March 12, 2020

Providers:

As the COVID-19 response is evolving, the Health Department is no longer requiring that you call for approval to submit tests for patients. However, we must help facilitate testing by notifying the MDHHS Lab and entering the patients being tested into MDSS to assign a nCoV-ID. Please utilize the following workflow when identifying and testing patients:

- **Assess and determine if the patient meets the current guidance for COVID-19 testing per guidelines that can be found at:** [https://www.michigan.gov/coronavirus](https://www.michigan.gov/coronavirus) and [https://www.cdc.gov/coronavirus/2019-nCoV/hcp/index.html](https://www.cdc.gov/coronavirus/2019-nCoV/hcp/index.html) Indications for testing include the presence of symptoms (fever, cough, shortness of breath) AND exposure to a case of COVID-19 or travel to an area with known community spread of COVID-19 within the last 14 days. A higher index of suspicion should be used in individuals at higher risk or with severe disease requiring hospitalization.

- **We recommend following guidance from the CDC that requests that all patients receiving COVID-19 testing also be tested for Influenza. Please use provider judgement regarding Respiratory Panel testing for patients.**

- **If you as the provider have determined that the client meets guidance for testing, please utilize the sample and shipping guidelines that are attached, and ensure that you fill out the [MDHSS: DCH 0583: Microbiology/Virology Test Requisition Form](https://www.michigan.gov/documents/mdhhs/MDHSS_CDC_PUI_Form_and_Cover_Sheet_Fillable_v02.03.2020_680230_7.pdf).** This form needs to be sent with the specimen to the state lab, and must include the nCoV ID number, per the attached instructions. Instructions on how to obtain the nCoV ID number can be found in the bullet below.

- **Fill out the PUI form** ([https://www.michigan.gov/documents/mdhhs/MDHSS_CDC_PUI_Form_and_Cover_Sheet_Fillable_v02.03.2020_680230_7.pdf](https://www.michigan.gov/documents/mdhhs/MDHSS_CDC_PUI_Form_and_Cover_Sheet_Fillable_v02.03.2020_680230_7.pdf)) for each patient that you are testing and fax the completed form to DHD4 Secure Fax Line -989-358-7997. This secured fax will be checked throughout the day. Once the PUI form is received, the Health Department will be inputting the necessary information into MDSS and will assign the nCoV ID and notify the lab that the specimen is coming to the State Laboratory.
  - If the PUI is sent during regular business hours – A DHD4 employee will call your facility lab with the nCoV ID number to place on the test requisition form, and the specimen will then be ready to ship.
  - If the PUI is sent after regular business hours – A DHD4 employee will call your facility lab after 8:00am to assign nCoV ID numbers before they are shipped to the state. Please hold all specimens in your lab until they are assigned a nCoV ID number from an DHD4 Employee.

- **We must receive the PUI form, and it must be completed in its entirety (including name, DOB, and patient address) or the sample will not be tested upon its arrival at the State Laboratory.**

- **If you utilize a commercial lab, such as Quest, that is providing COVID-19 testing, please continue to fax the Health Department the PUI form and indicate on the fax cover sheet that you have submitted the test via a commercial lab.**

- **If you would like to discuss a case and would like guidance or support from the Health Department, please continue to call us at 1-800-221-0294, and notify the operator that you are a provider and they will connect you with the appropriate staff member to answer your questions.**

As a Health Department, we are also working hard to meet and address public concerns and questions. Please direct general inquiries from patients and community members to our website [www.dhd4.org](http://www.dhd4.org) or 989-356-4507.

Sincerely,

Joshua Meyerson, MD, MPH
Medical Director
District Health Department No. 4