Employee Health

EXPOSURE ALGORITHM
To be followed by the USA COM students

	DURING BUSINESS HOURS 6:30 AM – 3:00 PM	AFTER HOURS – AFTER 3:00 PM WEEKENDS
FOR UH	Exposure occurs, employee and/or Manager notifies Employee Health. 251-410-7629	Employee notifies clinical administrator by calling the main operator and asking for the clinical administrator on duty. UH 251-471-7000 Exposure source labs collected in department.
	Employee Health assists Employee to complete RL6 and exposure protocol paperwork. (This can be completed by phone by calling Employee Health at 251-410-7629.)	RL6 and exposure protocol paperwork completed in clinical administrator's office.
	Employee registers in lab and has Exposure Panel labs drawn. ***Non-USA Health employees (police, firefighters, paramedics) and STUDENTS will report to **Admitting** registering for outpatient labs before going to lab. At registration, STUDENTS should make sure lab is notified that they will be drawing an exposure panel. Students must present his/her insurance card.*	Employee registers in lab and has Exposure Panel labs drawn in lab or may be done on floor by staff and blood taken to lab labeled correctly. ***Non-USA Health employees (police, firefighters, paramedics) and STUDENTS will report to **Admitting** (located on the 1st floor of the main hospital lobby) registering **for outpatient lab** work before reporting to lab. At registration, STUDENTS should make sure lab is notified that they will be drawing an **exposure panel.** Students must present his/her insurance card.*
	Rapid HIV results will be reported directly to Employee Health; if positive, Employee Health will follow up with Dr. Vandewaa or ID on call. EH will notify employee of Rapid HIV result within 4 hours of exposure. If source is HIV positive and employee wishes to receive PEP, EH will provide a prescription to hospital Pharmacy for PEP meds at appropriate hospital and instruct employee via telephone on how to obtain medications and discuss follow up labs.	Rapid HIV results will be reported directly to Clinical administrator; if positive, clinical administrator will notify Dr. Vandewaa or ID on call. Rapid HIV results reported within 4 hours of exposure. If source is HIV positive and employee wishes to receive PEP, a prescription for PEP meds will be sent to hospital pharmacy and employee instructed via telephone on how to obtain medications and discuss follow up labs.
	EH will notify employee of all lab results when completed and if follow up is necessary from EH in regards to Hep B and Hep C. If source positive for Hep B and/or Hep C, EH will follow employee with periodical labs for determined time frame.	EH will notify employee of all lab results when completed and if follow up is necessary from EH in regards to Hep B and Hep C. If source positive for Hep B and/or Hep C, EH will follow employee with periodical labs for determined time frame.

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FOR CW	Exposure occurs, employee and/or Manager notifies Employee Health.	Employee notifies clinical administrator by calling the main operator and asking for the clinical administrator on duty. CW 251-415-1000 Exposure source labs collected in department.
	Employee Health assists Employee to complete RL6 and exposure protocol paperwork. (This can be completed by phone by calling Employee Health at 251-410-7629.)	RL6, exposure paperwork completed in clinical administrator office.
	Employee registers in Admitting for outpatient labs, then sent to lab to have Exposure Panel labs drawn. ***Non-USA Health employees (police, firefighters, paramedics) and STUDENTS will also report to **Admitting** registering for outpatient labs before going to lab. At registration, STUDENTS should make sure lab is notified that they will be drawing an exposure panel. Students must present his/her insurance card.*	Employee registers in Admitting for outpatient labs and has Exposure Panel labs drawn or labs can be drawn by clinical staff. ***Non-USA Health employees (police, firefighters, paramedics) and STUDENTS will report to **Admitting** registering for outpatient labs before going to lab. At registration, STUDENTS should make sure lab is notified that they will be drawing an exposure panel. Students must present his/her insurance card.*
	Rapid HIV results will be reported directly to Employee Health; if positive, Employee Health will follow up with Dr. Vandewaa or ID on call. EH will notify employee of Rapid HIV result within 4 hours of exposure. If source is HIV positive and employee wishes to receive PEP, EH will provide a prescription to hospital Pharmacy for PEP meds at appropriate hospital and instruct employee via telephone on how to obtain medications and discuss follow up labs.	Rapid HIV results will be reported directly to the clinical administrator; if positive, clinical administrator will notify Dr. Vandewaa or ID on call. Rapid HIV result within 4 hours of exposure. If source is HIV positive and employee wishes to receive PEP, a prescription will be sent to hospital Pharmacy for PEP meds at and instruct employee via telephone on how to obtain medications and discuss follow up labs.
	EH will notify employee of all lab results when completed and if follow up is necessary from EH in regards to Hep B and Hep C. If source positive for Hep B and/or Hep C, EH will follow employee with periodical labs for determined time frame.	EH will notify employee of all lab results when completed and if follow up is necessary from EH in regards to Hep B and Hep C. If source positive for Hep B and/or Hep C, EH will follow employee with periodical labs for determined time frame.

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FOR CLINICS	Exposure occurs, employee and/or Manager notifies Employee Health. (251-410-7629)	On the rare occasion that an after-hours EXPOSURE occurs at a USA Health clinic, the EMPLOYEE will report to the C & W clinical administrator who will initiate the EXPOSURE PROTOCOL algorithm. SOURCE blood draw should be obtained at the CLINIC if possible.
	Clinic obtains consent from SOURCE for HIV blood draw. Exposure labs to be drawn per protocol on source.	
	Employee reports to 1720 Bldg (Employee Health) to complete RL6 and exposure protocol paperwork or may complete paperwork over the phone.	
	Employee sent to admitting for outpatient labs to be drawn for exposure panel. ***STUDENTS will go through admitting registering as an outpatient before going to lab. At registration, STUDENTS should make sure lab is notified that they will be drawing an exposure panel. Students must present his/her insurance card.*	
	Rapid HIV results will be reported directly to Employee Health; if positive, Employee Health will follow up with Dr. Vandewaa or ID on call. EH will notify employee of Rapid HIV result within 4 hours of exposure. If source is HIV positive and employee wishes to receive PEP, EH will provide a prescription to Pharmacy for PEP meds at appropriate hospital pharmacy and instruct employee via telephone on how to obtain medications and discuss follow up labs.	
	EH will notify employee of all lab results when completed and if follow up is necessary from EH in regards to Hep B and Hep C. If source positive for Hep B and/or Hep C, EH will follow employee with periodical labs for determined time frame.	

The EXPOSURE protocol described above is administered for USA Health employees—including physicians and residents.

USA COM Students in Hospitals or Clinic setting, will follow the same process outlined above.

When the student presents at admitting for outpatient lab, the student must provide their personal health insurance card. Students will be required to file their insurance for the services required as part of this protocol. Employee Health will notify Dr. Ridgeway and/or Dr. Estrada and/or Dr. Vanderwaa so appropriate documentation and follow up with students is completed.

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