



STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

TITLE: Newborn Metabolic Screen Card Ordering	Revision Date: 17-July-2016	Issue Date: 17-July-2014
Document Number: SCM90500	Status: Approved	
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Approved by: C. Case, Manager of Diagnostic Services	Signed by: <i>Cheryl Case</i>	

PURPOSE:

The purpose of this procedure is to allow the user to re-order Newborn Metabolic Screening Collection Cards from Capital Health.

SUPPLIES:

- Requisition and Envelope Order Form for Newborn Metabolic Screening
- Fax Machine

PROCEDURE INSTRUCTIONS:

Step	Action
Ordering Newborn Metabolic Screening Cards	
1	Check your inventory of Newborn Metabolic Screening Collection Cards and Envelopes to see that the expiry date is still good. These are located on the Obstetrics Unit (OBS will let us know when they need to be ordered).
2	The laboratory stores the envelopes. These are located on the top shelf across from the ECG room. Once we get down to approximately 20 envelopes order 50 more.
3	Print off the Requisition and Order Form for Newborn Metabolic Screening (SCM90510). If required, add the amount of envelopes required on the order form. Fill in your name in both the Name and Attention to fields of the form.
4	Fax the completed form to (780) 407-2133. If these do not arrive within 2 weeks, phone (780) 407-1698 to check on the status of the order.
5	Log the order on the General Order Log (SCM90000).

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

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6	When these supplies arrive, send the collection cards to OBS and place the envelopes on the top shelf across from the ECG room. Log the arrival on the General Order Log (SCM90000).
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RELATED DOCUMENTS:

- SCM90000 General Order LOG
- SCM90510 Requisition and Envelope Order Form for Newborn Metabolic Screening

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	30Jun13	Initial Release	B. Hussey
1.1	17Jul14	Reviewed – No Changes	C. Russell