**TITLE: Processing Newborn Screening Results**

Principle: To ensure IDPH Newborn Screening results have correct patient demographics including; Name, Date of Birth, Medical Record number, and collection date prior to scanning into LIS.

Personnel: Phlebotomists

Procedure stepwise:

1. Locate the correct patient label from the black Newborn Screening box.
2. Compare IDPH result to the patient label- carefully review first and last name, date of birth, medical record number and date of collection. Some infants may have multiple collections.
3. If a discrepancy is found, stop processing and follow directions below to make corrections:
* Place a single line through the section that is incorrect
* Handwrite the corrections on the IDPH result.
* Locate an IDPH fax cover sheet from folder (see attached copy of form)
* Update the following fields:
	+ Indicate the number of pages you are faxing including the cover sheet
	+ Section **“Re:”** and write “Please make corrections on Newborn Screenings”
* Fax to IDPH fax number on fax coversheet.
* Attach the fax confirmation to the form.
1. If no corrections are needed:
	* + - Affix the label pulled from box onto the IDPH result.
			- Log into LIS, reprint an additional patient label and place on log sheet (see attached)
2. Organize IDPH reports to match log sheet.
	* + Scan IDPH reports into LIS following procedure *4840-LCC-209* Scanning of Non-Interfaced Referral Testing
		+ Initial middle column of log sheet
		+ Verify results following procedure *4840-LCC-209* Scanning of Non-Interfaced Referral Testing
		+ Initial last column on log sheet
3. Place IDPH results and log sheet into an interoffice envelope and deliver to send outs.