

## MSU Employee and Student Instructions for Bloodborne Pathogen Exposure

### EXPOSED PATIENT

- Flush and wash exposed area for 15 minutes.
- Notify supervisor of exposure.
- Obtain completed “Authorization to Invoice MSU” form from supervisor.
- Go to Olin Student Health Center. If after hours, go to the alternate emergency facility in the immediate area as indicated on the Authorization form. For Lansing, the alternate facility is Sparrow Hospital Emergency Department.

#### Exposed patient follow-up:

- Obtain follow-up evaluation at Olin Student Health Center – Primary Care 1 Clinic if in the Lansing area. If outside Lansing area, follow-up at site of initial evaluation.

### SUPERVISOR OF EXPOSED PATIENT

*Note: The Health Center’s current hours are recorded on Olin’s main phone line 884-6546.*

#### When the Health Center is open:

- Contact Olin Student Health Center Scheduling Office at 353-4660; inform them of the exposure and schedule the exposed patient to be seen within the first 2-4 hours after the exposure.
- Verify with the scheduling office that the employee is currently registered in IDX.
- Complete an “Authorization to Invoice MSU” form and give to the exposed patient:  
[http://www.hr.msu.edu/benefits/benefits\\_docs/InvoiceMSU.pdf](http://www.hr.msu.edu/benefits/benefits_docs/InvoiceMSU.pdf)
- Direct patient to Olin Student Health Center – Primary Care 1 Clinic.

#### When the Health Center is closed:

- Complete an “Authorization to Invoice MSU” form and give to the exposed patient:  
[http://www.hr.msu.edu/benefits/benefits\\_docs/InvoiceMSU.pdf](http://www.hr.msu.edu/benefits/benefits_docs/InvoiceMSU.pdf)
- Complete *Lab Worksheet* for the exposed patient:  
<http://olin.msu.edu/pdfs/Exposed%20Employee%20Lab%20Worksheet.pdf>. Give form to the exposed patient.
- Instruct exposed patient to obtain medical care within the first 2-4 hours after exposure.
- Direct employee to alternate emergency facility (indicated on the “Authorization to Invoice MSU” form). For Lansing area, the after-hours clinic is Sparrow Hospital Emergency Department.

#### Supervisor follow-up:

- Complete within 24 hrs the “Report of Claimed Occupational Injury or Illness” form and forward to Human Resources: <http://www.hr.msu.edu/NR/ronlyres/15530025-13F0-49E9-91BE-173E14BE3B6B/0/accidentreport.pdf>.
- Document the source patient on the “Report of Claimed Occupational Injury or Illness” form; this will ensure payment of laboratory testing for the source patient. If Workman’s Comp does not receive source patient information, the clinic/department of the exposed employee will be billed for the laboratory testing for the source patient.

### SOURCE PATIENT

- The clinic/department where the employee sustained the potential bloodborne pathogen exposure is responsible for the source patient. This clinic/department should:
  - Inform source of employee exposure.
  - Ask source to have blood drawn for testing.
  - Perform HIV education and have consent form signed.
  - Complete *Source Patient Worksheet*:  
<http://olin.msu.edu/pdfs/Source%20Patient%20Lab%20Worksheet.pdf>
  - Document in EMR why patient is being tested.