

Once again, thank you so much for your continued efforts and dedication to maintaining the safety of our patients at AMI. As the COVID-19 virus continues to impact our country and state we all must continue to work as a team to protect and assist our local communities. It is imperative during times like this that we in healthcare join together in our battle against infection. As recommendations regarding the disease path and treatment of the Novel Coronavirus within the United States are issued, we at AMI will continue to monitor daily. This is truly a rapidly evolving situation and staying updated and educated is essential to the safety of everyone. Our goal is to remain current and consistent with the recommendations of the CDC and NJDOH as they pertain to our local communities, employees and our patients.

Update:

Travel recommendations to include: Europe, China, Iran, Japan or South Korea.

Changes:

- PATIENTS WHO ANSWER **YES** TO THE FOLLOWING WILL **NOT** BE SCHEDULED:
 - Fever of greater than 100.4, flu-like symptoms, new cough or difficulty breathing
 - Traveled to Europe, China, Iran, Japan, or South Korea in the past 14 days
 - Have had close contact with anyone with Coronavirus in the past 14 days

Reminder:

- Updated signage has been provided and should be in place at each office along with masks, gloves, and hand sanitizer.
- Patients that have traveled or been exposed to Coronavirus will be asked to not enter the facility, they will be instructed to call our triage team for assistance and additional instruction.
- Patients entering the facility that present with coughing should be given a mask and asked to wear the mask while they are in the facility, as per usual cough etiquette.
- Please continue to wipe work surfaces and countertops throughout the day with approved cleaning products, remember when using cleaning products, you must wear gloves.
- All rooms will be disinfected with medical-grade disinfectant after each patient encounter
- Any patient that has been screened should observe directions provided during their time in the facility, including continued and appropriate use of facemasks.
- If at any time a patient does not observe these precautions, you should immediately contact the OA and take appropriate precautions of your own.
- Staff are to report recognized exposures immediately.
- Staff should regularly monitor themselves for fever and symptoms of respiratory infection and not report to work when ill.

Workflow as of 3/16/2020

Scheduling:

All patients calling into the scheduling department will be screened for the Coronavirus by asking the following questions:

- Are you currently experiencing a fever of greater than 100.4, flu-like symptoms, new cough or difficulty breathing?
- Have you traveled to Europe, China, Iran, Japan or South Korea in the last 14 days?
- Have you had close contact with a person known to have Coronavirus in the last 14 days?
 - If **no**, proceed with scheduling.

- If **yes**, to one or any screening questions the patient will need to be referred to the OA or Nurse for further discussion prior to scheduling. Collect pertinent contact information and email oa@aminj.com.

Front Desk:

All patients that walk into the office to schedule an appointment will be screened by asking the following questions:

- Are you currently experiencing a fever of greater than 100.4, flu-like symptoms, new cough or difficulty breathing?
- Have you traveled to Europe, China, Iran, Japan or South Korea in the last 14 days?
- Have you had close contact with a person known to have Coronavirus in the last 14 days?
 - If **no**, proceed with the registration process.
 - If **yes**, to one or any screening questions give the patient a mask and move the patient to isolation immediately.
 - **Option 1:** Request the patient return to their vehicle and someone will contact them by phone.
 - **Option 2:** Move them to the designated isolation area (established by the OA)
 - Immediately notify the OA. If unavailable call Cyndy Dill (xt. 3155 or (609)204-9279), or nursing staff for assistance.
 - The patient/staff will be provided additional instruction from the OA, Cyndy, or Nurse.

Clinical Staff:

As previously stated, any patient that has been screened should observe directions provide during their time in the facility, including continued and appropriate use of facemasks. If at any time a patient does not observe these precautions you should immediately contact the OA and take appropriate precautions of your own.