

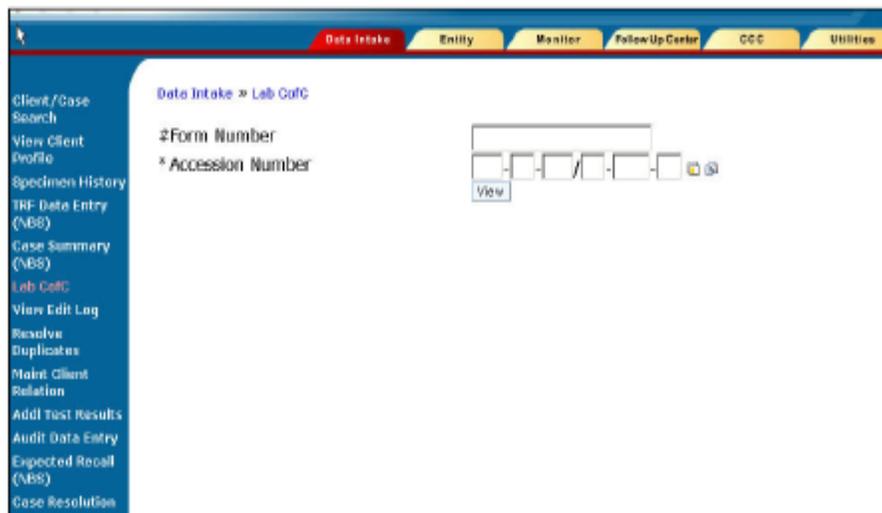
## Appendix 11

### CONFIRMATION OF CONTACT ENTRY Entering NBS Lab CofC into SIS

The laboratory Confirmation of Contact (CofC) record documents the telephone contact between a NAPS Laboratory and a newborn screening CCC reporting out a positive or inadequate specimen. The CofC record contains all the TRF data as well as positive test results or inadequacy codes and contact information. Any time you call out a positive or inadequate specimen to the CCC, you must enter a CofC.

CofC entry varies based on the status of the newborn's TRF information when the CofC is entered. If the TRF information is not yet in SIS (meaning it has not yet been entered at all, or it was just entered today and is still accessible via the **Audit Data Entry** screen and not yet in SIS), then you must enter all the TRF data and the contact information (who called whom and what results/inadequacy code were reported). If the CofC already exists in SIS (meaning the TRF data was entered yesterday or earlier), then you need only enter the contact information.

After logging on to SIS, click **LAB CofC** from the second-tier menu. SIS will bring up a screen similar to Figure Figure 1.



**Figure 1: Lab CofC Screen**

If you enter the accession number in question and click **View**, SIS will search the system for that specific accession number. If the TRF information is already in SIS, the screen will be pre-filled with the TRF information. If the information is not in SIS, then the screen that appears will show the TRF with all blank fields, ready for data entry.

To enter the entire TRF, follow the rules in Section 4.2 for TRF data entry.

Once you have completed entry of the TRF, or if the TRF information was already in SIS, you must complete the Confirmation of Contact portion of the screen.

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Based on the user's logon ID, the **Name of Person Calling** field and the **Phone Number of Person Calling** field are pre-populated. If you are entering a CofC record for someone else, you may change these fields to reflect the correct information. Enter the name of the person who received the call. If you left the message on an answering machine, please note that information here (in the **Name of Person Receiving Call** field). Choose the appropriate selection from the drop-down list for **Value Reported**. The choices for this drop-down list are as follows:

- Inadequate
- Galactosemia Positive
- Hypothyroid Positive
- Amino Acid Panel Positive
- Acylcarnitine Panel Positive
- First-Tier CAH
- Second-Tier CAH
- Biotinidase Deficiency

If you choose **Inadequate**, the cursor will advance to the next field and you will be required to enter the inadequacy code. If you choose one of the positives, the cursor will advance to the appropriate test result field(s) and require entry of the results reported out to the CCC.

If you choose **Amino Acid Panel Positive** or **Acylcarnitine Panel Positive**, the cursor will move to the **MS/MS Disease Pattern** field. Use the mouse to check the appropriate boxes for all the disorders you report out to the CCC. If, by chance, a case is an MS/MS positive for both Amino Acid Panel and Acylcarnitine Panel, you must enter two CofCs—one for each panel. You may enter the exact same contact information for both, but the test results must be entered separately. You can enter any important information you might have in the Comments section at the bottom.

Once you have entered the TRF data and the contact information, click **Save**. TRF data entered on the CofC screen is immediately available to the CCC (and many other people, for that matter) as it bypasses the Holding Tank and goes straight into SIS.

You can enter only one CofC per value reported. In other words, you cannot enter two CofCs regarding elevated TSHs. However, you could enter a CofC on an elevated TSH and one on a positive Acylcarnitine Panel for a single accession number.

If you find that, for some reason, you need to amend the CofC record on a case you have called out, you can bring up the record you have already entered and modify it to reflect the new information.

After logging on to SIS, click on **LAB CofC** from the second-tier menu. Enter the accession number and click **View**. The TRF data will appear, and any previous CofC records will appear in the grid at the top of the screen. The grid includes value reported, date and time of contact, person calling, and person receiving. (See Figure 2.)

## Appendix 11

Data Intake \* Lab CofC

Value Reported	Date & Time Of Contact	Person Calling	Person Receiving
<input type="radio"/> Amino Acid Panel Positive	07-10-2005 1215	JEAN YAMAMOTO	CINDY

#Form Number: 2015976250

\* Accession Number: 188-04-112/21-2005-21

### Newborn Information

\* Client Last Name:

Client First Name:

Multiple (A,B,C):

Address (Street, Number):

Figure 2: Lab CofC Grid

You have the option of clicking **New** to enter an entirely new CofC for a new disorder. You can also click on the radio button of a certain record and then click **Update**. You can then make changes to the record that you indicated with the radio button. You should only enter changes to the contact information and test results, not to the general TRF information. If you need to delete a record (one that was entered in error), please contact GDSP staff.