

# Needle Stick Process Flow

## NEEDLE STICK INCIDENT OCCURS

### EMPLOYEE

Employee **IMMEDIATELY** reports it to their supervisor

Supervisor will speak with employee about: accessing worker's comp information, follow-up education, and future steps to prevent this event from happening again. Fills out forms with employee.

Forms to fill out (HR Fix) and who forms should be sent to:  
 1st Report Inquiry (HR)  
 Texas Start Network (HR)  
 Occurrence Report (QA)  
 Employee Acknowledgement of Workers' Comp Network (HR)

QA sends copy of Occurrence Report to Employee Health Coordinator (EHC) to document steps taken and findings throughout the process

Employee sees Workers' Comp In-Network Provider

Workers' Comp Provider draws baseline Lab: Hepatitis B titer, HIV, Hepatitis C

Employee Receives Lab Results from Workers' Comp Provider and communicates to EHC

CMO discusses prophylactic treatment with employee

EHC sends copy of occurrence report, steps taken and documentation/findings to QA

### SOURCE

Source is a registered, HealthPOiNT Patient

Source is NOT a registered, HealthPOiNT Patient

Educate patient

Educate patient and Obtain Consent for Labs

Review *General Consent Form* to ensure proper box is checked and have them sign the *Release of Information Form*

Register patient in eCW and ensure that they sign the *General Consent* and *Release of Information* forms

Lab draw from patient: Hepatitis B, HIV, Hepatitis C

Assign labs ordered for patient to PCP

Assign labs ordered for patient to CMO

Employee Health Coordinator (EHC) receives lab results from PCP

Employee Health Coordinator (EHC) receives lab results from CMO

EHC communicates patient's lab results to workers' comp provider

Provider communicates lab results to patient  
*\*If patient is not HealthPOiNT patient, CMO or CMO designee communicates lab results*