**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**:

1. Locate the correct copy of the newborn screen with label attached from the Newborn Screening accordion file.
2. Compare the IDPH result to the patient label. Carefully review the 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:
	1. Place a single line through the information that is incorrect.
	2. Handwrite the corrections on the IDPH result.
	3. Locate an IDPH fax cover sheet from folder (see attached copy of form).
	4. Update the following fields:
		1. Complete the date.
		2. Indicate the number of pages you are faxing including the cover sheet
		3. Section **“Re:”** and write “Please make corrections on Newborn Screenings and re-send results.”
	5. Fax to IDPH Springfield (217) 557-5396.
	6. Attach the fax confirmation to the form.
4. If no corrections are needed:
	1. Affix the LIS label that was attached to the copy of the submission form onto the IDPH result.
	2. Log into LIS, reprint an additional patient label and place on log sheet (see attached)
5. Organize IDPH reports to match log sheet.
6. Scan IDPH reports into LIS following procedure *4840-LCC-209* Scanning of Non-Interfaced Referral Testing and initial “Scanner” Column on “Newborn Screening Log”.
7. Verify results following procedure *4840-LCC-209* Scanning of Non-Interfaced Referral Testing and initial “Verifier” column of “Newborn Screening Log”.
8. Place IDPH results and log sheet into an interoffice envelope and deliver to send outs.

**Handling of Abnormal and Unsatisfactory Newborn Screen Results:**

1. Rush Copley Laboratory has kept the responsibility with the Illinois Department of Public Health Newborn Screening department to contact the provider listed on the newborn screen submission form to inform them of a positive or unsatisfactory specimen.
2. When positive and unsatisfactory results are received, they are to be scanned into the LIS using the above processing and scanning procedures to be made available in the patient’s electronic health record.