LeadCare® Reporting Software

Version 2.0

User's Guide

North Carolina



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Table of Contents

Initial Setup: LeadCare Reporting Software	**1**
Create RecordSet and Enter Data	**6**
The Basics on Data Entry for North Carolina	**7**
Complete a RecordSet and Fix Incomplete Records	**9**
Export Completed RecordSet & Submit File to the State	**10**
Reporting Data for Out-of-State Children	**12**
Childhood Blood Lead Test Submission Contacts	**13**

Initial Setup: LeadCare Reporting Software

Introduction: The LeadCare Reporting Software Program (Version 2.0) was developed to allow for data entry via keyboard alone or with a mouse. The software program offers flexibility to all physician office laboratories across the US utilizing the program and is compatible with Windows 7, 8 and 10.

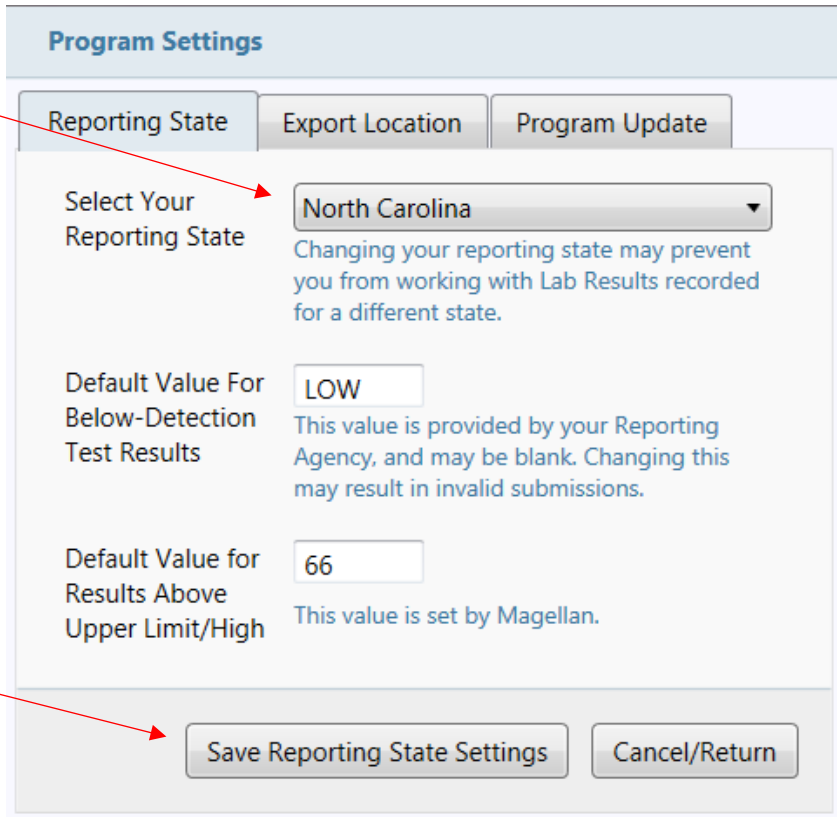
North Carolina reporting requirements for blood lead test results:
Report all blood lead test results for children less than six years of age and for individuals whose age is unknown at the time of testing to the North Carolina Childhood Lead Poisoning Prevention Program within five (5) working days after the test is completed.



1. You have self-installed the LeadCare Report program from the website. Open the program by double-clicking on the **LeadCare Report** icon found on the desktop.

