PCC
3	Meet patient at clinic front door in fitted N95 respirator and eye protection or PAPR (where units are available). Escort patient directly to exam room.		Nurse
4	Label door with aerosol contact precautions signage		Nurse
5	Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Care Team (as scheduled)
6	Escort patient out of clinic		Nurse
7	Clean room	Follow Room Turnover Instructions	Nurse

SCCA EVERGREEN CLINIC

Standard Work Activity Sheet	Author(s): Infection Prevention, Linda Ross
Infection Prevention Guidance for the Care of Patient with COVID-19	*Rev Date: 06/18/2021*
Purpose: Guidance on how to care for patient at SCCA that has been confirmed COVID-19. **Outcome:** Positive Patient successfully cared for.	Scope: SCCA Evergreen Clinic 1. Scheduling of Appointments 2. Prior to Patient Arrival 3. Day of the Appointment

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
Every Morning			
1	Send positive patient report to Community Site Leadership: Jennifer Phan, Krissy Vargas, Steve Reusser, Linda Ross, Justin DeMars, Sharon Rockwell, Paul Helmuth	Positive Patient Report (note: refreshes from night before) sent around 10 am	Clinical Analytics
Coordinating Care			
1	Call patient and screen for symptoms	If symptomatic their appointment will need to be assessed if essential or non-essential	PCC
2	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		PCC and RN
3	Schedule appointments	If the patient needs to come into the clinic for essential appointments: o If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame o Include in patient appointment notes "COVID-19 patient" o	PCC
4	Prior to patient arrival, give patient instructions on arrival.	"On the day of your appointment, please: 1. Wear a mask at all times in the hospital and clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you. 2. Visitors for COVID-19 positive patients cannot be accommodated. Only caregivers essential to the patient's care can accompany the patient. Caregivers will be required to stay in the room	PCC

<table>
<tr><td></td><td></td><td>with the patient at all times and wear a mask at all times
3. When you arrive onsite, prior to entering the clinic building, call the SCCA Evergreen front desk (425-441-2600) from your car. A staff member will check you in over the phone and then send a nurse to meet you at the hospital entrance to walk you through the front door screening and directly to the clinic.
4. Please try to maintain a social distance of at least 6 feet from other patients and staff members outside of an exam room.
5. Please contact your care team with any questions you may have about how long you will need to follow these instructions when you come to the clinic."</td><td></td></tr>
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Step # (When)	Task Description (What)	Additional Details	Owner (Who)
Day of Appointment			
1	Receive call from patient upon arrival	PCC performs Epic check-in per telephone and notifies care team nurse of arrival and location of patient.	PCC
2	Prep all check in functions to handoff to nurse (any forms, patient armband, etc.)	Prep all required paperwork into red folder and give to rooming nurse.	PCC
3	Meet patient at clinic front door in fitted N95 respirator and eye protection or PAPR (where units are available). Escort patient directly to Infusion room 2.	Maintain 6-feet physical distance as much as possible and escort immediately to Infusion Room 2. Once patient enters the room, don aerosol contact precaution PPE.	Nurse
4	Label door with aerosol contact precautions signage		Nurse
5	Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection. Check out scheduling will be performed after the visit by telephone	Care Team (as scheduled)
6	Escort patient out of clinic	Instruct patient to wear mask at all times and maintain social distance of 6 feet while leaving hospital grounds	Provider or nurse
7	Clean room	Follow Room Turnover Instructions	Nurse

SCCA PENINSULA CLINIC

Standard Work Activity Sheet	*Author(s): Infection Prevention, Krissy Gates*
Infection Prevention Guidance for the Care of Patient with COVID-19	*Rev Date: 06/18/2021*
Purpose: Guidance on how to care for patient at SCCA that has been confirmed COVID-19. *Outcome: Positive Patient successfully cared for.*	*Scope: SCCA Peninsula Clinic* *1. Scheduling of Appointments* *2. Prior to Patient Arrival* *3. Day of the Appointment*

Step # *(When)*	*Task Description* *(What)*	*Additional Details*	*Owner* *(Who)*
		Every Morning	
1	Send positive patient report to Community Site Leadership: Jennifer Phan, Krissy Vargas, Steve Reusser, Linda Ross, Justin DeMars, Sharon Rockwell, Paul Helmuth	Positive Patient Report (note: refreshes from night before) sent around 10:00 am	Clinical Analytics
		Coordinating Care	
1	Call patient and screen for symptoms	If symptomatic, their appointment will need to be assessed if essential or non-essential	PCC
2	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		PCC and RN
3	Schedule appointments	If the patient needs to come into the clinic for essential appointments: o If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame o Include in patient appointment notes "COVID-19 patient"	PCC
4	Prior to patient arrival, give patient instructions on arrival.	"On the day of your appointment, please: 1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you. 2. Visitors for COVID-19 positive patients cannot be accommodated. Only caregivers essential to the patient's care can accompany the patient. Caregivers will be required to stay in the room with the patient at all times and wear a mask at all times	PCC

