

Newborn Screening (NBS) Process

Purpose To define a process for the Newborn Screening at SRMC. To ensure timely and accurate processing of NBS's to Allied Laboratory.

- Service Scope**
- The Laboratory will not perform collection of NBC for initial collection or re-collection.
 - The Laboratory will process all NBS's daily upon receipt.
 - The Laboratory will prepare NBS's for transit by GSO Courier Monday – Saturday by 1500; with exception to holidays.
 - The Laboratory will prepare NBS's for transit by Accurate Courier Sunday by 1500 for early Monday morning pick-up.
 - The Laboratory will track all specimens sent to Allied Laboratory.
 - The Laboratory will report, scan, and provide results to Medical Records.

Defined Lab Roles & Responsibility

<i>Role</i>	<i>Responsibility</i>	<i>Refer to Section</i>
Phlebotomist	<ul style="list-style-type: none"> • Will not handle or process NBS. 	N/A
Laboratory Assistant	<ul style="list-style-type: none"> • Will determine specimen acceptability upon receipt. • Will receive specimen. • Notify Clerical Position of any Request for Recollections. 	<ol style="list-style-type: none"> 1. Specimen Requirements. 2. Receiving Specimens. 3. Processing Recollection Requests.
Clerical Position	<ul style="list-style-type: none"> • Will determine specimen acceptability upon receipt. • Will receive specimen. • Will prepare for transit to Allied Lab. • Will track all specimens to Allied Lab. • Will manage results and reports. • Will manage and process Recollections • Troubleshooting 	<ol style="list-style-type: none"> 1. Specimen Requirements. 2. Receiving Specimens. 3. Prepare for Transit. 4. Tracking Specimens. 5. Results and Reports. 6. Processing Recollection Requests. 7. Troubleshooting.
Client Service Supervisor	<ul style="list-style-type: none"> • Weekly & Monthly Quality Tasks 	<ol style="list-style-type: none"> 1. Client Service Supervisor

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Newborn Screening (NBS) Process, Continued

**Section 1:
 Specimen
 Requirements**

Step	Action						
1.	<p>Determine if card is completed accurately.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If</th> <th style="text-align: center;">Then</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p style="text-align: center;"><u>Specimen Card Contains ALL of the following:</u></p> <p>Addressograph Patient's demographics Medical Record Number Mom's information Physician information Race/Language Facility information (Code R410) Initials of collector Date of Birth/Time of birth Collection Date/Time Baby's weight Feeding type Sex Gestational Age NPO at Time of Collection Newborn on TPN/Hyperal/Amino Acid Type of specimen Reason for test: ○ Initial? ○ Repeat of Inadequate? ○ Other Repeat? RBC Transfusion Card expiration date reviewed</p> </td> <td style="vertical-align: top;"> <p style="text-align: center;">Specimen is Acceptable. (Go to Step 2)</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p style="text-align: center;"><u>Specimen NBS Card is completed inaccurately or missing information</u></p> </td> <td style="vertical-align: top;"> <p style="text-align: center;">Specimen is not acceptable.</p> <ul style="list-style-type: none"> ○ Notify RN and request missing information. ○ Document on NBS Communication Log. ○ Notify Clerical Position or Client Services Supervisor. </td> </tr> </tbody> </table>	If	Then	<p style="text-align: center;"><u>Specimen Card Contains ALL of the following:</u></p> <p>Addressograph Patient's demographics Medical Record Number Mom's information Physician information Race/Language Facility information (Code R410) Initials of collector Date of Birth/Time of birth Collection Date/Time Baby's weight Feeding type Sex Gestational Age NPO at Time of Collection Newborn on TPN/Hyperal/Amino Acid Type of specimen Reason for test: ○ Initial? ○ Repeat of Inadequate? ○ Other Repeat? RBC Transfusion Card expiration date reviewed</p>	<p style="text-align: center;">Specimen is Acceptable. (Go to Step 2)</p>	<p style="text-align: center;"><u>Specimen NBS Card is completed inaccurately or missing information</u></p>	<p style="text-align: center;">Specimen is not acceptable.</p> <ul style="list-style-type: none"> ○ Notify RN and request missing information. ○ Document on NBS Communication Log. ○ Notify Clerical Position or Client Services Supervisor.
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Newborn Screening (NBS) Process, Continued

