FAQ	How should I handle this?
What do I enter for gender?	• M for males • F for females
How do I assign birth order?	• 1 for single births • For twins/triplets/other multiples, assign a **numerical** birth order (1 for Twin A, 2 for Twin B) ○ If you have a set of multiples that are transferred between facilities, please make sure that the ***birth order is the SAME at both facilities*** ○ Example: ▪ Birth hospital reports Twin A as 1, Twin B as 2 ▪ Your facility reports Twin A as 1, Twin B as 2
What should I do if a child's name changes?	• Report the child using his/her ***current legal name*** • If you know the child will be adopted, you must ***report him/her with his/her birth name until the adoption is finalized***, the birth record is sealed, & the adoptive birth certificate is issued • If the last name is updated, put the ***current legal last name*** in the "Last Name" box. • If the former last name = mother's maiden name, report that name in the "Maiden Name" box • Do NOT report a name in INSTEP as "Smith (Jones)" or "Smith PREV Jones" – ***ONLY use the current legal name*** so the ISDH database can accurately match the child's record with his/her birth certificate and NBS lab results

What children should I report as transfers in/out of my facility?	• The new MSR form requires you to tell us about all children who enter or leave your hospital *before having a valid pulse oximetry screen* • You should report ALL of the following transfers: o Transferred into your facility ("Transfer In"): Every baby who was born at another facility, but comes to your facility **without having a valid pulse oximetry screen** o Transferred to another facility ("Transfer Out"): Every baby who leaves your facility **without having had a valid pulse oximetry screen**
What if a child is transferred INTO my facility and receives a valid pulse oximetry screen in the *same calendar month?*	• Transfer code: Transferred into your facility ("Transfer In") • Exception code: FINALLY SCREENED (2) – ***Be sure to include the date of NBS***
If a child was transferred in/out of my facility multiple times in a given month, what transfer code do I use on my MSR form?	• List the transfer code for **whatever happened LAST** • Examples: o Baby was born at your facility on 12/1, transferred out on 12/3, then transferred back to your facility on 12/21. **Report this child with a "transferred to your facility" ("Transfer In") code on your MSR.** o Baby was born at your facility on December 1st, transferred out on 12/5, transferred back to your facility on 12/12, and transferred to a third facility on 12/14. **Report this child with a "transferred to another facility" ("Transfer Out") code on your MSR.**
What transfer & exception codes do I use to report a child that was transferred to another hospital's NICU before receiving a valid pulse oximetry screen?	• This child should be reported on your facility's MSR as follows: o Transfer code: Transferred to another facility ("Transfer Out") o Exception code: **"TRANSFER ONLY"** • If your facility does not have a NICU, you should not use the NICU code. The facility who receives this baby will report the NICU exception.

What codes do I use to report a baby who was transferred to my facility's NICU <u>and received pulse oximetry screening during same calendar month?</u>	• <u>Transfer code:</u> Transferred to your facility ("Transfer In") • <u>Exception code</u>: "Finally Screened" (please provide NBS date)
What codes do I use to report a baby who was transferred to my facility's NICU <u>and did NOT receive pulse oximetry screening during same calendar month?</u>	• <u>Transfer code:</u> Transferred to your facility ("Transfer In") • <u>Exception code</u>: "NICU"

How do I handle children who were transferred to a hospital outside of Indiana?	• Report these children as "transferred to another facility" ("Transfer Out")
	  • <u>On paper MSR:</u> Write name of out-of-state facility on form in "Name of other facility involved in transfer OR referral facility" box
	  • <u>In INSTEP:</u> Select name of out-of-state facility from drop-down menu

Do I need to report children who were born at the end of the month, but received their pulse oximetry screen at the correct time ("Initial Screen Next Month")?	• No. Children who are born at the end of a calendar month, but who receive their pulse oximetry screen at the correct time (e.g., baby born on the 30th who is screened on the 1st of the next month) are considered **normal** & don't need to be included on your MSR. • If you submit your MSR <u>before</u> a child has received a screen, please DO include that child as an "Initial Screen Next Month" exception.

How do I "promote" (or update) children who were reported with "NICU" or "Initial Screen Next Month" exceptions on the previous month's MSR?	• If a baby is still in the NICU & too ill to receive pulse oximetry screening, report him/her with the "NICU" exception code again.
	• Infants who receive CCHD screening & pass the screen should be reported with the "Finally Screened" exception code.
	  • Be sure to include the date of screen!
	• Infants who receive CCHD screening, but do NOT pass the screen, should be reported with the "Did Not Pass Pulse Oximetry Screen" exception code.
	  • Be sure to include the name of the facility where he/she will receive Pediatric Cardiology follow-up services!
	
	• <u>Examples:</u>
	  o Baby was reported on your January report as a "NICU" exception. In February, the baby received his/her valid pulse oximetry screen & passed. **Report this child on your January MSR with the "NICU" exception code. Report this child on your February MSR with the "Finally Screened" exception code (include the date the pulse ox screen was done).**
	  o Baby was reported on your January report as a "NICU" exception. In February, the baby received his/her valid pulse oximetry screen, but did <u>NOT</u> pass. **Report this child on your January MSR with the "NICU" exception code. Report this child on your February MSR with the "Did Not Pass Pulse Oximetry Screen" exception code (include the name of the facility where he/she will receive Pediatric Cardiology follow-up services.)**
	  o Baby was reported on your January report as an "Initial Screen Next Month" exception. In February, the baby received his/her valid pulse oximetry screen. **Report this child on your February MSR with the "Finally Screened" exception code (include the date the pulse ox screen was done).**

How do I count up the number of exceptions on my MSR?	• **<u>Any child that you enter on the Pulse Oximetry Exception Reporting Form (the 2-page Excel document) counts as an exception.</u>** This **includes** any children who were **"Transfer only"** or children who were on the previous month's MSR and who are now being reported as **"Finally Screened."** • **<u>Your total number of screens/month equals:</u>** o Total number of live births at your facility **PLUS** o Total number of home births receiving NBS at your facility **PLUS** o Total number of walk-ins receiving NBS at your facility **MINUS** o Exceptions (every child that you reported on your Pulse Oximetry Exception Reporting Form) • We realize that the number of exceptions you put on your MSR Summary Statistics may not match the number of initial screens you have in your facility's Pulse Oximetry Newborn Screening Log. **This is okay!!!**
Who should I contact if I have questions?	• Contact Courtney Eddy (317.233.9260 or CEddy@isdh.IN.gov)