



North Carolina Department of Health and Human Services
State Laboratory of Public Health

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Memorandum

Blood Lead teleform implementation at the North Carolina State Laboratory of Public Health

Beginning November 12, 2014 the Blood Lead Unit of the Hemachemistry Lab at the North Carolina State Laboratory of Public Health (NCSLPH) will begin using a new form to increase productivity and reduce errors in reports. This new form will be available on the NCSLPH website at: <http://slph.ncpublichealth.com/forms.asp#specimen>. **Form DHHS-3707.**

This form is designed to be scanned. A NCSLPH data entry person will manually verify any letters or numbers that the computer cannot interpret. Please help us to save time and improve accuracy by writing carefully and following the instructions below. Please use X instead of √ for check boxes.

For optimum accuracy, please print in capital letters and avoid contact with the edge of the box. Follow the sample letters and numbers as closely as possible.

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	2	3	4	5	6	7	8	9	0			

Patient Information: Print the information if the standard label/HSIS Laboratory Label is not attached. Do not attach any other label format. The standard label format is available from the **Hemachemistry office**. Please align the label in the box on the top right of the form. The label must fit within the box, not touch the lines on the edge of the box, and the printed information must be parallel to the top of the box. Labels placed at an angle will not be read accurately.

Please Note: If you need additional copies of the submission form, please do NOT photo copy. Instead, print them from the original PDF found on the State Lab's website ON WHITE PAPER only. Colored paper will not be able to be scanned. Or you may call the Hemachemistry office at 919-807-8878 to have an electronic copy emailed to you.

