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**NEWBORN SCREENING ELECTRONIC RESULTS PROJECT
REQUIREMENTS FOR PARTICIPATING HOSPITALS - May 24, 2012**

HOSPITAL PREPARATION – Project Readiness

You are ready to participate when steps 1-3 are complete and have been tested.

1. Establish a designated mailbox to receive NBS Results

Set up a dedicated e-mail address to receive NBS Results.

NBS Result mailers will continue to be sent by USPS mail until you elect to stop receiving

Example e-mail for NBS results: NBSResultsR000@yourhospital.org
(R000, P000 or K000 code above)

You must use your 3 digit hospital code with the corresponding letter for your facility.
Please contact us if you do not know your NBS hospital code.

2. Receive secure e-mail from CDPH SecureMail system

To read SecureMail - click attachment [message_zdm.html](#) – a new box will open

Click [Open](#) – a new box will open – Click [Read Message](#) – a new email will come from enroll@cdph.ca.gov - [Single click the link to retrieve secure mail message.](#)

3. Open password protected files from CDPH using WinZip Version 14.5 or later

HOSPITAL PARTICIPATION – Electronic Results Project

Once testing is completed you will receive a permanent password to open result files.

4. Check mailbox daily to retrieve NBS Results from CDPH SecureMail

Establish primary contact person and backup person to retrieve results.

NBS Results file comes from RLCSQL@cdph.ca.gov and are transmitted Monday through Saturday. Save the dated zipped document to your computer, you may not be able to reactivate the link. Use your pass word assigned by CDPH to open the Zip file. Mail will contain a dated Excel file to cross reference all mailers sent and PDF mailer files.

5. Open NBS Results documents in PDF format

Each NBS Result will be a separate PDF file.

File format is YYMMDD_AccessionNumber and last digit sequence number

6. Notify NBS contact of problems on the day of occurrence

Danyea.Watkins@cdph.ca.gov (missing mailers)

Revelyn.Cayabyab@cdph.ca.gov (mailer transmission problems)

Robin.Thomas@cdph.ca.gov (pilot enrollment and testing)

**NEWBORN SCREENING ELECTRONIC RESULTS PROJECT
PARTICIPATION FORM – Please fax to 510-412-1564**

Hospital Name: _____

Hospital Address: _____

Hospital City: _____

Hospital Code: _____

NBS Results Email: _____

Example e-mail for NBS results: NBSResultsR000@yourhospital.org
(R000, P000 or K000 code above)

You must use your 3 digit hospital code with the corresponding letter for your facility in the email.

Department receiving results: _____

Department Phone: _____

Primary Contact Name and Email: _____

Secondary Contact Name and Email: _____

NBS Results Pilot Participants agree to the following conditions:

- Will establish a designated mailbox to receive NBS Results
- Will check mailbox daily to retrieve NBS Results
- Will notify NBS contact if problems noted on the day of occurrence
- Will be able to receive PDF document format
- Will retrieve NBS Results from a secure, encrypted mail system

Project implementation will continue until we have capability for you to retrieve NBS results through the State computer system.

USPS mailing of NBS results will continue until you Elect to Opt Out.

GDSP Use Only

Date Received:	Date Test Completed:	Approved by:

May 24, 2012