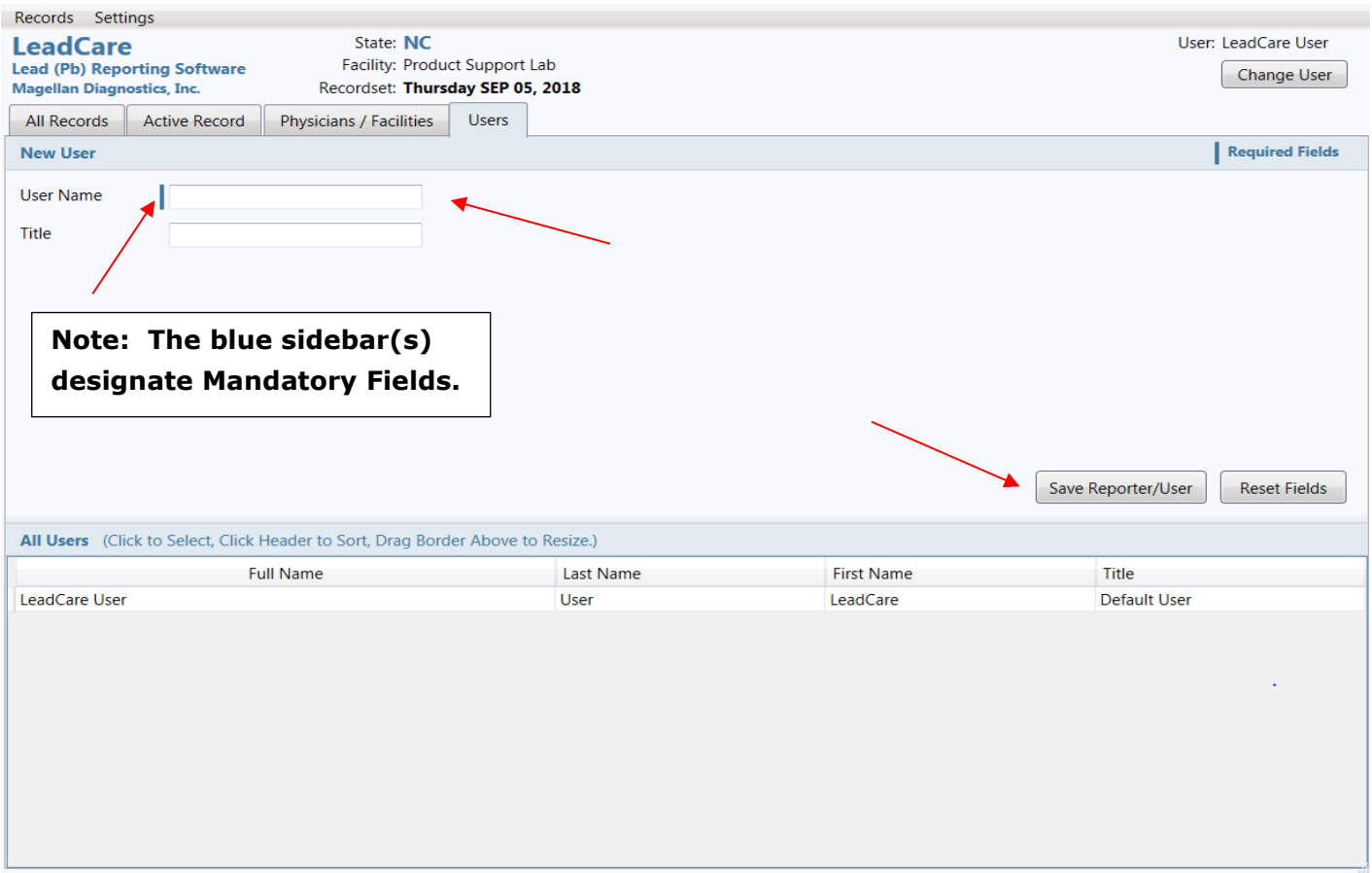
2. Select Your **Reporting State** from the drop down: North Carolina

3. Choose **Save Reporting State Settings**



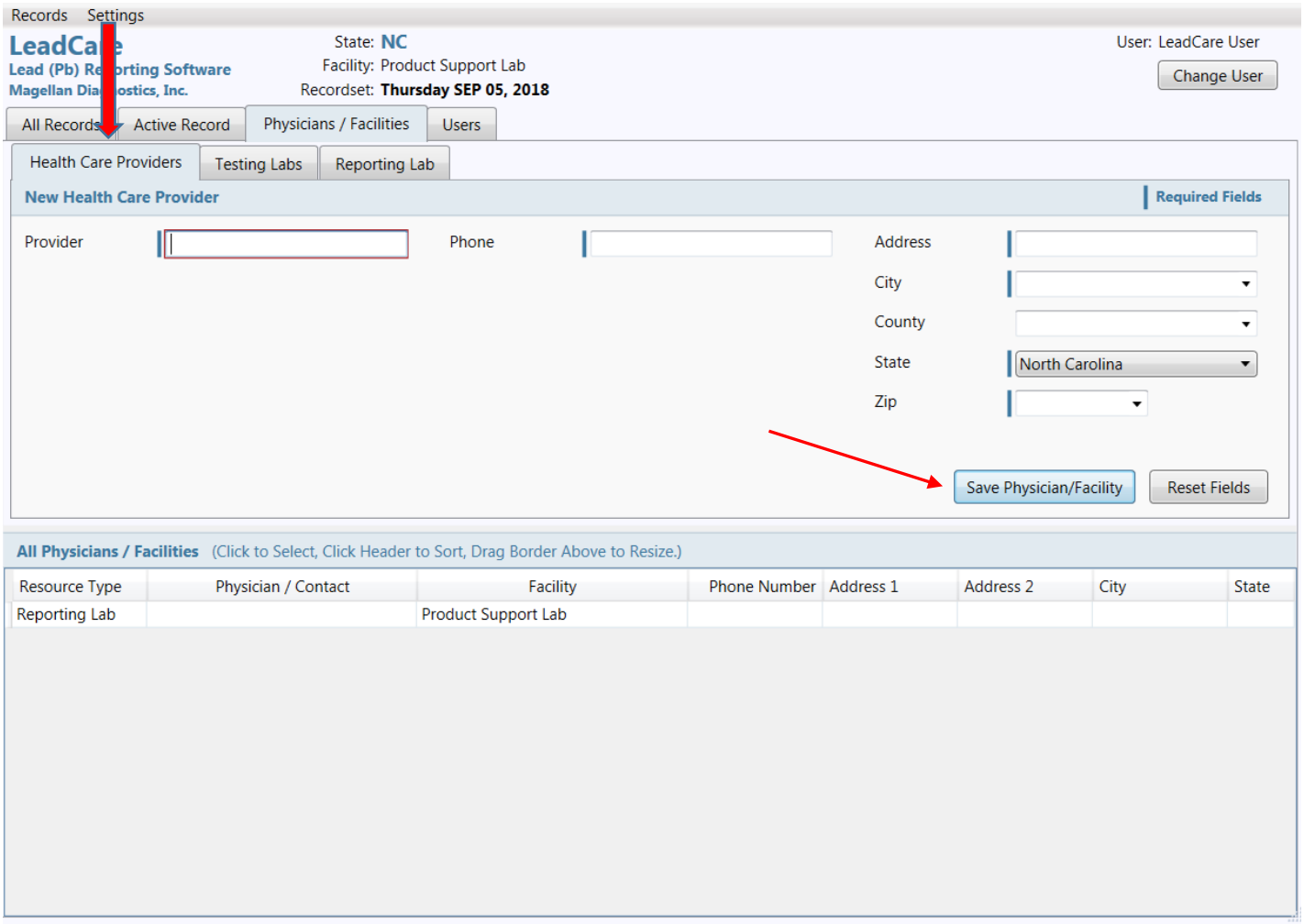
4. **Users:** At least one user must be entered. If the facility has more than one data entry person, additional users may be added.

