

# SPOTfocus

## Newborn Screening Quality Improvement Hints

# HOW TO UPDATE DEMOGRAPHIC INFORMATION ON THE NEWBORN SCREENING FORM

Each Newborn Screening Kit has a unique serial number that is printed on both the demographic form and the filter paper. These matching serial numbers and barcodes are important for DSHS internal processes and should not be altered in any way. Do not detach the demographic form and replace it with one from another kit.

If you have questions or concerns, please reach out to the DSHS Laboratory Staff.

**AS A BEST PRACTICE:**  
have parents review all demographic information prior to collection of the blood on the filter paper.

Small demographic errors can be fixed by making a single line through the incorrect information, writing the correct information above or adjacent to the error, and initialing and dating near the correct information.

If blood has already been collected on the filter paper and there is a need for a new demographic form or significant demographic changes:

- Contact the DSHS Laboratory staff at (512)776-7333. Staff will provide instructions and if necessary, a blank demographic form.
- At the time, document the incident noting the patient's name, the serial number, the date and the time. Retain a copy of the documentation in the patient's medical record and submit a copy with the specimen to the DSHS Newborn Screening Laboratory.
- All changes must be made to the demographic form. Any changes to the filter paper will cause the specimen to be rejected for testing.



## Why is it important not to attach a demographic form from one kit to the filter paper of another kit?

Each unique serial number is printed on both the demographic form and the filter paper. If a demographic form from one kit is used with the filter paper from another, there will be a delay in testing, and the specimen may be unsatisfactory. To avoid a delay in testing or specimen rejection, contact the DSHS Laboratory at the time of any accidents. Small demographic errors can be fixed on the original demographic form by making a single line through the incorrect information, writing the correct information above or adjacent to the error, and initialing and dating near the correct information.

Upon receipt of a shipment of newborn screening cards, inspect to verify no manufacturing errors with the kits. If there are concerns on any kits prior to collection, contact the DSHS Newborn Screening Laboratory at (512) 776-7333.

### Other Helpful Resources



**Newborn screening collection video:**

<https://clsi.org/nbs01-gate/>



**DSHS Newborn Screening Laboratory Contact:**

Email: [NewbornScreeningLab@dshs.state.tx.us](mailto:NewbornScreeningLab@dshs.state.tx.us)

or call 1-888-963-7111 ext. 7333