		3. When you arrive onsite, prior to entering the clinic building, call the SCCA Peninsula front desk (360-697-8000) when you arrive. A staff member in an N95 and eye protection or a PAPR will meet you at the clinic entrance and take your directly to a room. 4. Please try to maintain a social distance of at least 6 feet from other patients and staff members. 5. Please contact your care team with any questions you may have about how long you will need to follow these instructions when you come to the clinic."	

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Day of Appointment**		
1	Receive call from patient upon arrival		PCC
2	Meet patient at clinic front door in fitted N95 respirator and eye protection or PAPR (where units are available). Escort patient directly to exam room.	If the patient is coming in for Med Onc services, they should use the main entrance. If they are coming in for Rad Onc treatment, they will use the entrance next to the vault.	MedOnc – RN Rad Onc - RTT
3	Prep all check in functions to handoff to nurse (any forms, patient armband, etc.)	The nurse or RTT will confirm patient ID. PCC will check in patient in EPIC. If NOPP or FA are required, can do so verbally.	PCC
4	Label door with aerosol contact precautions signage		MedOnc – RN Rad Onc - RTT
5	Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Care Team (as scheduled)
6	Escort patient out of clinic		MedOnc – RN Rad Onc - RTT
7	Clean room	Follow Room Turnover Instructions	MedOnc – RN Rad Onc - RTT

SCCA ISSAQUAH CLINIC

Standard Work Activity Sheet	Author(s): Infection Prevention, Jennifer Phan
Infection Prevention Guidance for the Care of Patient with COVID-19	*Rev Date: 06/18/2021*
Purpose: *Guidance on how to care for patient at SCCA that has been confirmed COVID-19.* **Outcome**: *Positive Patient successfully cared for.*	Scope: *SCCA Issaquah Clinic* 1. *Scheduling of Appointments* 2. *Prior to Patient Arrival* 3. *Day of the Appointment*

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
		Every Morning	
1	Send positive patient report to Community Site Leadership: Jennifer Phan, Krissy Vargas, Steve Reusser, Linda Ross, Justin DeMars, Sharon Rockwell, Paul Helmuth	Positive Patient Report (note: refreshes from night before) sent around 10:00 am	Clinical Analytics
		Coordinating Care	
1	Call patient and screen for symptoms	If symptomatic their appointment will need to be assessed if essential or non-essential	PCC
2	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		PCC and RN
3	Schedule appointments	If the patient needs to come into the clinic for essential appointments: o If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame o Include in patient appointment notes "COVID-19 patient"	PCC
4	Prior to patient arrival, give patient instructions on arrival.	"On the day of your appointment, please: 1. Wear a mask at all times in the clinic. If possible, wear a mask from home before entering the clinic. If you do not have any mask available at home, please cover your mouth and nose with a bandana or scarf until we can provide one for you. 2. Visitors for COVID-19 positive patients cannot be accommodated. Only caregivers essential to the patient's care can accompany the patient. Caregivers will be required to stay in the room with the patient at all times and wear a mask at all times	PCC

		3. When you arrive onsite, prior to entering the clinic building or just outside the clinic, call the SCCA Issaquah front desk (425-392-2551) when you arrive. A staff member in an N95 respirator and eye protection or a PAPR will meet you at the clinic entrance and take your directly to a room. 4. Please try to maintain a social distance of at least 6 feet from other patients and staff members. 5. Please contact your care team with any questions you may have about how long you will need to follow these instructions when you come to the clinic."	

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Day of Appointment**		
1	Receive call from patient upon arrival		PCC
2	Meet patient at clinic front door in fitted N95 respirator and eye protection or PAPR (where units are available). Escort patient directly to exam room.		RN
3	Prep all check in functions to handoff to nurse (any forms, patient armband, etc.) Check in to occur virtually.		PCC
4	Label door with aerosol contact precautions signage		RN
5	Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Care Team (as scheduled)
6	Escort patient out of clinic		RN
7	Clean room	Follow Room Turnover Instructions	RN

SCCA AT OVERLAKE CLINIC

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID-19*	Author(s): Infection Prevention, Kendra Hahn Rev Date: 06/18/2021
Purpose: Guidance on how to care for patient at SCCA that has been confirmed COVID-19. **Outcome:** Positive Patient successfully cared for.	**Scope: SCCA Overlake Clinic** 1. Scheduling of Appointments 2. Prior to Patient Arrival 3. Day of the Appointment