Click **Save Reporter/User**



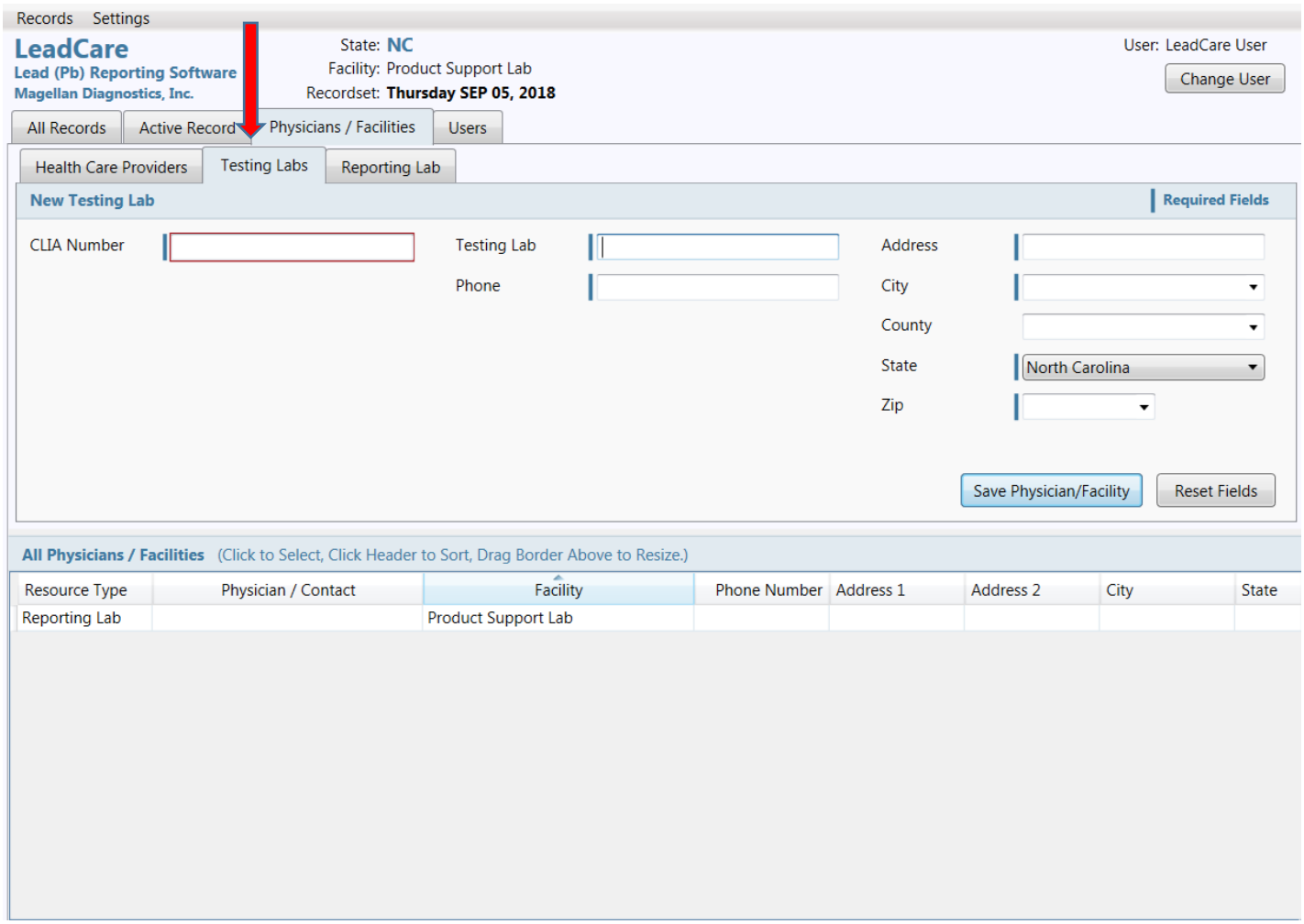
5. Add the **Health Care Providers Information:** Select the Physician/Facilities tab, locate the Health Care Providers sub-tab and enter Provider information.

