

## Georgia Public Health Laboratory Policy

### Updating Newborn Screening Demographic Data

Effective Date: December 15, 2014

Due to the large number of change requests being made by submitters of newborn screening specimens the following policy regarding changes to demographic fields will be effective 12/15/2014:

1. The Georgia Public Health Laboratory (GPHL) will correct all data entry errors made by GPHL staff.
2. Requests for changes will only be accepted from the entity (i.e., hospital, clinic) that officially submitted the specimen.
  - a. If a physician office wants a change made to a specimen submitted by a hospital, they must contact the hospital and have the hospital make the request.
3. All requested changes must be made using the official form, and must be accompanied by documentation from the infant's medical record file (i.e., chart).
  - a. If the request is to correct a data entry error made by GPHL, documentation from the infant's medical record file is not necessary.
  - b. The form includes check boxes for "Submitter Error" and "GPHL Error".
4. Requests for changes made more than 90 days after reporting will not be accepted. Requests made more than 30 days after the report date will be assigned a lower priority.
5. Changes to the *Time of Birth, Date of Collection, Time of Collection, Birth Weight and Current Weight* fields will be routinely accepted, because some of the reference ranges are age and/or weight based. Requests to the *Infant Name, Infant Date of Birth, Infant Medical Record Number, and Mother's Name* will be referred to a manager for approval.
6. No fields other than the ones listed above will be changed, unless it is to correct a GPHL error.
7. If a requested change is not approved, the person making the request will be notified and given the reason for not approving.