Letter to providers

Please copy and paste the following letter into your ministry’s preferred format and update highlighted areas with local information.

Dear health care providers who order COVID-19 Testing,

The Corona Virus Aid, Relief and Economic Security (CARES) Act requires results from all testing and specimen collection related to SARS-CoV2 be reported to the United States Department of Health and Human Services (HHS) within 24 hours. This includes COVID diagnostic or serology testing from laboratories, testing locations and all other locations, permanent or temporary, performing testing or specimen collection.

To help fulfill this CARES Act requirement, **effective August 1, 2020, you will be required to complete eight Ask at Order Entry (AOE) questions on every COVID-19 test ordered:**

- Is this the patient’s first test?
- Is the patient a health care worker?
- Is the patient symptomatic as defined by the CDC?
- Is the patient hospitalized?
- Is the patient in the ICU?
- Is the patient a resident in a congregate care setting (nursing home, residential care for people with intellectual and developmental disabilities, psychiatric treatment facilities, group homes, board and care homes, homeless shelter, foster care or other setting)?
- Is the patient pregnant?

For the above questions you will be asked to respond as follows Yes, No, or Unknown.

In addition, HHS requires anyone who orders a COVID-19 test, collects a specimen or performs a laboratory test must make every reasonable effort to collect and include complete demographic information when ordering a laboratory test to help those who perform the test to report to state and jurisdictional health departments.

Those who have electronic ordering capabilities these questions will be gathered at the order entry phase of placing the order.
All orders that are placed via a manual paper requisition will have to submit these on a separate preprinted document and attached to the paper requisition that has the COVID-19 testing ordered. The receiving Laboratory will then enter these into the patients EMR with the order.

The AOE forms are available by order from the [MINISTRY NAME] lab by [LOCAL INSTRUCTIONS].

Please contact [CONTACT NAME/PHONE/EMAIL].

[APPROIATE LAB LEADER]

[TITLE]