

COMPLETING THE SPECIMEN COLLECTION CARD

The lab specimen collection card is a legal record; the submitter is legally responsible for the accuracy and completion of all information.

All information requested is vitally important for the process of screening and follow-up. If key information is missing or unreadable, these specimens are difficult and time consuming to perform follow-up service; it also requires additional phone calls to the submitter to obtain the missing information. This may result in unnecessary delays in treating affected infants. It is extremely important that all requested information on the specimen collection card is filled out completely and **LEGIBLY**.

When filling out the specimen collection card,

- **Provide all information** to avoid having specimen rejected or test results withheld;
- **Use a ballpoint pen**, as soft-tip pens will not copy through to the carbon copies;
- **Use blue or black ink** and stay within the limits of the designated boxes;
- **Do not touch the filter paper**, as this could affect testing results;
- **Do not use plastic imprint cards**, as they produce unreadable information;
- **Do not use a typewriter to fill out the form**, as it may contaminate the filter paper;
- **Do not put labels or tape on the screening collection form or filter paper**, as it makes logging and tracking specimens in the lab very difficult.
- **Reattach the plies of the specimen collection card with a paper clip** if they become detached. Do not use adhesive tape.

The dried blood spot filter paper collection cards are three part forms. All demographic information must be completed, accurately and legibly before collecting the specimen. Every data field is critical to ensuring proper testing, and/or ensuring the ability to get the newborn back in if needed for repeat or confirmatory testing. Certain data elements are also critical to the matching done between the SDNMSP (metabolic testing) and the State Electronic Vital Records and Screening System (EVRSS -birth certificate).

Baby Information

First Screen/Repeat Screen - Mark if this is the first specimen collected for testing or if this is a repeat specimen.

Check if Infant is in NICU - Mark as appropriate.

Collector's Initials - Necessary for legal and quality assurance purposes.

Infant's Chart Number - This field is for the birth hospital or the collection facility's use. It is usually the newborn's assigned medical record number and may be helpful in tracking information and ensuring it goes with the right medical record.

Birth Date/Birth Time - Enter birth time using military time. This is one of the data elements essential to follow-up to ensure the right baby's information goes with the right baby's records. It is particularly important for multiple births to distinguish "baby A" from "baby B" and "baby C".

Collection Date/Collection Time - Time parameters are crucial to ensuring the baby is at least 24 hours of age. They are entered into the laboratory data system which calculates if less than 24 hours, and flags the specimen as needing a repeat.

Multiple Births - Mark as appropriate; use number as identified for infants of multiple births.

Current Weight - Transient elevations of 17-OHP, the analyte for congenital adrenal hyperplasia (CAH) screen may occur in pre-term and low birth weight babies. Because of this, four weight-related 17-OHP ranges are in place to minimize the number of false positive results. Without a weight indicated on the collection form, CAH results cannot be reported.

Transfusion ANY blood products - **Do not leave this information field blank.**

If yes, date of transfusion - Provide date of most recent transfusion.

Gestational Age - This information can be important in the interpretation of certain test results.

Mother Information

Mother's Last Name - Be sure to include the mother's maiden (birth) name along with the last and first names. **The mother's maiden name is a key component used by the SDNMSP to match birth certificates with the newborn screening test results.**

Submitting Facility

Submitting Facility's Name - The submitter listed on the Specimen Collection Card is the health care facility or provider that collected the specimen and will receive the results after screening.

Facility Number - This is the number provided to the submitting facility from the designated laboratory.

Submitting Facility's Phone Number - For the notification and reporting purposes of the designated laboratory.

Attending Health Care Provider

Attending Health Care Provider - The responsibility for follow-up of an abnormal result rests with the physician of record, as identified on the lab requisition. In some cases this physician will not be seeing the baby after discharge from the birth hospital. For this reason it is recommended that prior to discharge, the hospital ensure the medical record includes the name and address of the physician who will be caring for the child after discharge, and that they have contact information for the parent(s)/guardian. Rapid follow-up of an abnormal screening test depends upon identifying the physician who is caring for the child.

Attending Health Care Provider's Phone Number - For the notification procedures regarding abnormal test results.

Facility of Birth - The facility of birth is a required data element used by the SDNMSP to match birth certificates with the newborn screening test results. Be sure to provide this information even if it is the same as the submitting facility. If the infant was born outside of a South Dakota birth facility (ie. homebirth, or an out-of-state birth), please enter HOMEBIRTH or the abbreviation of the State the infant was born in (ie. MN, IA, ND, NE, or WY).

Feeding Method

Mark as appropriate. More than one box may be checked.

Unique Identification Number - Metabolic Screening Number (the number labels that are part of the specimen collection card)

It is important that all hospitals performing newborn screening utilize the sticker/label with the **unique identification number** on the Certifier's Worksheet for Completing the Birth Certificate. Each birth facility should have a process to place the unique identifier number (sticker) from the collection card on the Certifier's Worksheet for Completing the Birth Certificate. This is a critical step that allows the matching of the infant's metabolic screening results to their birth record.