

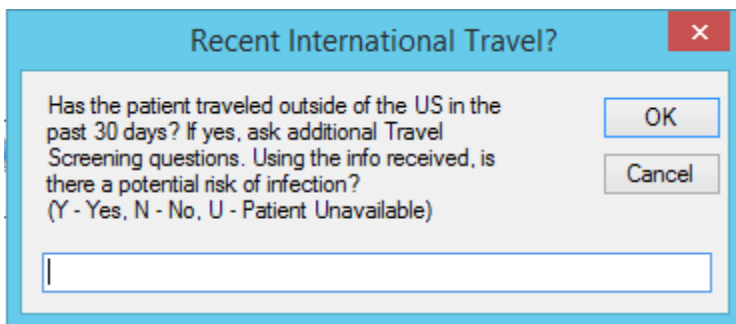
Registration GUIDANCE

This is to provide safety for staff and patients in registration

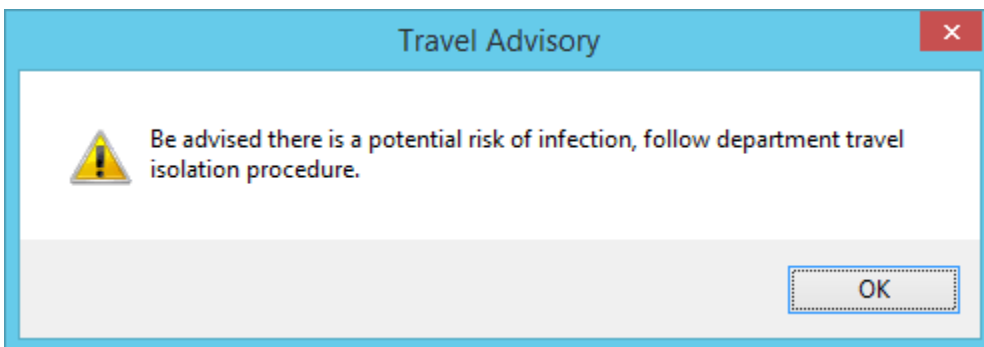
We are working to find ways to protect against the spread of the Novel Coronavirus COVID-2019 in our hospitals. There will ultimately be a process that will be part of the registration screens. Until we have the chance to build this in iCentra we want to ensure that all of our caregivers and other visitors are kept safe. Below you will find the current recommended practice.

We ask that you follow these steps until we have created a more updated process in the program you currently use. If individuals have no signs or symptoms there should not be a concern of exposure.

Step 1: When you open up an Expected Arrival Encounter the following message will pop up. Please ask this question

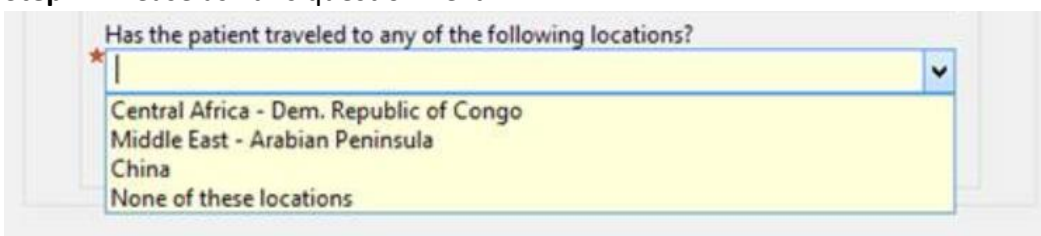


- If you answer Y – Yes, then the following message will pop up

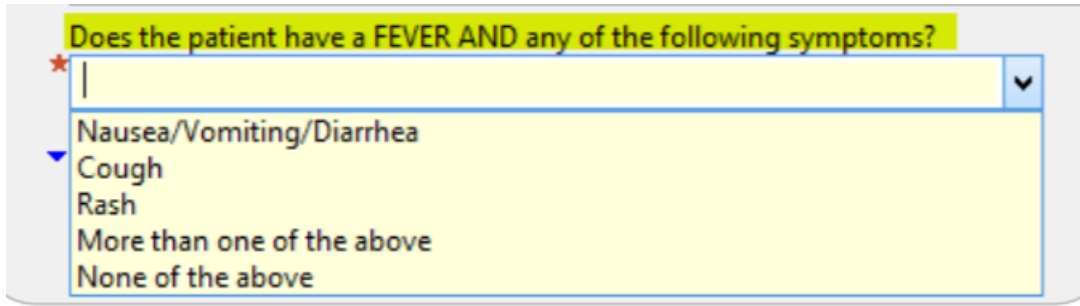


- If this message appears, you will then move to Step 2, which is a manual process to assess risk.
- If the answer is N- No proceed as normal with the registration, check-in, or quick reg of the patient

Step 2 : Please ask this question next



Step 3: If the answer is China, proceed to the next question



Does the patient have a FEVER AND any of the following symptoms?

- Nausea/Vomiting/Diarrhea
- Cough
- Rash
- More than one of the above
- None of the above

Step 4:

- If the answer is “None of the above,” proceed as normal with the registration, check-in, or quick reg of the patient. There is no exposure risk
- If the patient does have a Fever AND one or multiple of the symptoms listed, use the following precautions:
 - Put gloves and mask on yourself AND patient
 - Complete the registration, check-in, or quick reg

ED Quick Reg

- Notify or escort the patient to the next location for care

Outpatient Registration or Check-in

- Notify the clinical department you have a patient with Coronavirus symptoms. Let them know the patient is masked and gloved, let them know the patient is being directed to their department

Step 5: Disinfect the desk and things patient touched (i.e. Pen, Chair)

Step 6: Discard the mask and gloves used into an appropriate receptacle

Step 7: Please wash your hands with Avagard or soap and water

Recommended Kiosk process and signage

Place screen wipes by each kiosk

Post information by the kiosk:

- To help stop the spread of disease please wipe down the touchscreen before using

Recommended iPad process

Wipe down iPads after each use

Last updated: February 13, 2020 For more updates, go to the Coronavirus webpage on Intermountain.net or contact your facility's Infection Prevention lead