

## COVID Testing Event Information

**Company Name:**

**Event Date:**

**Time Frame:**

**Approx. # of Tests:**

**# of Phlebotomists:**

### Testing Supplies

The testing supplies for your event will be shipped to your designated facility location via FedEx overnight express. The tracking number(s) for the package(s) will be sent to you once they are shipped. The package(s) will arrive the day before your testing date.

When you receive the testing supplies, please store the package(s) at room temperature. When the phlebotomist staff arrives on the day of testing, provide them with the supply package. The phlebotomists will open the package(s) and setup for the testing event.

### What Employers Need to Provide

1. Tables and chairs for the phlebotomist(s)
2. Bottle of disinfectant spray (i.e. Lysol) or wipes
3. Paper Towel Rolls (if providing disinfectant spray)
4. Hand Sanitizer

### What Patients Need to Bring

Patients will not need to bring anything with them on the day of testing. If they scheduled an appointment in advance through GVP, they will only need to provide the nurse with their name. If they did not schedule an appointment in advance, then they will be able to do so using their smartphone while onsite for testing.

If a patient wishes to provide paper forms instead of scheduling through GVP, then they will need to provide the following the day of testing.

1. Patient Test Request Form
2. A photocopy of the front and back of their medical insurance card
  - a. If the employee doesn't have insurance, they must provide:
    - i. Uninsured Patient Form
    - ii. Photocopy of their government issued photo ID (driver license, state ID card, etc.)

## **Day of Testing**

1. The phlebotomist(s) will arrive 30 minutes prior to the start of the testing event
2. Provide staff with supply package(s)
3. Provide extra copies of required patient forms (if necessary)
  - a. There will be some extra copies of these forms in the supply package
4. Employees/Patients arrive at their appointment time
5. Employees/Patients will provide phlebotomist with their name
6. Phlebotomist will conduct the testing and place sample in a single specimen bag for each patient
7. At the end of the testing event, the phlebotomists will pack all test samples and all unused supplies
8. The phlebotomist will take the package(s) to the nearest FedEx ship center to return the box to the lab via overnight express

## **Accessing Results**

1. Results will be available in the patient's GVP account. All patients will also receive an email from Laboratory Services of America with instructions to access results. Results will be available within 48 hours.
2. Employers should provide employees with the document that has instructions to access results
3. Any questions about results should be emailed to [results@lsalv.com](mailto:results@lsalv.com)