

## INSTRUCTIONS for using the reporting template (**TemplateA.xlsx**).

**Quality control procedures should be put in place** to ensure correct reporting of blood lead test results and demographic information. Someone other than the person entering the test result information should double check the data entry to assure the correct test result is reported.

1. Open the template and save the file with a *new name* – or copy the file and *give the copied file a new name*.

**Important:** Each file must have a *different, unique* filename or it can be **overwritten** with a previously submitted file with the same name.

- The file name should be *unique* to your facility as there are 200+ facilities uploading one or more files per week.
- Please do not put commas (,) number symbols (#) slashes (/) or apostrophes ('') in the file name.

**Suggestions:** start the filename with your CLIA number or abbreviated facility name and include a date reference (e.g., **SEN-2026-01-06.xlsx**).

2. Fields marked with an asterisk\* are **required**

- The Medicaid ID is *required*, if applicable. If child is NOT enrolled in Medicaid, please leave the field blank.
- If there is no Middle name, please leave the field blank.
- If there is no Apt/Unit number, please leave the field blank.

3. Some of the fields have a drop-down pick list with choices to select
  - If none of the choices are applicable, please leave the field blank.

4. **Sample number** (a.k.a. laboratory sample number, Specimen ID, Accession number)

- This should be a unique identifier for the blood lead specimen. A sample ID should never be used again unless a corrected record is being sent for the specimen.

**Suggestion:** Use the patient number combined with the sample date as yymmdd.

Example: If the patient id is **126995** and the date of the test is **07/16/2023** the sample number would be **126995-230716**

5. **Blood lead test result:** The reportable range of the LeadCare II test is 3.3 to 65 µg/dL.

- “Low” means the result is *less than* 3.3. Enter **< 3.3** in the result field.
- If the result is between 3.3 and 65, enter the number (e.g., **3.6, 4.7, 11.2**) in the result field.
- “High” means the result is *greater than* 65. Enter **> 65** in the result field
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**Please note:** Result values other than the above will be **rejected**. Please see example image below.

Sample number* (unique - never use same number again)	Specimen date* (mm/dd/yyyy)	Result*	Specimen type C* (DO NOT analyze venous specimens)
256498-230103	01/03/2023	<3.3	C
364589-230103	01/03/2023	<3.3	C
678154-230104	01/04/2023	<3.3	C
957128-230104	01/04/2023	<3.3	C
951623-230104	01/04/2023	3.6	C
845796-230105	01/05/2023	<3.3	C

Correct

Sample number* (unique - never use same number again)	Specimen date* (mm/dd/yyyy)	Result*	Specimen type C* (DO NOT analyze venous specimens)
256498-230103	01/03/2023	<b>NORMAL</b>	C
364589-230103	01/03/2023	<b>&lt;1</b>	C
678154-230104	01/04/2023	<b>3.6 µg/dL</b>	C
957128-230104	01/04/2023	<b>Negative</b>	C
951623-230104	01/04/2023	<b>&lt;2</b>	C
845796-230105	01/05/2023	<b>3.2</b>	C

Incorrect

**DO NOT** enter test results analyzed by another laboratory (e.g., NC State Laboratory of Public Health, LabCorp, Mayo, Quest Diagnostics, etc.) The report file should only include results for specimens analyzed at your facility using the LeadCare blood lead analyzer.

**DO NOT** enter a result as “normal” or “negative”. “Normal” is not the test result. “Normal” is an *interpretation*.

**DO NOT** put units of measurement in the result field (e.g. µg/dL, mcg).