



**EMPLOYEE HEALTH EXPOSURE PROCEDURE FORM
INJURY/BLOODBORNE/NEEDLESTICK
INSTRUCTIONS**

A. Employee Responsibility:

1. Complete the "Employee Injury/Exposure Report located on the hospital Intranet (follow HR policy HRS-9019 Injuries/Exposures Work Related)
2. Notify director/supervisor and take the Injury Exposure Report to the Emergency Room.
3. **Employee is not to make a follow up appointment with a physician without contacting the Human Resources Director.**
4. Complete the "Occupational Contaminated Sharps Injury Log" form located on the intranet.
5. Complete the "Unusual Occurrence" report located on the intranet.

B. Nursing Responsibility:

1. The nurse (or ER physician) is to complete section II of the "Employee Injury/Exposure Report" and the "Employee Exposure Accident Report". **No triage form is required.**
2. Notify Employee Health at extension 2280. (*Leave message if not available*).
3. Draw 2 tiger top tubes from the employee after the employee has signed the consent form for HIV blood test. Label the tubes with the new labels that registration will provide.
4. Complete the Employee Health laboratory and/or Imaging order request. Be sure to have registration give the source patient a new visit number for labs and/or x-ray.
5. Enter the source patient's name, DOB, and social security number on the Employee Health lab and/or x-ray order form.
6. The nurse will fill out lab requests for source patient and lab may draw from the source patient using the new labels and numbers. Notify lab, may use blood specimens if already available.

C. Emergency Department Physician Responsibility:

1. Initiate post-exposure prophylaxis per ACIP recommendation for Hep B prophylaxis and the Public Health Services Guidelines for Management of Occupational Exposure to HIV Post Exposure Prophylaxis (PEP).
2. Complete the "Attending Physician Return to Work Recommendations" form.

D. Registration Responsibility:

If the exposure is due to a needle stick or body fluid exposure, the employee is to be registered under the Employee Health Account. Follow the Two (2) steps listed below.

1. Step One: Enter the employee into the registration system by going to Registration.
 - a. Open Registration.
 - b. Social Security numbers should be zeros.
 - c. Click on PERSON SEARCH.
 - d. Last Name: SMMC EMPLOYEE
 - e. First Name: Last 5 digits of Employee Social Security Number

- f. If name does not appear, then click on "New Person" and enter the employee's Last Name: SMMC EMPLOYEE and FIRST NAME: last 5 digits of Social Security number.
- g. Enter in the DOB, Sex and Race (should be "white" regardless of actual race).
- h. Under Policy Info: enter zero and the last 5 digits of the social security number.
- i. Doctor to be: Employee Health Physician regarding who the physician is ordering the exams.
- j. Guarantor: St. Mark's Medical Center
- k. O.P. Loc: Laboratory
- l. Complaint: Lab or x-ray (Do not enter actual reason.)
- m. Enter "No Insurance"
- n. On the COA (where the patient signs) write "Employee Health for the patient" and sign **your name** as witness.

2. Step Two: Source Patient Information

- a. Register the source patient with a new number using guarantor as "St. Mark's Emplo", St. mark's Employee Health account.
- b. Enter the source patient name, DOB, and social security number of the source patient on the Employee Health lab and/or x-ray order form.
- c. **Do not use the source patient's current V#** or the source patient will be billed for these tests.
- d. Give the new labels and face sheet to the nurse.

NOTE: Keep all paperwork together and send to Human Resources Department (not Medical Records).

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Ceo/Policies and Procedures/Employee Health /Employee Health Exposure Procedure Form Injury/Bloodborne/Needlestick Instructions