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
		Every Morning	
1	Identifying COVID-19 Positive Patient	• Review positive flag in EPIC • Patients notifies clinic • MD notifies clinic	Clinic Manager or Charge Nurse
		Coordinating Care	
1	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.		TC or RN
2	Schedule appointments	If the patient needs to come into the clinic for essential appointments: o If possible, schedule their appointment at the end of the day or during the clinic's least busy time frame o Include in patient appointment notes "COVID-19 patient"	TC
3	Prior to patient arrival, give patient instructions on arrival.	"On the day of your appointment, please: 6. Wear a mask at all times in the clinic. Cloth masks or face coverings are no longer permitted to be worn alone on Overlake properties. A surgical mask is mandatory and a condition of entry onto any Overlake hospital or clinic premises. If you do not have a surgical mask, an Overlake screener may provide you with one upon request. 7. Routine patient visiting is suspended at the Overlake hospital campus and clinic locations until further notice, with some limited exceptions. 8. When you arrive onsite, prior to entering the clinic building or just outside the clinic, call the SCCA Overlake front desk (425-454-2148) when you arrive. A staff member in personal protective equipment will meet you at the clinic entrance and take your directly to a room.	TC

| | | 9. Please try to maintain a social distance of at least 6 feet from other patients and staff members.
10. Please contact your care team with any questions you may have about how long you will need to follow these instructions when you come to the clinic." | |

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
		Day of Appointment	
1	Receive call from patient upon arrival		TC
2	Meet patient at clinic front door in fitted N95 respirator and eye protection or PAPR (where units are available). Escort patient directly to exam room.		MA
3	Prep all check in functions to handoff to MA/RN (any forms, patient armband, etc.) Check in to occur virtually.		TC
4	Label door with aerosol contact precautions signage		MA
5	Complete scheduled appointment activity	Patients should always wear a mask in the clinic, even in an exam room. Patients should only remove mask if required for patient care activities (i.e. an oral exam). Healthcare personnel should adhere to **Standard, Aerosol Contact Precautions, including the use of eye protection** (e.g., goggles or a face shield) when caring for patients with COVID-19 infection.	Care Team (as scheduled)
6	Escort patient out of clinic		MA
7	Clean room	Follow Room Turnover Instructions	MA

WELLNESS CENTER

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID-19*	Author(s): Infection Prevention, Rainier Achacoso Rev Date: 06/18/2021

Purpose: Guidance on how to care for patient at SCCA that has been confirmed COVID-19.
Outcome: Positive Patient successfully cared for.
	Scope: SCCA Wellness Center
	  1. *Scheduling of Appointments*
	  2. *Prior to Patient Arrival*
	  3. *Day of the Appointment*

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Every Morning**			
1	Send positive patient report to Wellness Center leadership/ designee	Positive Patient Report (note: refreshes from night before) sent around 10:00 am	Clinical Analytics
**Coordinating Care**			
1	Call patient and screen for symptoms	Call patient to determine if they meet criteria to discontinue precautions	RN
2	Cancel or reschedule any non-essential appointments. Consider telemedicine options when possible.	If patient does not meet criteria to discontinue precautions, all Wellness appointments will be canceled/rescheduled until precautions are no longer required.	PCC/TC

RETAIL PHARMACY

Standard Work Activity Sheet *Infection Prevention Guidance for the Care of Patient with COVID-19*	Author(s): Donna Barry Rev Date: 2/3/22
Purpose: Guidance on how to care for patients at SCCA that have been confirmed COVID-19. Outcome: Positive Patient successfully cared for	Scope: Process to coordinate prescription pickup from outpatient pharmacy

Step # (When)	Task Description (What)	Additional Details	Owner (Who)
**Day of Appointment**		
1	Coordinate prescription pickup from outpatient pharmacy	1. Clinic calls pharmacy if any prescriptions need to get picked up.	Clinic Staff
		2. Pharmacy technician will input credit card information into encrypted keypad over the phone, enter license number and expiration for controlled substances in the point-of-sale transaction and on the yellow signature form.	Pharmacy technician
		3. Pharmacist will complete consultation if any medications are new to the patient.	Pharmacist
		4. Courier will pick up medication when ready.	Courier
		5. Courier will deliver to a nurse station and hand directly to the nurse or MA responsible for delivery into the patient room.	Courier
		6. Nurse or MA will deliver into the patient room and have the patient or caregiver sign the yellow form and place it in plastic bag. Nurse or MA will check license information matches yellow form for controlled substances.	Nurse/MA
		7. Nurse or MA will tube back yellow form in bag to pharmacy's tube station 14 or hand to courier to return.	Nurse/MA