

BODY SUBSTANCE EXPOSURE REPORTING PROCESS

WHO to call: Alpha or numeric page Employee Health Service 24 hours per day at beeper #5356. An EHS nurse will return your page.

NEVER INITIATE ORDERING BLOOD FOR TESTING WITHOUT PAGING EHS OR CALLING 764-8020 AND BEING INSTRUCTED TO DO SO.

WHAT information is needed: The source patient's name, registration number, hospital location and a phone number or pager number of where you can be reached.

WHERE to send the blood specimen: Blood should be sent STAT to Central Distribution. Off-Sites may need to call a STAT courier to bring blood to UMHS depending on specimen delivery times.

WHEN: Exposures should be reported as soon as possible. The rapid HIV tests can give results within 2 hours. If this test is positive, post-exposure prophylaxis will be reviewed.

An [Illness or Injury Report Form](#) documenting the exposure circumstances must be completed within 24 hours.

All employees who have reported their exposure after EHS business hours must follow-up with EHS on the next business day.