

# The Newborn Screening 34 Million Series Form

## Completing the Test Request Forms (TRF)

- Fill out a Test Request Form (TRF) for every infant. Completed TRFs must be sent to the NAPS Lab whether a specimen is collected, not obtained or refused.
- Check the **EXPIRATION DATE** on the bottom right corner of the form. NEVER USE AN EXPIRED FORM.
- Fill in all fields on the TRF. Use blue or black ink only. Print legibly using capital letters and one character per box. Refer to instructions on the back of the TRF for details.
- Review all TRF information with the parent or legal guardian for updates and accuracy. Verify name of the newborn, outpatient pediatric care provider, and parent or legal guardian contact information.
- In the case of surrender, surrogacy, adoption, ward of the court, etc. enter the name and contact information for the legal guardian if it is not the mother.
- If the test is refused make sure the parent or legal guardian signs the TRF. Add the date of refusal.

## Collecting the Specimen

- Collect specimen between 12 and 48 hours after birth.
- Obtain specimen before transfer if newborn is 12 hours of age or older. Send a photocopy of the TRF to the receiving hospital and note in transfer record whether NBS screen was completed.
- Apply blood drop directly to filter paper. Fill blood spots completely. **DO NOT** bend card.
- Dry TRF specimens horizontally on a drying rack. Fold back page to uncover the blood spots to prevent contact until dry.
- Keep TRFs at room temperature. **DO NOT** expose them to heat or moisture.
- **DO NOT** transport in a plastic bag at any time.
- Dry specimen for at least 3 hours. Ship the specimen to the lab on the same day or as soon as possible.

## Processing the TRF

- **DO NOT** separate the white NBS form from the filter paper.
- Keep the yellow sender's copy in the newborn's medical record. **DO NOT** send to the Screening Lab.
- Give the parent/legal guardian the pink and blue copies, which include the HIPAA privacy notice. Instruct them to show the pink copy to the baby's doctor at their first visit.
- Send the original white copy of all TRFs with the attached filter paper cards with a completed transport log to the NAPS Lab with designated courier.

