

## CP 2.8 Follow-up When No Initial Newborn Screening Results Can Be Found

### POLICY:

1. It is the responsibility of perinatal facilities to review all newborn charts 14 days from discharge to ensure that they have received the Newborn Screening Result Mailer (indicating that the baby was screened) or that a *Newborn Screening Test Refusal (NBS-TR)* or *Hospital Report of Newborn Screening Specimen Not Obtained (NBS-NO)* has been completed and filed in the record. Missing results are to be reported to the GDSP NBS Program Technician within 5 days of discovery that no record of screening is in the chart.
2. When there is evidence to suggest that a facility is not conducting chart reviews in a timely manner or that the facility is not receiving results mailers, the assigned ASC must investigate the issue with the facility and assist them in solving identified problems.
3. **It is ultimately the responsibility of the infant's primary care provider to ensure that a newborn screening test has been performed and that the results are reviewed and noted in the newborn's medical record.**

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### PROTOCOL:

Resp. Person	Action
Perinatal Facility Staff	<ul style="list-style-type: none"> <li>• Checks charts for NBS results (Result Mailer).</li> <li>• If neither a Result Mailer nor “Sender’s” copy of TRF is present to show that specimen was collected and no copy of <i>Newborn Screening Test Refusal (NBS-TR)</i> is present, sends completed <i>Newborn Screening Specimen Not Obtained (NBS-NO)</i> to GDSP NBS Program Technician.</li> <li>• If there is a “Sender’s” copy of the TRF, but no results, completes <i>Provider Request for Newborn Screening Missing Results (NBS-MR)</i> and faxes or mails to NBS Program Technician.</li> </ul>
NBS Program Technician	<ul style="list-style-type: none"> <li>• Scans NBS-MRs into SIS. For babies not automatically matched, searches in SIS for test results of babies listed on NBS-MR and those babies cited on <i>NBS-OH</i> and <i>NBS-NO</i> forms.</li> <li>• If test results are found, re-sends copy of Result Mailer from SIS record to hospital.</li> <li>• Refers those (via SIS) without test results to the appropriate ASC for follow-up. Cases will then appear on the assigned ASC’s Headline Case List.</li> <li>• <u>Faxes to appropriate ASC NBS-MRs with at least 9 babies listed, or with at least 4 babies that are over four weeks of age, and provides copy of NBS-MR to NBS ASC Contract Liaison.</u></li> </ul>
ASC Staff	<ul style="list-style-type: none"> <li>• For those MR’s without test results, notifies provider and perinatal facility that another specimen must be collected and follows until specimen is collected and tested. Facilitates specimen collection as needed.</li> <li>• Contacts facility within two days of receiving NBS-MR listing at least 9 babies or at least 4 babies who are greater than one month of age, to investigate reasons for excessive number of missing results or for advanced ages of babies (&gt; 4 weeks) and reports findings/resulting actions to NBS ASC Contract Liaison within 1 week.</li> </ul>