



## Automatic Fax Reporting of Newborn Screening Results

The Michigan Department of Community Health encourages the receipt of Newborn Screening laboratory reports via an AUTOMATIC FAX TRANSMISSION. Fax reporting provides significant improvement in screening result turn around time to your facility.

There are two requirements to convert your facility to an AUTOMATIC FAX TRANSMISSION AGENCY:

- 1) A letter must be sent to the MDCH Bureau of Laboratories, Newborn Screening Section on your agency letterhead consenting to becoming an automatic fax agency, and be signed by a person who is authorized to make this request.
- 2) The following statement of understanding (on next page) must be completed, signed and returned along with the consenting letter.

The letter and agreement may be faxed to (517) 335-8550 or mailed to MDCH at the following address:

Michigan Department of Community Health  
Bureau of Laboratories, Newborn Screening Section  
3350 Martin Luther King, Jr. Boulevard  
Lansing, MI 48909

AUTO FAX reporting can occur anytime during the day or night, including weekends. Expect the same number of pages per patient as currently are mailed. Faxes that fail to get through after several automatic redial attempts will be resent promptly.

If your agency chooses this fax reporting option, the delivery of Newborn Screening laboratory reports through the United States Postal System will be eliminated. **A secure FAX must be available 24 hours per day, 7 days per week (24/7) to receive reports.**

**Please notify MDCH Newborn Screening Laboratory if your FAX machine is down for repairs.** If an alternate, secure FAX number is available; reporting can be promptly changed to the alternate FAX. **Please notify MDCH when your secure FAX number is again operational.** If your FAX machine is down, and you do not have an alternate secure FAX, reports will be mailed until your machine is operational, without any unnecessary delays. **It is the responsibility of your agency to maintain a secure FAX line.**

If you have any further questions, please contact Harry Hawkins by telephone at 517- 335-8095 or E-mail at [hawkinsh@michigan.gov](mailto:hawkinsh@michigan.gov)

Please keep this letter for your records

Revised 10/23/2008



## STATEMENT OF UNDERSTANDING

### AGENCIES SELECTING AUTOMATIC FAX TRANSMISSION OPTION

1. I understand that all newborn screening reports of patient testing by the MDCH Bureau of Laboratories will be sent to this agency by FAX transmission.
2. I understand that upon conversion to a fax transmission agency, no hard copy reports will be sent using the United States Postal Service.
3. The FAX number provided to MDCH is a **secure facsimile machine**. To be a secure facsimile machine, the following criteria must be met:
  - Only persons authorized to review confidential clinical laboratory test results use or otherwise have access to incoming FAX transmissions.
  - The facsimile machine is in a secure location during non-business hours in the event that FAX transmittal occurs after normal business hours.

Date \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

\_\_\_\_\_

Authorized Signature \_\_\_\_\_

Secure FAX Number \_\_\_\_\_

Contact Person for FAX Problems (please print) \_\_\_\_\_

Contact Person's Phone Number for Problems \_\_\_\_\_

**Please keep a copy for your records**