CORONAVIRUS DISEASE 2019
(COVID-19)

COVID-19 & Flu Testing and Billing Process for Colleagues

Trinity Health

Audience: Human Resources, Employee Health, Finance, Risk, Legal, Infection Prevention
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What's changed: Updated guidance, including influenza testing guidance. Updated areas highlighted in yellow.

The purpose of this guidance is to address how to report expenses related to testing of colleagues for SARS-CoV-2, the virus that causes COVID-19. Additional guidance includes how to report expenses related to Influenza testing when both COVID-19 and influenza are prevalent in the local community. This guidance does not apply to non-employed individuals that provide services in the organization (i.e. affiliated physicians, volunteers, etc.).

Human Resources (HR), Infection Prevention (IP) or Employee Health Services (EHS) or Occupational Health will review and apply the testing protocol to colleagues as outlined here for patients: https://www.trinity-health.org/covid-19-resources/_assets/documents/clinical-guidance/testing/flucovid-testing-algorithm.pdf.

1. The colleague should be directed to present for testing at the Health Ministry's onsite testing center with the appropriate physician order/forms.

2. The colleague should be asked to sign a consent for testing and release of test results to the appropriate HR/EHS representative. Results of testing are confidential, protected health information and are to be maintained in the colleague's EHS medical record. Access to these results outside of EHS need to comply with existing HR policy and any applicable local, state or federal requirements.

3. COVID-19 and Influenza testing for colleagues as a determination factor for ability to work should be administered at no cost to the colleague.

a. **Symptomatic Colleagues:** If a SARS-CoV-2 test is administered OR a combined SARS-CoV-2 and Influenza test is administered it should be charged to the 81205 COVID-19 cost center.

b. **Asymptomatic Colleagues:** If possible, avoid use of combination test (detects both SARS-CoV-2 and influenza) platform for testing asymptomatic colleagues. There are singular tests for influenza that should be used. For SARS-CoV-2, use a test method that only detects this virus for asymptomatic colleague. Many test manufacturers are transitioning to a "multiplex" platform, meaning it tests for SARS-CoV-2, influenza and some other possible causes of infection. As a

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result, one option for the asymptomatic colleague is an antigen test (e.g. BD Veritor, Quidel Sofia, etc.) or Abbott ID Now. **Check with the Clinical Lab on options for type of test platform that are available and plan accordingly prior to obtaining specimens for testing.**

If a SARS-CoV-2 test is administered, it should be charged to the 81205 COVID-19 cost center.

If a SARS-CoV-2 test and an Influenza test are performed separately, the SARS-CoV-2 test should be charged to the 81205 COVID-19 cost center and the Influenza test (if applicable) should be charged to the employee health cost center.

If the colleague receives a COVID-19 test or an Influenza test at another place of service, any testing will be ordered by the colleague's primary care physician with charges submitted through their health insurance.

If the family member of a colleague presents with a physician order, they should be registered in the same manner as any other patient. The charges for COVID-19 and / or Influenza testing will be submitted through their health insurance, if applicable.

Impact to Workers' Compensation

- In a case where HR, IP and EHS support COVID-19 testing, and
- The colleague was tested at a non-Trinity Health facility due to suspected exposure or COVID-19 symptoms **that occurred in the workplace**, and
- The colleague received a bill and either the bill was denied by their health insurance or they do not have health insurance, and
- The test result is positive, or physician diagnosis is positive, then
- Submit the bill to either the Ministry WC Coordinator or TPA Claims Representative for payment under Workers' Compensation assuming the claim is deemed compensable.

Clinical Guidance on Colleague Testing for SARS-CoV-2

Information regarding testing for SARS-CoV-2, the cause of COVID-19, can be found here.

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