

## **COVID-19 Test: Community Provider Guide**

### ***For specimen collection in provider office***

- Email [emily.kimball@cchmc.org](mailto:emily.kimball@cchmc.org) to order COVID-19 test kits.
- Your office will be supplied with an initial order of 50 test kits.
- You can reorder as needed via our online ordering form. **Please note:** Kits are bundled in groups of 50. Re-ordering, '1' will provide your office with an additional 50 kits. Your practice will be added to the drop down menu for online ordering and instructions will be sent after initial order.
- Hospital policy dictates that kits provided by Children's, **MUST** be returned to our lab for testing.
- Please continue to be mindful that supplies could become limited for COVID-19 testing.

Send the Hard copy (not electronic) COVID-19 order **WITH THE SPECIMEN** via **courier!** Contact [emily.kimball@cchmc.org](mailto:emily.kimball@cchmc.org) with questions about courier service.

- Follow usual **NP** collection process. For guidance, please review the New England Journal of Medicine website: <https://www.nejm.org/doi/full/10.1056/NEJMvcm2010260>
- Place swab back in container provided, place in specimen bag provided with hard copy requisition and a face sheet to include patient insurance and ordering provider info and include office address.
- Ambient swabs are stable for 24 hours and can be sent with a routine courier pick-up.
- **If your practice routinely collects more than 20 swabs/day, please call for mid-day pick up to help to help balance-load the lab. Or ask to be added to a daily route.**
- If you need to schedule a courier pick up or have any questions, call 513-636-7355.