Click **Save Physician/Facility.**



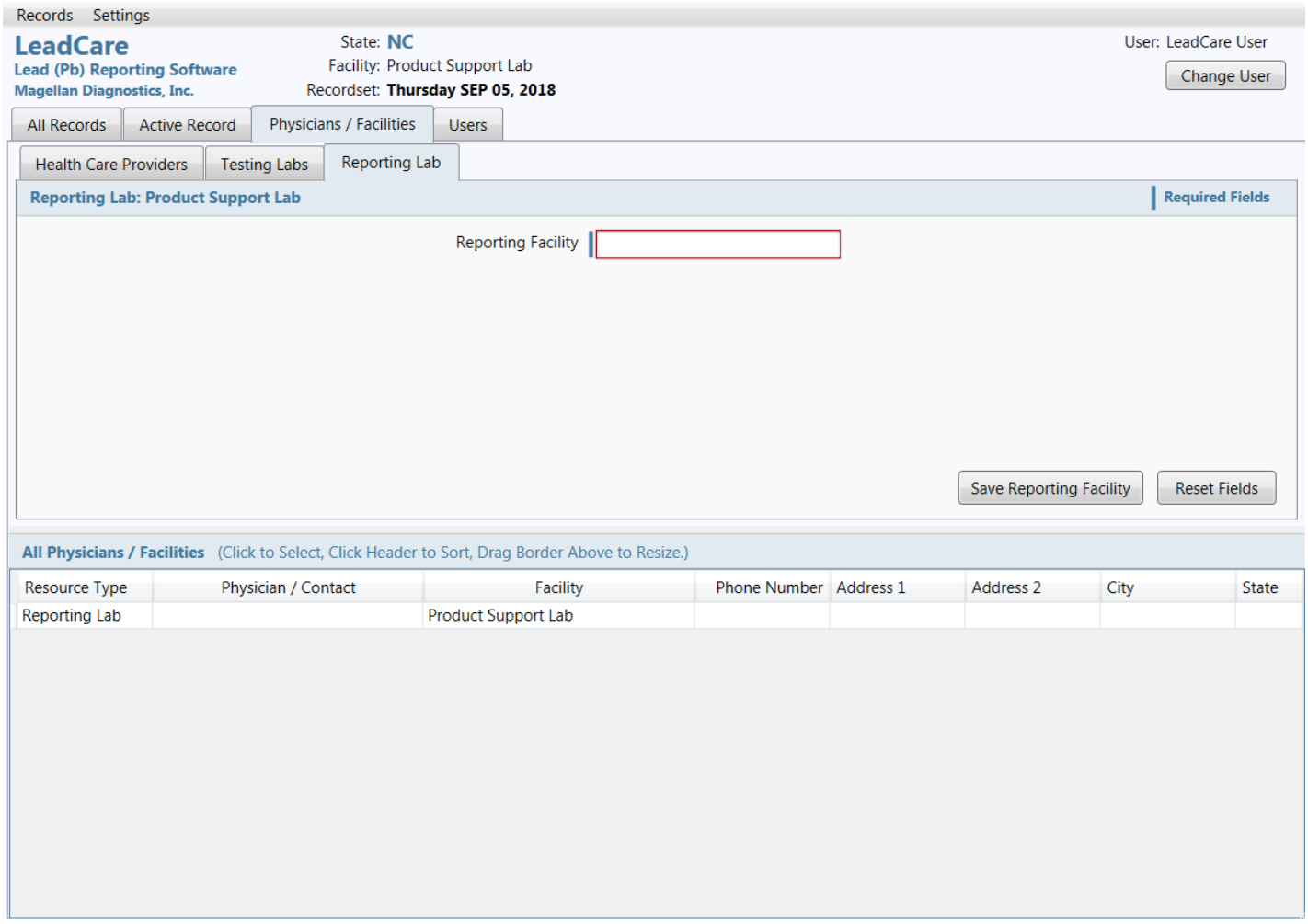
6. Under the **Testing Labs** tab, enter the **Testing Labs** information.

Note: CLIA Number is required for the state of North Carolina.



7. Choose **Physicians/Facilities Tab,** then **Reporting Lab** sub-tab and enter the **Reporting Lab** information.

Click **Save Reporting Facility.**



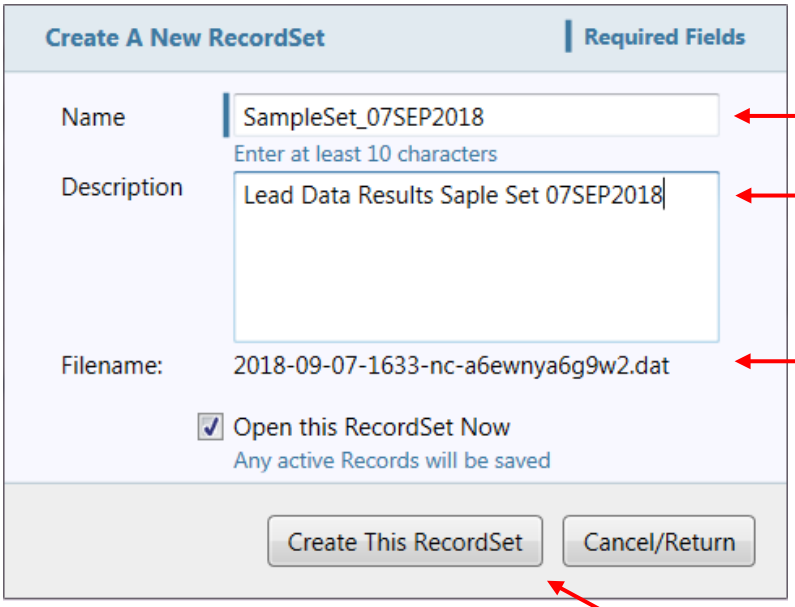
The Initial Setup is Complete!

