

End of day registration checks

Use this sheet to record end of day checks for samples registered on 2020-12-17

Number of episode numbers (including cards, external docs etc.) registered today: 78

First episode number registered today: 20A25451T

Last episode number registered today: 20A25528Y

Number of samples received from maternity units:

Hinchingbrooke	0	Norwich	10
Ipswich	10	Peterborough	15
James Paget	7	Rosie	6
Kings Lynn	14	West Suffolk	10

If no samples have been received and this is unexpected, contact the maternity unit to confirm samples have been sent. If samples have been sent but have not been received, raise with a clinical scientist

	Report name	Checked
A	Gestation check	<input type="checkbox"/>
B	Multiple births check	<input type="checkbox"/>
C	NHS number and card number check	<input type="checkbox"/>
D	Child health check	<input type="checkbox"/>
E	Maternity unit check	<input type="checkbox"/>
F	Scan check	<input type="checkbox"/>
G	Transfusion check	<input type="checkbox"/>
H	ADD LQ EMAIL	<input type="checkbox"/>

If any data has been incorrectly entered which erroneously made the sample inadequate, the status codes for this sample must be changed to 01 'sample received' and any reason codes deleted in Result Entry in Omnilab.

Report Name: End of day checklist **Checked by:** _____ **Date:** _____

Once complete, please keep all reports with newborn screening cards in the day box.

Once samples have been authorised, file all reports and keep for 6 weeks