



# Newborn Screening News

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## Please Help the State Ship Newborn Screening Supplies More Efficiently.

### **Newborn Screening Supplies Order Form:**

All orders for Newborn Screens must be placed in writing on the Newborn Screening Supplies Order Form. We will be glad to fax or mail you one. See our phone number at the end of this article.

### **KIT or Individual Item?**

A Newborn Screening Kit consists of the filter paper collection device (for the blood) attached to the demographic information form plus a mailing envelope with the Texas Department of Health address. For this article, the filter paper plus the demographic form will be referred to collectively as a NBS card. Many submitters do not use as many envelopes as NBS cards; therefore the order form lists each item separately. We only send the item(s) you request. Each item needs to be ordered as the individual (unit of one) quantity. Example: When you order one NBS card, you receive one NBS card. If you need one hundred cards, please order 100. When you order NBS3 cards (Medicaid/Charity), a signature is required on the order form stating that these cards will be used only for Medicaid/Charity patients. Please note that patients with no insurance qualify as Charity.

### **Reporting Address (Send Results To):**

The Newborn Screening Supplies Order Form has 3 boxes at the top for 3 different types of addresses. The far left-handed box is **required** for any and all supply orders. This information indicates the location to which the test report will be sent and is the name of the clinic, hospital, or doctor. It is NOT the name of the person ordering supplies. **The reporting address (which corresponds to the submitter number) is our reference for**

**all Newborn Screening supplies and for billing.**

### **Billing Address:**

The middle box is the address used for billing and for any Purchase Order (PO) number you, the submitter, are using. A purchase order number is not required. If a PO number is documented on the order form, it will also print on the billing statement.

### **Delivery Address:**

The far right hand box is for delivery of supplies. If the address is the same as the address for your reports, there is no need to put any information in this box. If the supplies need to be delivered to a department that is different than the area that receives the test results, then list that information. For example: All the result reports are delivered to Medical Records but the supplies need to be delivered to the Nursery. The result-reporting label will read "Attn Medical Records". The box for the delivery address label will contain the name of the agency, Attn Nursery, and the correct delivery (shipping) address. **Do not** indicate an address change if the only difference is the Attn department for the location of supply delivery; **list** that information in the Delivery Address Box.

### **Contact Person's Name and Phone Number:**

Always include a contact person's full name and telephone number (including extension and/or option and/or department) on **all** requests. Omission of this information may delay your shipment.

### **Overnight Delivery Requests:**

For overnight supply shipment, write your courier account number next to the name of the courier name. **ONLY** use overnight delivery when you must have next day delivery. All overnight shipping will be at your expense. Do NOT write anything in the area for

routine processing. It is preferable that you contact the NBS supply ordering department (at the number below) for any overnight shipments so as to alert us to the incoming order. Overnight shipping requests must be received in writing by 2 P.M. in order to be processed the same day.

**Signature required:**

A signature is required for all NBS3 (Medicaid/Charity) cards in the box located at the bottom of the NBS Screening Supplies Order Form.

**Confirmation Receipt:**

If you require confirmation of receipt for your Newborn Screening Supplies Request, please note that on the order form along with a fax number. A fax confirmation will be sent to you as soon as possible.

**Questions?**

For any questions or concerns regarding supplies, please call **1-800-422-2956 ext. 7661**.

Thank you.

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**HHS Transformation**

The transformation of health and human service agencies under way in Texas will create a better way to protect public health and support Texans in need. Twelve agencies are being blended to create four departments under the direction of the Health and Human Services Commission. The transformed enterprise will improve client services, use every public dollar efficiently, and focus on real results and accountability. Our new organization will continuously strive to improve services and manage costs by listening to our partners and the people we serve and by putting innovation and new technology into practice.

Through the enactment of House Bill 2292, the Governor and the Legislature have directed Texas health and human services agencies to consolidate organizational structures and functions, eliminate duplicative administrative systems, and streamline processes and procedures that guide the delivery of health and human services to Texans.

Effective September 1, 2004, the Texas Department of Health will become the Texas Department of State Health Services (DSHS). House Bill 2292 transfers into this new department all of the powers and duties of the Texas

Department of Health, the Texas Commission on Alcohol and Drug Abuse, and the Texas Health Care Information Council, plus mental health community services and state hospital programs operated by the Department of Mental Health and Mental Retardation. As part of the consolidation, the Texas Health Care Information Council will be integrated into the Department of Health as soon as possible. The new Department of State Health Services began consolidation operations in Spring/Summer of 2004.

We do not anticipate that this transformation will have an impact on the Texas Newborn Screening Program.



**SUMMER HEAT**

Did you know that the hot weather during our Texas summers could damage newborn screening specimens? Exposure to heat can affect the specimens two ways: (a) the blood may “bake” onto the filter paper making it difficult to dissolve blood off the filter paper for testing and (b) the heat may cause degradation of substances in the blood, such as thyroxine and galactose, and adversely affect test values. Specimens that have been affected by heat are not acceptable for testing and are reported “unsatisfactory-incomplete elution,” referring to loss of the ability to dissolve blood off the filter paper. When heat exposure occurs during mail transport, there is little that a submitter can do to prevent the situation. However, if your facility has had specimen rejections for incomplete elution, you should review your own specimen handling practices to be certain that specimens are not being exposed to a hot environment prior to mailing. Newborn screening specimens should never be left in a hot car before delivering to a post office. Specimens should not be placed in direct sunlight near a hot window. Also, avoid placing these specimens in an outdoor metal mailbox ahead of the scheduled mail pickup time. By eliminating risks for heat exposure, you may be able to prevent specimen rejections and avoid the need for re-collection.

<b>ProtectTexas™</b> Texas Department of Health	To order free literature from the Newborn Screening Program for patients and specimen collection information for submitters, please call 1-800-422-2956, ext. 2129 or order online: <a href="http://www.tdh.state.tx.us/newborn/pubs.htm">http://www.tdh.state.tx.us/newborn/pubs.htm</a>
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