Blood and Body Fluid (BBF) Exposure Reporting Process

**Who** to call: Page the Occupational Health exposure beeper 5356. After 4:30 pm and on Weekends and Holidays, a nurse in the Emergency Department will triage all exposures. The beeper 5356 should be used to report all exposures 24/7.

**What** information to provide:
1. Name and the Employee ID number of the person who was exposed, a phone or pager number where they can be reached.
2. The name and medical record number (MRN) of the source patient.

*Never initiate ordering blood for testing without paging beeper 5356 first.*

**Where**: to send the blood specimen. One corvac (SST) tube of blood is required to complete the testing. The specimen should be sent STAT to Central Distribution. A requisition form with the specific labs requested for an exposure evaluation is included in this packet of information.

*For off-site areas, after blood from the source patient is obtained, it can be sent to UMHS by contacting the courier service. Metro Courier: 973-0973. This service should be used for exposure labs in place of the standard pick up service.*

**When**: All BBF exposures must be reported as soon as possible. A Rapid HIV test is obtained to facilitate post-exposure treatment if indicated.

**Follow up**: If you did report the exposure incident to the Emergency Department, please contact Occupational Health to review any follow up recommendations on the next business day.