**Section 1:
 Specimen
 Requirements
 (continued)**

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2.	<p>Determine if the time collected is acceptable.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If</th> <th style="text-align: center;">Then</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <p>Specimen was collected at least 12 hours <u>after</u> birth time</p> <p><i>(Specimens must not be collected earlier than 12 hours after birth time.)</i></p> </td> <td style="text-align: center;"> <p>Specimen is Acceptable. (Go to Step 3).</p> </td> </tr> <tr> <td style="text-align: center;"> <p>Specimen was collected earlier than 12 hours after birth time</p> </td> <td style="text-align: center;"> <p>Specimen is Not Acceptable.</p> <ul style="list-style-type: none"> ○ Notify RN and request a recollection. ○ Document on NBS Communication Log. ○ Notify Clerical Position or Client Services Supervisor. </td> </tr> </tbody> </table>	If	Then	<p>Specimen was collected at least 12 hours <u>after</u> birth time</p> <p><i>(Specimens must not be collected earlier than 12 hours after birth time.)</i></p>	<p>Specimen is Acceptable. (Go to Step 3).</p>	<p>Specimen was collected earlier than 12 hours after birth time</p>	<p>Specimen is Not Acceptable.</p> <ul style="list-style-type: none"> ○ Notify RN and request a recollection. ○ Document on NBS Communication Log. ○ Notify Clerical Position or Client Services Supervisor.
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Newborn Screening (NBS) Process, Continued

**Section 2:
Receiving
Specimens**

Step	Action
1	Receive specimen in Sunquest according to laboratory procedure for "Receiving Specimens in Sunquest".
2	Ensure that the Date and Time of Collection are entered correctly from the NBS Card.
3	Place NBS card in the "NBS Red Bin" at the Clerical Desk.

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Newborn Screening (NBS) Process, Continued

**Section 3:
 Prepare for
 Transit**

Step	Action
1	Print NBS Tracking List from Sunquest a) Log onto ALAB b) Function: TR c) Create batch a. Template code: (RVWCL) d) Enter through selections e) A for Accept f) Print to printer #906
2	Remove any samples from transport batch that are missing.
3	Compare the Sunquest NBS Tracking List with the TRF Forms.
4	Prepare GSO (Golden State Overnight) and Accurate envelope: a) Place shipping label on the package. b) Place shipping Tracking label on the Transport Log. <i>To reorder mailing labels:</i> <ul style="list-style-type: none"> • Fax the pink document (with copy of label) or a copy of the label requested to: • Attn: Molly Stewart Fax:916-636-5105 PH: 916-636-5135
5	Make Copies of: <ul style="list-style-type: none"> • All NBS Cards • Sunquest Tracking List
6	a) Place Original NBS Cards and the Transport batch list in the GSO or Accurate envelope and seal. b) Place envelope on the front processing specimen drop off area for pick up by GSO Courier Monday through Saturday by 1500. c) Place envelope on the front processing specimen drop off area for pick up by Accurate Courier for early Monday morning pick up by 1500 on Sunday.
7	a) Staple the following: <ul style="list-style-type: none"> • Copied NBS cards • Sunquest Tracking List b) File the above packet in the NBS daily file.

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Newborn Screening (NBS) Process, Continued

**Section 4:
Tracking
Specimens**

This Section is to be completed daily for each batch sent the prior day.
 To ensure that the batch has arrived at Allied lab:

Step	Action
1	Log into the GSO website: http://www.gso.com/tracking
2	Enter in the GSO Tracking Number from the batch on the WCL Transport Log.
3	Print out the GSO Package Delivery notification.
4	File in the NBS daily file with the corresponding batch.

**Section 5:
Results and
Reports**

NBS paper results are delivered by mail to the laboratory.

Step	Action						
1	Open the NBS envelope "California Department of Public Health" (CDPH) immediately when delivered.						
2	Review results for any "Positive" or "Inadequate/Invalid" results. <table border="1" data-bbox="581 890 1440 1199"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Result is Positive</td> <td> <ul style="list-style-type: none"> • CDPH initially notifies the Provider and the Parent. • Confirm that the provider has been notified of the result. </td> </tr> <tr> <td>Result is Inadequate or Invalid</td> <td> <ul style="list-style-type: none"> • CDPH initially notifies the Provider, the Parent, and SRMC Lab. • Confirm that the patient was recollected by checking the <i>NBS Recollection Log</i>. </td> </tr> </tbody> </table>	If	Then	Result is Positive	<ul style="list-style-type: none"> • CDPH initially notifies the Provider and the Parent. • Confirm that the provider has been notified of the result. 	Result is Inadequate or Invalid	<ul style="list-style-type: none"> • CDPH initially notifies the Provider, the Parent, and SRMC Lab. • Confirm that the patient was recollected by checking the <i>NBS Recollection Log</i>.
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3	Look up each Accession number in Sunquest for each Medical Record NBS test ordered for each patient report.						
4	Enter result in Sunquest: <ul style="list-style-type: none"> a) Sunquest Function: MEM <enter> b) Worksheet: RVWCL <enter> c) Test: 1: RNEWBS <enter> d) Accept: <A> e) Enter Accession Number f) RNEWB1: RVREF g) Accept: <A> h) Repeat for all NBS to result. 						
5	Scan results into the EHR media tab by choosing the NBS order and scanning the results using the description name "Newborn Screening Result". [Refer to <i>Scanning Documents in Epic</i>]						
6	Once scanned in EHR, place scanned document in the scanned documents bin for Medical Records to pick up.						

