

**INSTRUCTIONS for using the new reporting template version 1.2
(TestResultsVer1.2.xlsx)**

1. Open the template
2. Save the file with a new name
 - a. click File on the menu
 - b. next, select Save As and save the file with a new name
3. The field that says **FAIL** should say PASS after all date fields are entered (i.e., Date of birth, Specimen date and Date analyzed).
4. Fields marked with an asterisk* are required
 - a. Medicaid ID is required if applicable. If child is NOT enrolled in Medicaid, leave the Medicaid ID field blank
5. Some of the fields have a drop down pick list with choices to select
 - a. If none of the choices are applicable please leave blank
6. Please enter the result **displayed on the analyzer**
 - a. If the machine displays the **word "Low"**, enter **LOW** in the result field
 - b. If the machine displays a **value**, enter the **value** (such as 4.2, 7.4) in the result field
 - c. If the machine displays the **word "High"**, enter **HIGH** in the result field
7. If you finish line 50 start a new file.

Test result report files should be uploaded to the Department's FTP site within 5 days of test completion.

If you have questions, please see contact information below:

Primary contact:

Tena G Hand

Data Manager, Children's Environmental Health
Division of Public Health, Environmental Health Section
North Carolina Department of Health and Human Services

Office phone: 919-707-5933 **Secure fax:** 919-841-4015
tena.hand@dhhs.nc.gov

Secondary contact:

Melanie Napier, MSPH, PhD

Public Health Epidemiologist
Division of Public Health, Children's Environmental Health
North Carolina Department of Health and Human Services

919-707-5861 office
919-841-4015 secure fax
Melanie.Napier@dhhs.nc.gov