Suggested Testing Order Plan and Reporting Outline

This suggested testing order plan and reporting outline can be used to submit a plan related to the requirements of Health Officer Order No. C19-15d. That order requires each Healthcare Facility that is subject to the testing requirement to submit a plan no later than August 27, 2021, outlining how it will meet the Order’s testing requirements. It must thereafter submit to DPH every two weeks a testing access report that describes the percentage of the Healthcare Facility’s patients that receive a test within 24 hours (or the next business day for an office or clinic that is not open seven days a week) and the percentage of patients that receive their test results within 48 hours of sample collection. For both reporting requirements, Healthcare Facilities are strongly urged to achieve 24-hour testing and 48-hour test result turnaround for 90 percent of all patients that receive Testing.

Testing Plan

Describe how testing will be ramped up and maintained to meet the requirements of Order No. C19-15d to:

- provide testing to patients who seek care through the healthcare facility;
- provide the test either on the same day or the following calendar day (or next business day if an office or clinic is not open 7 days a week) to any patient who presents for care, including via remote methods;
- publicize information to patients on how they can access testing, including on a public- or patient-facing website or portal, with the information required by the Order;
- post a notice detailing the availability of testing in areas visible to all patients;
- provide patients receiving testing with information regarding best isolation or quarantine practices upon a positive test result (resources available at www.sfcdcp.org/i&q); and
- send out a new notice to patients advising them of the following:
  ✓ all patients are entitled to receive COVID-19 testing,
  ✓ how and where to be tested,
  ✓ there are no co-pay requirements for testing,
  ✓ how to report violations as outlined in Section 15 of the health order
  ✓ other testing-related information include times of testing operations, required timeframes for scheduling tests, and how to schedule a test.

Include:

✓ Current number of COVID-19 tests performed per day;
✓ Estimated capacity to conduct additional testing;
✓ Percentage of patients that receive a test within 24 hours (or the next business day for an office or clinic that is not open seven days a week);
✓ Percentage of patients that receive their test results within 48 hours of sample collection; and
✓ Sample of the patient notices required under Section 6 of the order.
Reporting

Every two weeks after the initial plan is submitted the healthcare facility must provide a “Health Officer Order No. C19-15 Testing Report” describing testing access.

Include:

✓ Percentage of patients that receive a test within 24 hours (or the next business day for an office or clinic that is not open seven days a week*);

✓ Percentage of patients that receive their test results within 48 hours of sample collection*; and

✓ Plan for improvement if below 90% for either measure above.

*For both reporting requirements, Healthcare Facilities are strongly urged to achieve 24-hour testing and 48-hour turnaround 90 percent of the time for all patients that seek testing.