

Thank you all for your being proactive in working to ensure we do our part in containing the spread of infection. Everyone has truly been doing a wonderful job staying informed and alert! As information continues to unfold regarding the disease path of the Novel Coronavirus within the United States, we at AMI continue to actively monitor the CDC updates and guidelines daily. Our goal is to remain up to date and consistent with the recommendations as they pertain to our local communities, our employees and of course our patients.

Update:

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

Changes:

- PATIENTS WHO ANSWER **YES** TO THE FOLLOWING WILL **NOT** BE SCHEDULED REGARDLESS OF SYMPTOMS:
 - Traveled to China, Iran, Italy, Japan, or South Korea in the past 14 days
 - Have had close contact with anyone with Coronavirus in the past 14 days
- As always, upon arrival we will continue screening all patients entering our facility for symptoms such as fever, cough, sneezing and trouble breathing.
 - Patients with these symptoms should be issued a face mask immediately.

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 counter tops throughout the day with approved cleaning products, remember when using cleaning products, you must wear gloves.
- 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.
- 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 3/9/2020

Scheduling:

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

- Have you traveled to China, Iran, Italy, 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 both 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:

- Have you traveled to China, Iran, Italy, 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 registration process.
 - If **yes**, to one or both 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 (ext. 3155 or (609)204-9279), or nursing staff for assistance.
 - The patient/staff will be provided additional instruction from the OA, Cyndy, or Nurse.
- Continue screening all patients entering our facility for symptoms of respiratory illness such as fever, cough, sneezing and trouble breathing.
 - Patients with any of these symptoms should be issued a face mask immediately to be worn while in our facility.

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.