

HOW TO COMPLETE IOWA NEWBORN SCREENING CARDS



University of Iowa
Stead Family
Children's Hospital

It is extremely important to fill out the screening card accurately and completely. *Inaccurate or missing information may adversely affect screening results and/or the ability to quickly contact the infant's care provider in the event of an abnormal screening result. **Any delay may put the child's health at risk.***

The specimen submitter is legally responsible for the accuracy and completeness of the information on the newborn screening card.


Remember:

- Write firmly in blue or black ink to ensure that all information is transferred between carbon copies.
- Remove the second ply for the facility's records.

For questions, please call the State Hygienic Laboratory at 515-725-1630.

Hours: Monday - Friday 8:00 a.m. to 4:30 p.m.

		Iowa Newborn Screening Program Form										
IOWA	INFANT	<input type="checkbox"/> Initial Screen	<input type="checkbox"/> Repeat Screen	Collection Date Year Month Day			Collection Time - (24 hour clock)		Collector	Infant's Medical Record #		
		Infant's Last Name				Infant's First Name						
GUARDIAN	INFANT	Infant's Birth Date Year Month Day		Infant's Birth Time (24 hour clock)		Infant's Gender <input type="checkbox"/> M <input type="checkbox"/> F		Infant's Street Address				Apartment
		City		State	Zip Code		If multiple A,B...etc	Gestational Age at Birth	Feeding Method (Check all that apply) <input type="checkbox"/> Breast Milk <input type="checkbox"/> Formula <input type="checkbox"/> TPN <input type="checkbox"/> None of the above			
HEALTH CARE PROVIDERS	GUARDIAN	Current Weight (g)	Transfused Before Collection Any Blood Products <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Date of Last Transfusion Year Month Day			<input type="checkbox"/> Check if infant is in NICU	<input type="checkbox"/> Check if infant has Meconium ileus			
		<input type="checkbox"/> Mother <input type="checkbox"/> Other Please Specify	Guardian's Last Name			Guardian's First Name						
SUBMITTING FACILITY	HEALTH CARE PROVIDERS	Guardian's Birth Date Year Month Day		Guardian's Gender <input type="checkbox"/> M <input type="checkbox"/> F		Guardian's Phone Number						
		Ordering Health Care Provider's Last Name			Ordering Health Care Provider's First Name			Ordering Health Care Provider's Phone Number				
SUBMITTING FACILITY	HEALTH CARE PROVIDERS	Ordering Health Care Provider's NPI				Primary Care Provider's Last Name		<input type="checkbox"/> Check if same as above	Primary Care Provider's First Name		Primary Care Provider's Phone Number	
		Submitting Facility's Name		DO NOT WRITE IN THIS SPACE								
SUBMITTING FACILITY	SUBMITTING FACILITY	Submitting Facility's Street Address		PLACE THE HL7 LABEL WITHIN THIS BOX								
		City	State	Zip Code		FOR SHL USE ONLY						




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DO NOT REMOVE THIS COVER FLAP. IT IS FOR THE PROTECTION OF THE SPECIMEN AND THE SPECIMEN HANDLERS.

PLEASE MAKE SURE THAT THE BLOOD SPOTS ARE COMPLETELY DRY

AND PROTECTIVE FLAP IS IN PLACE BEFORE SUBMITTING SPECIMEN.

1) Do not touch sample area
2) Do not use if damaged



BIOHAZARD

Do not place stickers/labels or write in the lower right-hand side of the card in the area that says "FOR SHL USE ONLY"

- Place the HL7 (Health Level 7) label in the designated box if your facility electronically orders newborn screening tests. Leave this box empty if your facility does not electronically order newborn screening tests.
- The box "**For SHL Use Only**" is used by the newborn screening lab. Do not write or apply stickers/labels in this area.

Initial Screen vs. Repeat Screen:

- Check the appropriate box: "Initial" or "Repeat."
- Initial screen is the first submission.
- Repeat screen(s) are any subsequent submission(s) received after the initial screen, even if the resubmission is due to poor quality/specimen rejection, prior early collection samples, etc.

Collection Date:

- Use an eight-digit format (yyyy/mm/dd) for the newborn's date of collection. For example, a sample collected on March 9, 2015, would be recorded as 2015 03 09.

Collection Time:

- Always use 24-hour clock (HH:MM) when entering the time of collection.
- Validity of test results are specific to the exact age (in hours) of the infant, so an accurate time of collection is crucial.

Collector:

- Use unique identifier (initials, last name, employee ID number, etc.) for the person collecting the sample. Each facility can determine its own unique identifier for internal use.

Iowa Newborn Screening Program Form

<input type="checkbox"/> Initial Screen	<input type="checkbox"/> Repeat Screen	Collection Date	Collection Time - (24 hour clock)	Collector				
		Year	Month	Day				

Infant Medical Record Number:

- Write the infant's medical record number.
- **Do not record the mother's medical record number.**

Infant's Last Name:

- Write the infant's last name.
- It is important to list the infant's last name regardless of whether the guardian(s) has chosen a first name.
- Do not assume that the infant's last name is the same as the mother's last name. Record the last name the infant will go by at discharge.
- Providing an incorrect name could potentially cause a delay in reporting abnormal results and impact the health of the infant.

