	Newborn Screening Test Tracking	STANDARD OPERATING PROCEDURE
		Policy Ref:
Enacted: 12/10	Owner: Chief Medical Officer	Revision Date: 9/19

Printed copies are for reference only. Please refer to the electronic copy of this document for the latest version.

OVERVIEW:

To ensure newborn screening test results are received for all newborn patients.

RESPONSIBILITY:

Designated Staff: Receive and distribute newborn screening results to provider.

Medical Assistant (MA): Enter newborn screening results in EPIC and identify missing results.

RN Coordinator: Monitor follow up process for locating missing newborn screening results and help follow up for abnormal results.

Provider: Review results and address follow-up as needed.

PROCEDURE:

Blood specimen is obtained at hospital of birth prior to discharge. When newborn screening results are received at OD pediatric clinic (up to 4 weeks following birth), Front Office staff will distribute newborn screening results for provider review and follow process below.

Locating Patient EPIC Record

- Designated staff distributes newborn screening results for provider review. If abnormal, follows abnormal process below.
- Designated staff searches EPIC using several methods to locate a patient record and determine visit history. EPIC search methods include:
 - Baby's last name
 - Baby's date of birth
 - Mothers last name
 - Address
- If patient record is located, designated staff follows normal results process below.
- If no record is found, the newborn screening results are kept in a pending patient appointment file.


Chart Scrub

During chart scrub prior to upcoming appointments, MA's will verify newborn screening results have been received and are entered into EPIC. In the event the newborn screening is missing, the MA will:

- Have parent or guardian complete Release of Information (ROI) to send to the Newborn Screening Program. In the event a records release is not completed, ODCHC's signed consent to treat can be used OR the Newborn Screening (NBS) Test Request Form can be submitted.
- Faxes the ROI to the Newborn Screening Program at (510) 412-1559
- Documents each follow up attempt in EPIC using the following method:
 - Encounter Type: Telephone Encounter OR interim Note
 - Reason: Newborn Screening
 - Comment: Results Review
 - Documentation: Use Dotphrase: .NEWBORNSCREEN

Normal Results

- Results are given to appropriate Care Team for entry into EPIC. Paper copy of results are scanned into the chart under "Labs" and named "Newborn Screening."

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- If seen at another ODCHC clinic, results are forwarded through inter office courier.

Abnormal Results

The pediatrician or primary care provider (PCP) is responsible for ensuring that newborn screening has been completed and that all positive screening results are followed until a diagnosis is confirmed or excluded (UpTo Date, 2019)

- Newborn Screening calls family & makes direct contact with an ODCHC pediatric provider
- ODCHC is contacted by Newborn screening via telephone or fax to review abnormal results
- Abnormal results are routed directly to the provider regardless of if the patient has been seen.
- Treatment and/or follow up recommendations are discussed with the provider, confirmatory testing / referrals ordered.
- Add diagnosis to problem list
- Follow up appointments made with OD provider to review confirmatory results and plan of care.
- Results are entered into EPIC under History/Birth History.
- Paper copy of results are scanned into the chart under "Labs" and named "Newborn Screening."

REFERENCES:

UpTo Date – Newborn Screening

ASSOCIATED DOCUMENTS:

Consent to Treat

Newborn Screen

Release of Information

KEYWORD TAGS:

Results review, Newborn screen