Create RecordSet and Enter Data

Overview: Create a New RecordSet, a stored set of blood lead records created from data entered into the software. Once all patient information and blood lead results are entered into a RecordSet, create a report of this RecordSet for submission to the state. This report will have an automatically generated file name. Do not rename the file. Read through this entire chapter before entering data for the first time.

Creating a RecordSet Example:

1. Create a New **RecordSet** and give it a name. A description of the RecordSet may also be entered in the description field. Each RecordSet is automatically assigned a unique file name. A new RecordSet can be created daily or weekly depending on the needs of your facility and the requirements of the state.



The RecordSet name is create by the **user**.

The RecordSet description is created by the **user**.

The FileName is automatically generated for each RecordSet. This is the file name that will ultimately be submitted to the state. ***DO NOT*** rename the file as it is a unique identifier.

Click **Create This RecordSet.**

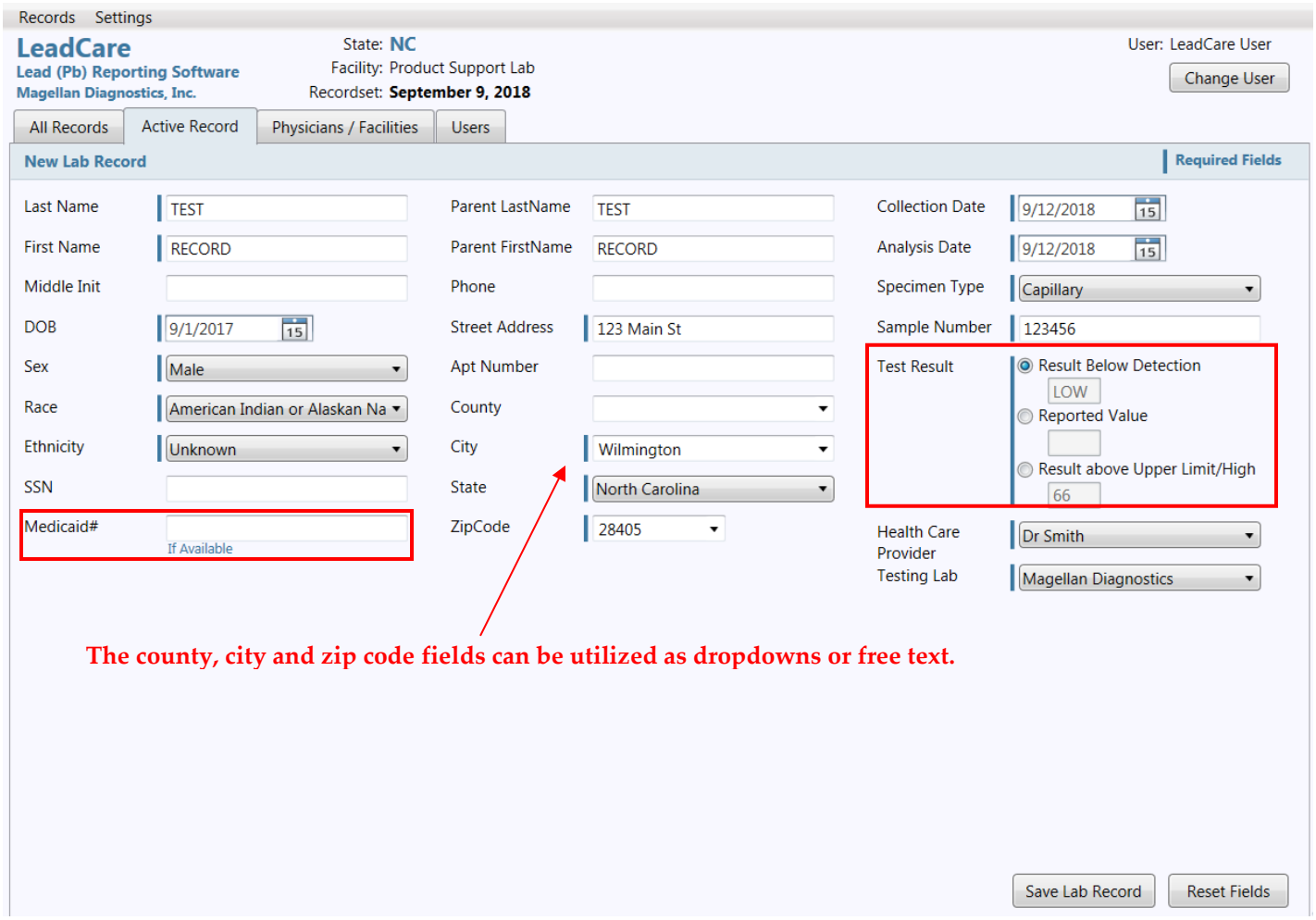
2. Select the appropriate User before beginning data entry. ***Note:*** The User info is located in the upper right-hand corner of the record.
3. Create the first Active Record by completing all data entry in the **Active Record** tab. Complete each record fully before saving the lab record. A RecordSet can be saved with an incomplete active record to return to later to complete, but doing so is not recommended.

