**TITLE: Newborn Screens (PKUs)**

**Principle:** This procedure is to correctly process and prepare the specimen to be sent to the appropriate reference laboratory and correctly process the results when received.

**Personnel:** Phlebotomists and Medical Technologists

**Referred Laboratory:** Illinois Department of Public Health (IDPH)

**Specimen Requirements:** Newborn Screening form with blood-soaked filter paper.

**LIS Order Code:** NEWBN

**Stepwise Procedure:**

**Specimen Processing:**

1. Newborn screens are sent every day via UPS to IDPH. Phlebotomy staff prepares the UPS shipping box daily.
2. The UPS shipping boxes are above the Newborn screen drying racks in the Phlebotomy area in the cabinet to the right.
3. After constructing the box, place an IDPH UPS label on the box. Labels are located in a small cardboard box on the top shelf of the file rack on the counter by the newborn screen drying racks.
4. Phlebotomy staff receives Newborn Screening forms from the nursery and NICU. After receiving specimens into the lab, they place the forms in the drying rack on the send out counter above the freezer with two LIS labels attached.
5. Verify the spelling of the patient’s name, medical record number, and date of birth.
6. Newborn Screens should be collected at least 24 hours after birth, however; NICU infants have a newborn screen done upon admission to the NICU which may be within a few hours after birth.
7. Verify any newborn screen performed when the patient is less than 24 hours old has the NICU/Special Care box checked.
8. Receive specimen into send outs function of the LIS.
9. Place the set of labels behind the top page of the Newborn Screen card so that the top label sits above the card.
10. Place the card on the copier so that the label will be visible when the card is copied and make a copy of the Newborn Screening form and label.
11. Place one of the two labels on the Reference Laboratory Test Log.
12. Place the Newborn Screening form in a drying rack in LCC area and place the copy of the form on top of the UPS box by drying rack.
13. Place the extra LIS label in the black plastic file box under the patient’s day of birth.
14. Weekdays, UPS arrives between 4:30 and 6pm to pick up the box to go to IDPH. Phlebotomy staff will package up dry newborn screens, seal the box, and give it to the UPS driver.
15. Saturdays, the UPS driver arrives around 2pm.
16. The copies of the newborn screening forms that were sent are paper clipped together along with the tracking number part of the UPS shipping label. They are then placed in the top file drawer in the corner of the Phlebotomy area under the correct month.

**Results Processing:**

1. Final results are received via fax.
2. Phlebotomy staff review results, verify names, medical record numbers, date of birth, and collection dates.
3. Discrepancies are faxed to IDPH for correction and placed in the file box until the correction is received.
4. The LIS label is placed on the results and phlebotomy staff scans and verifies the results in the LIS.