Infant's First Name:

- Record infant's first name, if known.
- If the guardian(s) have not yet chosen a first name, leave this field blank.
- Providing an incorrect name could potentially cause a delay in reporting abnormal results and impact the health of the infant.

Infant's Birth Date:

- Use an eight-digit format (yyyy/mm/dd) for the infant's date of birth. For example, an infant born on March 9, 2015, would be recorded as 2015 03 09.

Infant's Birth Time:

- Always use 24-hour clock (HH:MM) when entering the time of birth. For example, the time for a baby born at 4:15 p.m. would be recorded as 16:15.
- Validity of test results are specific to the exact age (in hours) of the infant, so an accurate birth time is crucial.

Infant's Gender:

- Mark "M" for male or "F" for female. If unknown or ambiguous genitalia, write "Unknown" in the Infant's Gender box.
- This helps with the identification of the baby.

Infant's Street Address:

- Record where the infant will reside.
- Use complete address, city, state and zip code.
- In the event of an adoption or other guardianship, record the address where the infant will reside.
- Accurate contact information is crucial for contacting the guardian in the event of an abnormal result or a need for retesting.

Infant's Medical Record #													
Infant's Last Name						Infant's First Name							
Infant's Birth Date Year Month Day			Infant's Birth Time (24 hour clock)			Infant's Gender <input type="checkbox"/> M <input type="checkbox"/> F		Infant's Street Address				Apartment	
City				State		Zip Code		If multiple A/B ...etc		Gestational Age at Birth		Feeding Method (Check all that apply) <input type="checkbox"/> Breast Milk <input type="checkbox"/> Formula <input type="checkbox"/> TPN <input type="checkbox"/> None of the above	
Current Weight (g)		Transfused Before Collection Any Blood Products <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Date of Last Transfusion Year Month Day				<input type="checkbox"/> Check if infant is in NICU		<input type="checkbox"/> Check if infant has Meconium Ileus			

**Continued
on back**

If Multiple A, B...etc.:

- If the infant is one of a set of multiple births (twins, triplets, etc.) record the birth order of the infant. For example, if the infant was the first born in a set of triplets, write "A", in the box. For the third born infant, write "C" in the box.
- If single birth, leave blank, put a line through the field or cross it out.
- This field is not in reference to the birth order of ALL pregnancies but the birth order of this one pregnancy.

Gestational Age at Birth:

- Record the infant's week of gestation at time of birth. Record in completed weeks only, no rounding up.
- Accurate gestational age is critical for analyzing the results of newborn screening tests. This includes all collections - initial and repeat screens.
- If unknown, write "Unknown."

Feeding Method:

- Check all types of feeding that apply within the last 24 hours. For example, if the infant has received both Total Parenteral Nutrition (TPN) and breast milk in the last 24 hours, check both boxes.
- Breast milk includes milk sourced from biological mother or donor milk.
- TPN includes, but is not limited to, Neonatal Venous Nutrition (NVN), Peripheral Parenteral Nutrition (PVN), Hyperalimentation (Hyperal), Starter TPN, any supplementation that includes amino acids, and/or any additional TPN products not mentioned.
- If infant is receiving fluids only and/or no other feeding method listed, check "None of the above."
- Formulas include all special formulas and additives (e.g. Human Milk Fortifier, Beneprotein, etc.).

Current Weight (g):

- Record the infant's weight in grams at time of specimen collection.
- Do not leave blank. It is important to correctly record the infant's weight for accurate test results.

Transfusion (Any Blood Products):

- This field **MUST** be marked "Yes" or "No" because transfusion status affects results. Missing information could lead to delays. If the infant was given any blood product BEFORE newborn screen collection, check "Yes." If the infant was NOT transfused or transfused after collection check "No."
- Write the date of the most recent transfusion. If infant has received multiple transfusions, you only need to record the most recent date of transfusion.
- Use an eight-digit format (yyyy/mm/dd) for the most recent transfusion date. For example, infant was last transfused on March 9, 2015, recorded as 2015 03 09.
- Transfusion includes ALL blood products including, but not limited to, red blood cells, plasma, immunoglobulins and platelets.
- If baby received a transfusion before delivery (intrauterine), mark "Yes" and record the date of the most recent transfusion.

Check if infant is in NICU:

- Check the box if the patient is in Neonatal Intensive Care/ Pediatric Intensive Care Unit (NICU/PICU) or another high-acuity level care unit at time of collection.
- If infant is not in NICU/PICU, leave blank.

Check if infant has Meconium Ileus:

- Meconium ileus is known to interfere with the screening for cystic fibrosis. If meconium ileus is suspected, the screening algorithm for cystic fibrosis will change.
- Check the box ONLY IF the infant has or is suspected of having meconium ileus.
- If no meconium ileus is suspected, leave blank.

