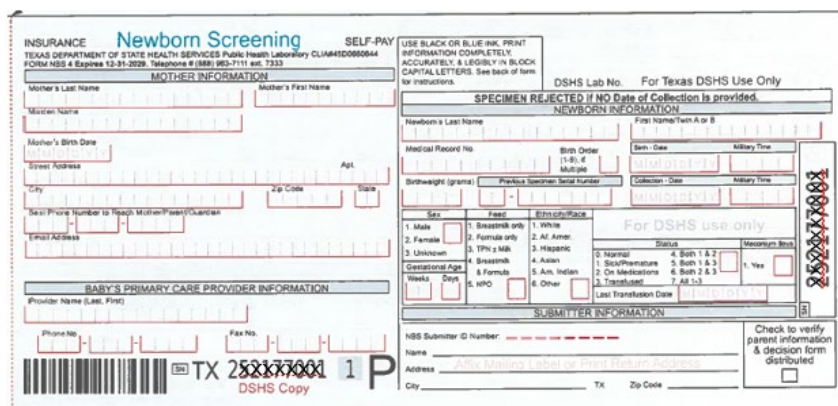


SPOTfocus

Newborn Screening Quality Improvement Hints

COMPLETING DEMOGRAPHIC INFORMATION ON THE NEWBORN SCREENING FORM

The demographic form serves as the official patient record for testing and follow-up. Accurate information on the demographic form is vital. Please take extra care when completing this information.



The image shows a 'Newborn Screening' demographic form from the Texas Department of State Health Services. The form is divided into several sections: 'MOTHER INFORMATION' (including Mother's Last Name, First Name, Birth Date, Address, and City), 'NEWBORN INFORMATION' (including Newborn's Last Name, First Name, Birth Date, Medical Record No., Birth Order, Birth Weight, and Sex), 'BABY'S PRIMARY CARE PROVIDER INFORMATION' (including Provider Name, Phone No., and Fax No.), and 'SUBMITTER INFORMATION' (including HHS Submitter ID Number, Name, Address, and City). There are also checkboxes for 'SPECIMEN REJECTED IF NO Date of Collection is provided' and 'Check to verify parent information & decision form distributed'. A barcode and 'DSHS Copy' label are visible at the bottom left.

Essential Steps for Accurately Completing the Demographic Page

- Complete the demographic form before specimen collection. Keep the protective flap over the filter paper until you begin the collection to prevent contamination.
- To ensure the information is readable and can be accurately scanned into our system, please complete the form only in black or blue ballpoint ink. Press hard for good copies.
- Legibly print using BLOCK capital letters.
- Confirm the newborn's identity and ensure all data is complete.
- Specimens must have two patient identifiers, such as last name and date of birth.
- If the information does not fit in the space provided, squeeze it in. Do not cut off any information.
- Record the date of collection on every newborn screening specimen. DSHS Laboratory rejects specimens without a date of collection because the Laboratory cannot determine the specimen's age. Newborn screening specimens must arrive at DSHS Laboratory by day 13, with the day of collection equal to day one, or the specimen will expire and require a recollection.
- You can fix demographic errors by making a single line through the incorrect information, writing the correct information above or adjacent to the error, and initialing and dating near the correct information.
- Remove the yellow submitter's copy of the demographic form (page 4) and keep it for tracking results.
- To access detailed instructions for completing the demographic form, visit: bit.ly/4hhdYU2.

AS A BEST PRACTICE: have parents review all demographic information prior to collection of the blood on the filter paper.