The Basics on Data Entry for North Carolina

Rules that apply to data in an individual record:

City, Counties, and Zip Code	Free text fields	The user can choose to utilize the drop-down menus or can manually type in the information. The field will autofill when characters are entered into it.
Street Number	Free text field	Allows for both numbers and characters (i.e. 5 ½). Do **NOT** input apartment information in this field.
Apt Number	Free text field	Do NOT use "#" or "APT" in this field. Only provide the number or letter of the apartment.
Calendar Date	Free text field	Type in the date or scroll through the calendar to enter the correct date. **Date of Birth** must be less than the **Collection Date** and **Analysis Date**. Collection Date must be on or before the Analysis Date.
Blood Lead Test Result	Only accepts numbers	If the Blood Lead result is **Low** or < 3.3 µg/dL, use the radio button to select **Result Below Detection**. When this option is selected, the submission file will list <3.3 in the Pb (lead) result column.
Blood Lead Test Result	Only accepts numbers	All detectable Blood Lead results must have a number entered into the **Reported Value** field. The report will list the value to one decimal place. Do NOT use the "<" or ">" symbols at any time.
		If the result is **High,** select the radio button **Result above the Upper Limit/High** and the submission file will list **66** in the Pb result column. High results should be followed up immediately with an emergency lab test and shared with the physician.

Example of an NC record:



1. Fill out all necessary fields. Mandatory Fields are designated with a **blue** sidebar.

2. How to fill out the Test Result field:

    a. For patient results ***<3.3 ug/dL***, choose Results Below Detection button.
    b. For patient results between ***3.3 ug/dL and 65.0 ug/dL***, choose the Reported Value box and enter the numerical result.
    c. For patient results ***>65 ug/dL***, choose Results Above Upper Limit/High.

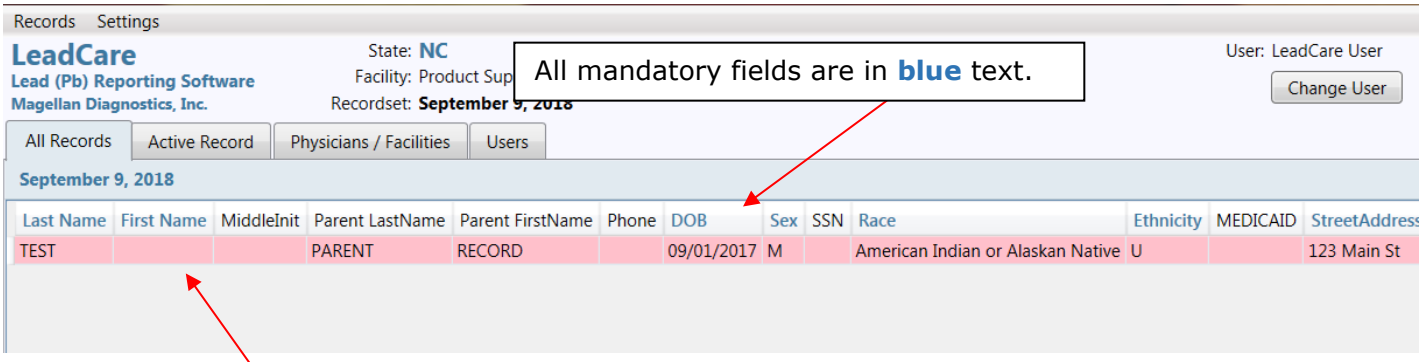
3. In NC, the Medicaid Number is required, if applicable.

4. How to use the Reset Fields button:

    a. If a record is being edited from an earlier SAVED version and the typist "gets lost" during editing, users can erase the newer information and restart by hitting the Reset button. The Reset button reverts to the earlier Saved version of the record. If there is no saved version, it will clear the record.

Complete a RecordSet and Fix Incomplete Records

1. Enter all Records for the reporting period, clicking **Save Lab Record** after each record entered. If a **red border** appears around a field when the record is saved, data may be incorrect or missing. Check the data carefully. Resolve the issue immediately by completing the mandatory field or correcting an erroneous Date of Birth, Collection Date or Analysis Date. Resave the record after the correction.
2. After entering all necessary information into the current RecordSet, review all data by clicking on the **All Records** tab. If any records are missing a mandatory field, the row will be highlighted in **red**.
3. To complete or fix a record, double-click on the row containing that record's data, which will open the **Active Record** and allow for inserting missing information or fixing incorrect data. **NOTE:** The software will not flag mistakes with the dates. For example: DOB comes after Collection Date. Nothing else may be wrong with the record (no missing fields) and the row may not be highlighted in red in the All Records tab, but it is the user's responsibility to double check and fix any issues with the dates. Once the record is completed or fixed, click **Save Lab Record** to save the changes. Navigate back to the **All Records** tab and observe that the record is no longer highlighted in red.
4. **NOTE:** From the **All Records** tab, mandatory fields are highlighted as **blue** text column headings. A record highlighted in red indicates there is missing data in one or more of the **blue** text column headings. If the record is highlighted in red from the **All Records** tab, there is no way to tell which blue column headings contain missing data. Click on that particular record and fill in the missing data for those mandatory fields.



