IDPH Electronic Authorization Process and Lab Ordering
For COVID-19 Person Under Investigation   updated 4/06/2020

IDPH **has expanded** its criteria of Person Under Investigation (PUI) authorization electronic requests for COVID-19 virus for Inpatients and Outpatients. The authorization number is assigned if the patient meets requirements.

A Respiratory Virus Panel is <u>no longer required</u> and should now only be done if the Provider feels it's clinically necessary and should not be utilized as a determining factor for COVID testing.

- Patients meeting this criteria will be approved by IDPH (after completing PUI)
  - First Responder with COVID Symptoms
  - Hospitalized Pt with Unexplained Pneumonia
  - Healthcare Worker with COVID Symptoms
  - Residential Congregate Living with Clusters of Possible or Confirmed COVID (staff or residents)

- If Provider receives a denial on a patient (ED/Inpt) and Providers clinical judgement is that the patient still needs COVID test
  - Consult Infectious Disease for assistance
  - If the patient DOES NOT meet IDPH requirements or is not granted authorization, the provider can place an order for commercial testing in Epic

How to Submit:

1. To request testing of a patient who meets the testing requirements, the provider/nurse should access the IDPH website for PUI authorization at this link (also available in Epic External Links "COVID-19 PUI Form")

   https://is.gd/COVID19IDPHProviderTestRequest

2. Complete electronic PUI form:
   a. The PUI form requests PROVIDER email, enter it
   b. The next line requests the NOTIFICATION email
      i. **This email will be where the response/authorization will be sent** (results will NOT be sent here)
      ii. This needs to be a secure email (such as SIH email)
      iii. Provider/Nurse should enter their own SIH email address in this box
      iv. Verify your email is typed correctly – if entered incorrectly you will not get any information

3. Provider/Nurse monitor email for response with approval/denial
   a. This should not take more than 10 minutes
   b. If the NOTIFICATION email address does not receive any information within the hour, resubmit PUI form

4. If authorized, click IDPH LABORATORY COVID-19 AUTHORIZATION FORM link in email to open and **print** the authorization

5. Upon receipt of authorization and code:
   a. Send print out of PUI and NP swab to the lab as a set
   b. Please note: **ONLY lab can place IDPH order.** Coronavirus order visible in Epic is NOT the IDPH order

6. IF this is an ADD ON to an already collected swab (in the last 5 days) & PUI has been submitted:
   a. If NP swab has already been collected for a Respiratory Virus Panel
      i. call lab to verify they still have specimen and request ADD-ON order placed and give authorization number for IDPH testing – send authorization print out to lab

7. Lab will keep/scan a copy of authorization form in to medical record

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