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Newborn Screening (NBS) Process, Continued

**Section 6:
 Processing
 Recollection
 Requests**

Step	Action						
1	The NBS State office will notify the laboratory by phone (916-781-1962) or fax (916-781-1951) of a recollection. [This is called the “Request for NBS recollection”].						
2	The Clerical Position (or Outpatient Processor when the Clerical position is vacant) will log in the “Request” for recollection on the <i>NBS Recollection form</i> . [The log will be located in the “Red Bin” at the Clerical Bench]						
3	Lab will request a face sheet from registration for the patient to be recollected.						
4	The Lab will notify the parents of the recollection request and document on the recall notice. a) Instruct the patient to arrive at the Main Registration Admitting Office Monday through Friday from 9:00am to 5:00pm. b) Instruct patient to register as an outpatient.						
5	After patient has been notified by Lab; Lab will notify, the clinical manager for the Mother-Baby unit (office 916-781-1352, fax 781-1509) and lab will send 1) the face sheet & 2) a copy of the Request. If the Clinical Manager is not available, notify the NICU shift coordinator at extension 781-1537.						
6	<p>Once patient arrives SRMC:</p> <p>a) The Admitting Office staff will contact the lab when the patient arrives and is registered.</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">If</th> <th style="text-align: center;">Then</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">During business hours 9:00-5:00pm Monday –Friday</td> <td>The main hospital Admitting Office staff (1st floor main hospital lobby) will contact the lab when the patient arrives and is registered.</td> </tr> <tr> <td style="text-align: center;">Afterhours or weekends 5pm-9am Monday-Friday (before 9am/or after 5pm) Saturdays and Sundays</td> <td>The ED Admitting Office staff (ED) will contact the lab when the patient arrives and is registered.</td> </tr> </tbody> </table> <p>b) Lab will notify the NICU Clinical Manager or NICU Shift Coordinator to meet the patient and escort them to either the Nursery or the Pediatric treatment room for the NBS recollection.</p> <p>c) Nursing staff will be assigned to collect the specimen.</p>	If	Then	During business hours 9:00-5:00pm Monday –Friday	The main hospital Admitting Office staff (1 st floor main hospital lobby) will contact the lab when the patient arrives and is registered.	Afterhours or weekends 5pm-9am Monday-Friday (before 9am/or after 5pm) Saturdays and Sundays	The ED Admitting Office staff (ED) will contact the lab when the patient arrives and is registered.
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Newborn Screening (NBS) Process, Continued

**Section 6:
 Processing
 Recollection
 Requests
 (Continued)**

Step	Action						
7	Once the "Recollected" specimen is received back in the lab: The lab processor will: <ol style="list-style-type: none"> a) Complete Sections 1 & 2 in this procedure. b) The recollected specimen will be marked "REPEAT" 						
8	The Clerical Position will log when the recollected specimen was received back in the lab and sent out for testing.						
9	The Clerical Position will check the <i>NBS Recollection Log Daily</i> . <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">If</th> <th style="text-align: center;">Then</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Recollection has been completed within 3 days</td> <td> <ul style="list-style-type: none"> • Confirm that the sample has been received back in the lab and sent to WCL. </td> </tr> <tr> <td style="text-align: center;">Recollection has NOT been completed within 3 days</td> <td> <ul style="list-style-type: none"> • Contact the Parent to determine when patient will arrive. • Contact the Clinical Manager to inform when patient will arrive. </td> </tr> </tbody> </table>	If	Then	Recollection has been completed within 3 days	<ul style="list-style-type: none"> • Confirm that the sample has been received back in the lab and sent to WCL. 	Recollection has NOT been completed within 3 days	<ul style="list-style-type: none"> • Contact the Parent to determine when patient will arrive. • Contact the Clinical Manager to inform when patient will arrive.
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Newborn Screening (NBS) Process, Continued

**Section 7:
 Trouble-
 shooting**

If	Then
NBS Card filled out incomplete or missing information	Do not Receive specimen in Sunquest. Notify Nurse and request recollection. Utilize the <i>NBS Communication Log</i> .
Specimen circles are inadequate for acceptability	Do not Receive specimen in Sunquest. Notify Nurse and request recollection. Utilize the <i>NBS Communication Log</i> .
Specimen was collected earlier than 12 hours after birth	Do not Receive specimen in Sunquest. Notify Nurse and request recollection. Utilize the <i>NBS Communication Log</i> .
When reporting results: MR doesn't match Name	<ul style="list-style-type: none"> • Review the original NBS card to ensure accuracy. • Review the NBS transport Log for accuracy. • Review in Epic, the scanned "Golden Rod" (copy of original NBS). • Verify if patient has a documented name change in medical records.

**Section 8:
 Client Services
 Supervisor**

Weekly Task	Monthly Task
Utilize CDPH NBS Online Specimen Tracking Website weekly to ensure all specimens sent have been received at Allied Lab.	Utilize NBS Epic Clarity Report monthly to ensure all NBS results have been scanned in the Electronic Health Record.

Related Documents

1. *NBS Communication Log – Form A*
2. *NBS Recollection Log – Form B*
3. *SRMC Clinical Practice Standards, Newborn Screening Protocol*

End