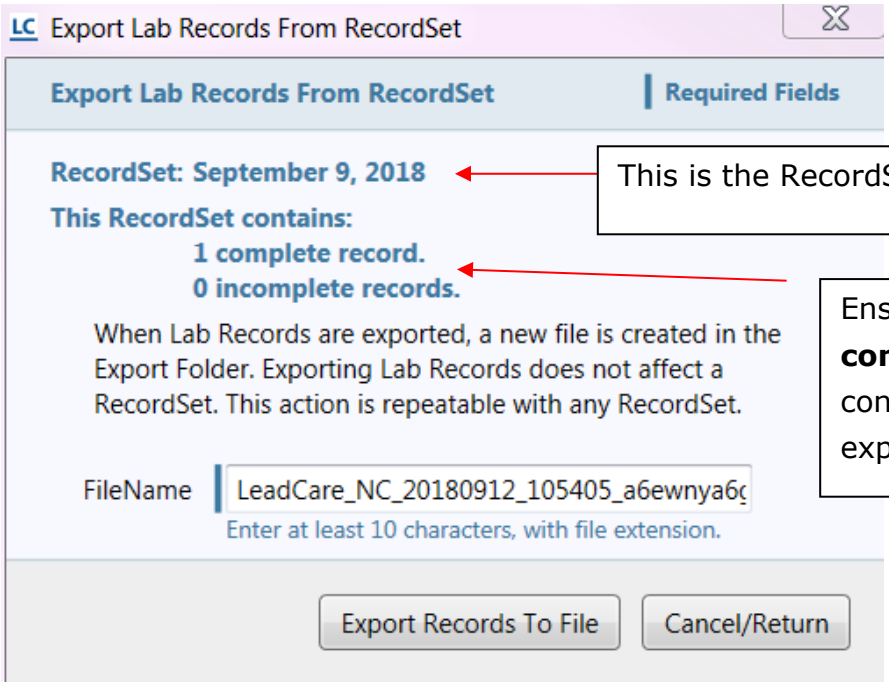
This record is highlighted in **red** because it is missing First Name, which is a mandatory field. Double-clicking on this row will open the Active Record tab where the missing data can be entered. Once corrected, save the updated record.

Export Completed RecordSet & Submit File to the State

1. Once the data have been reviewed for the current RecordSet, the RecordSet can be exported by clicking on **Records** in the upper left corner and selecting **Export Current RecordSet**.



2. Review the pop-up box for details on the RecordSet. Ensure that only completed RecordSets are submitted to the state. If data are incomplete, click **Cancel/Return** and go back to the **All Records** tab to review the data. Once files are complete, click **Export Records to File**.



This is the RecordSet created earlier by the **user**.

Ensure that RecordSets contain **complete records**. If RecordSets contain **incomplete records,** DO NOT export but go back and fix them.

3. Do NOT rename the File Name, as it is a unique identifier.

4. The user may choose to export complete files only or export all Lab Records, whether incomplete or complete. **Note:** Doing so may create an incomplete file with blank mandatory fields.

5. **Important!** The LeadCare Reporting Software does not automatically send the file to the state. The newly created file must be located on the computer and uploaded to the North Carolina LeadCare Report Uploads website: https://leadcare.dph.ncdhhs.gov/WebInterface/login.html.

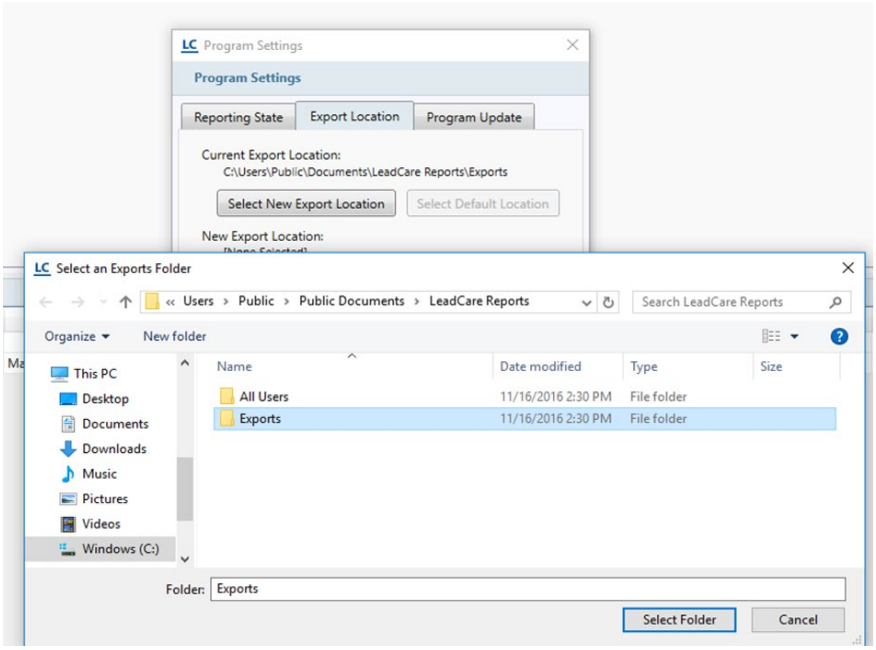
6. The default location for saved files is:

C:\Users\Public\Public Documents\LeadCare Reports\Exports.