Guardian is considered the person with the legal authority to care for the infant. In most cases, this is the birth mother but can include other legal guardian relationships if birth mother is not the legal guardian.

Guardian Box:

- Mother is in reference to biological mother. If biological mother is legal guardian, check "Mother."
- If legal guardian is any other relation other than biological mother, mark "Other."
- If the infant is in the custody of the biological mother, provide the mother's information as the guardian. If the mother is not a legal guardian, provide legal guardian information.
- If other, record relation under "Please Specify." Examples of "other" include adoptive parent, human services, adoption agency, grandparent, etc.

Guardian Last Name and First Name:

- Record the guardian's last name followed by first name.
- In the event of an adoption, record the name of the legal guardian (adoptive parent, adoption agency, social worker, etc.).
- If infant was born via surrogacy, provide the name of the legal guardian who will take care of infant post-delivery.
- Accurate identifying information is crucial for contacting the guardian in the event of an abnormal result or a need for retesting.
- In the event that the infant will be held in protective services, record the name of the infant's social worker or legal guardian.

Guardian's Birth Date:

- Use an eight-digit format (yyyy/mm/dd) for the guardian's date of birth. For example, a guardian born on March 9, 2015, would be recorded as 2015 03 09.
- In the event of an adoption, write the date of birth of the adoptive parent.

Guardian's Gender:

- Check "M" for Male or "F" for Female.

Guardian's Phone Number:

- Record the guardian's phone number (including area code) at which he/she most easily can be reached in case of emergency.
- In the event that infant is not in the custody of birth parents, provide contact information for the legal guardian.
- In the event of an adoption, record the phone number of the case worker here.
- In the event that the infant will be held in protective services, record the phone number of the legal guardian or social worker. *Make sure the number provided will be answered on weekends and holidays in case of emergencies.*
- Accurate contact information for a guardian is important to ensure that the infant can receive follow-up testing and/or care in the event of an abnormal result. *Make sure the guardian's number provided will be answered on weekends and holidays in case of emergencies.*

GUARDIAN	<input type="checkbox"/> Mother	Guardian's Last Name			Guardian's First Name			
	<input type="checkbox"/> Other Please Specify	Guardian's Birth Date		Guardian's Gender		Guardian's Phone Number		
		Year	Month	Day	<input type="checkbox"/> M <input type="checkbox"/> F			

Ordering Health Care Provider's Name:

- Record the name of the health care provider ordering the infant's newborn screen, using last name followed by first name.

Ordering Health Care Provider's Phone Number:

- Provide the phone number (including area code) for the health care provider ordering the infant's newborn screen.
- This information may be used to contact the provider with abnormal test results and follow-up information.

Ordering Health Care Provider's National Provider Identifier Number (NPI)

- Provide the Ordering Health Care Provider's National Provider Identifier number to help correctly identify the correct provider.
- This information may be known by lab staff or billing staff at your facility.

Primary Care Provider Responsible for Infant Follow-Up After Discharge:

- If the Primary Care Provider is the same as the Ordering Health Care Provider, check the box "Check if same as above."
- If the Primary Care Provider is different from the Ordering Health care provider, record the name of the Primary Care Provider, using last name followed by first name.
- If the provider is not known at the time of specimen collection, be sure to write down the name of the clinic where the guardian(s) plan to take the newborn for his or her first well child check.
- Do not write the name of the provider who completed rounds on the newborn in the hospital.
- Correctly recording this information is critical. The Newborn Screening Program needs the name of the primary care provider to make sure follow-up of abnormal results is completed.

Primary Care Provider's Phone Number:

- Provide the phone number (including area code) for the infant's primary care provider.
- This information is used to contact the provider with abnormal test results and follow-up information.

HEALTH CARE PROVIDERS	Ordering Health Care Provider's Last Name	Ordering Health Care Provider's First Name	Ordering Health Care Provider's Phone Number
	Ordering Health Care Provider's NPI		
	Primary Care Provider's Last Name	<input type="checkbox"/> Check if same as above	Primary Care Provider's First Name
	Primary Care Provider's Phone Number		

Apply the pre-printed labels supplied by the State Hygienic Laboratory with the collection forms.



- Verify that the label matches your facility name and address.
- Do not share forms or labels with other facilities as this can lead to results being sent to wrong organizations.
- The submitter information provided is used for result reporting purposes as well as billing. Provide accurate and complete information.

If no label is available:

Submitting Facility Name:

- Record the name of the hospital, clinic or midwife who collected the specimen.

Submitting Facility's Complete Address:

- Write the street address of the submitter (vital because many institutions have the same name and/or are part of a larger affiliation).
- Write the city, state and zip code.

Refusals:

- It is possible for people to refuse screening, though it is important that education on the importance of screening is emphasized before the decision is made. If the family still chooses to refuse screening, you will have them sign the refusal form, and then fax it to 1-319-384-5116.
- Refusal form can be found at <http://idph.iowa.gov/genetics/provider/newborn-screening>

SUBMITTING FACILITY	Submitting Facility's Name		
	Submitting Facility's Street Address		
	City	State	Zip Code