To locate the most recent file, refer to the date and time stamp in the file name.

Tip: To access the export location of the files quickly, click on **Records** and **Open Exports Folder** directly in the software.

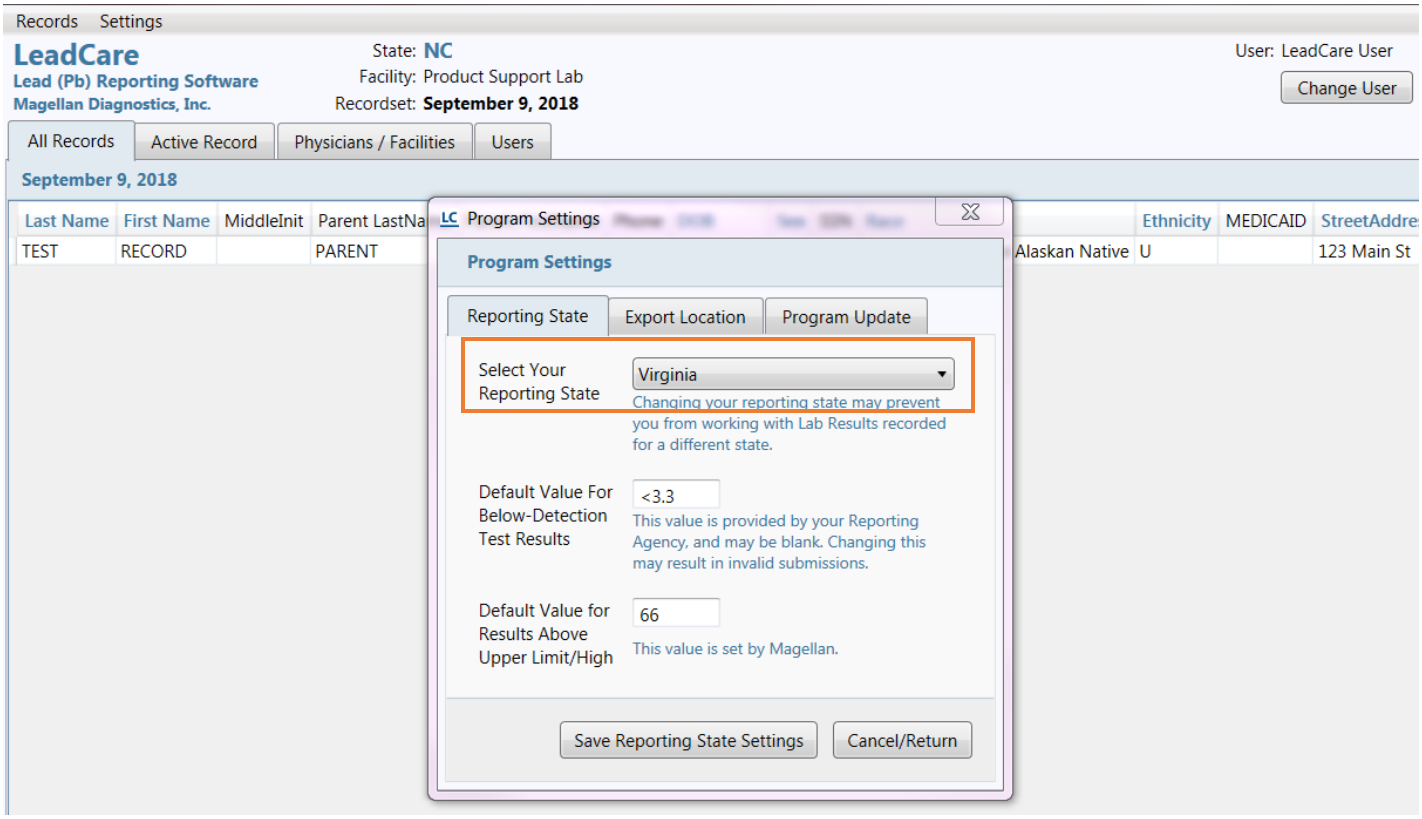
The default location for saved files can be changed by going to **Settings → Program Settings → Export Location.**



Reporting Data for Out-of-State Children

If there is a need to report a blood lead test result for a child that lives in a state other than North Carolina, please reach out to that specific state's Childhood Lead Poisoning Prevention Program for details on how to deliver the blood lead test result.

If the state requires that the results be submitted as an electronic file, the LeadCare Reporting software can be modified to the other state's specifications and a RecordSet can be created and exported following the same instructions above.



Go to **Settings** → **Program Settings** → and click on the **drop-down menu** to change **Reporting State.**

Childhood Blood Lead Test Submission Contacts

Please contact one of the following to arrange for required reporting of blood lead test results:

Tena Hand-Schafale
tena.hand@dhhs.nc.gov
(919) 707-5933

Melanie Napier
melanie.napier@dhhs.nc.gov
(919) 407-9401

Samantha Sites
samantha.sites@dhhs.nc.gov
(919) 819-0055

LEAD Help Desk email:
Dph.LeadHelpdesk@dhhs.nc.gov

NC Environmental Health main number:
(919) 707-5854
Please ask for Children's Environmental Health.