Blood Lead Reporting Instructions

Washington State Department of Health

If you or your facility is new to reporting, please contact us at lead@doh.wa.gov. We encourage reporting using the Electronic Lab Reporting (ELR) System. If your facility does not have that capability, please report using this process.

Set Up Your Excel as Your Clinic's Template(s)

1. Once we have emailed you the Excel worksheet (or you have downloaded it from here: https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/HealthcareProfessionsandFacilities/Professiona lResources/BloodLeadTesting/BloodLeadTestReporting) follow the instructions below.

2. Open the Excel document.

3. Either select your facility name from the dropdown menus in the "Clinic (or Facility) Name" and "Reporting Lab Name" fields, OR follow the steps below to populate your clinic and lab information:
   o Select the "city_co_codes" sheet at the bottom of the document.
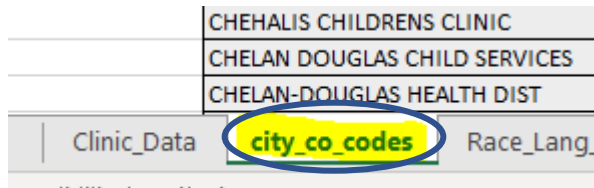
   o Find your clinic name in column "H". Copy your clinic name by right clicking on the name and selecting "Copy".
   o Review your facility's information and contact the Lead Team if there are errors or missing information. (Note: if you collect and report data for more than one clinic location, do this process for each clinic so each clinic has a separate Excel template for data entry).
   o Return to the main sheet ("Clinic_Data").
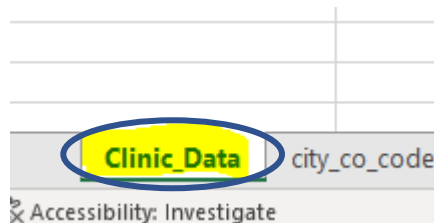
   o Paste your clinic name in the "Clinic (or Facility) Name" *and* "Reporting Lab Name" fields in Row 2 by right clicking in each cell and then selecting "Paste" (Note: If you use a LeadCare machine at your clinic, you are the reporting lab).
   o The clinic/lab address, phone and other information will auto-populate).
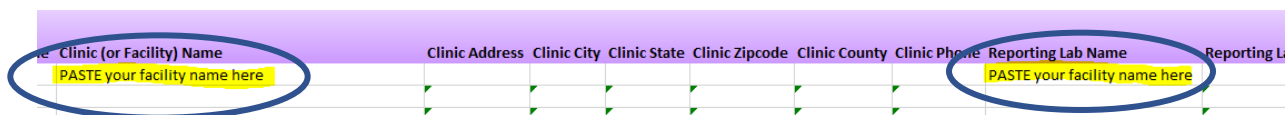
4. You can also pre-populate fields that are the same for every report (e.g. sample type, Test Performed Method Desc).

5. Select the pre-populated fields in Row 2 and drag them down by clicking and holding the small square "handle" in the lower right corner of the selection and drag down to copy the data from Row 3 down to Row 100 or so (your cursor will turn into a "+").

Clinic (or Facility) Name	Clinic Address	Clinic City	Clinic State	Clinic Zipcode	Clinic County	Clinic
LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	

o This will populate the clinic names, lab names, and locations in these fields so that you will not need to fill these fields in every time you enter records.

Clinic (or Facility) Name	Clinic Address	Clinic City	Clinic State	Clinic Zipcode	Clinic County	Clinic P
LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	
LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	
LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	
LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	
LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	
LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	
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LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	
LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	
LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	
LONG PEDIATRICS	1234 MAIN ST	TACOMA	WA	98405	ADAMS	

6. Save this Excel as your future template by going to File and "Save As". Navigate to your filing location and then name this Excel template by putting your clinic name (and location if there is more than one facility with the same name) before the word "TEMPLATE" (e.g. LEAD_Data_LongPediatricsSouth_TEMPLATE_).

7. Save the template.

8. You will use this document as your template to create new Excel blood lead reports as outlined below. You should keep this template as a blank document.

Creating a Blood Lead Report

1. Open your template.

2. Create a new document using "File/Save As".
   o Name the new document by replacing the word "TEMPLATE" with the time period for the data within the document (e.g. LEAD_Data_LongPedSouth_Jan1_25_2023).
   o This will leave your original document as a blank template for future use and create a new document that will be your blood lead report you will send to DOH.

3. Enter your new records following the instructions in the next section — "Entering Your Data."
   o You can enter partial data, save the document, and re-open and add further data if you choose, or enter all the data for that time at once.

4. To report, please follow the process and format provided by DOH. If you are unsure how to submit your data, please contact us for instructions.

Entering Your Data

1. Please enter data in ALL CAPITALS.

2. Use the "Tab" button to move across rows as you enter your data.

3. Please only enter and send data for a test once.

4. Elevated results (≥5µg/dL) must be reported within 2 business days. Non-elevated results must be reported monthly (or sooner, if you choose).

5. If you have an elevated result, you can either put that data for the elevated test in its own Excel and send it to DOH (e.g. LEAD_Data_LongPedSouth_Jan25_2023elevated) _or_ you can enter it with the data collected earlier in that month, send that Excel, and then start a new Excel for the data for the rest of the month.
   o For example, if you have an elevated test on January 25, 2023, you would send your data in an Excel that includes data 1/1 to 1/25/2023 to DOH by 1/27/2023. Then at the end of the month you would send an Excel that includes data from 1/25 to 1/31/2023.

6. Enter data and "Tab" across as you do so. If you get an error message, please read it, and inspect your data to determine where the error is.

7. When you "Tab" at the end of a row the cursor will go to the first column of the next row automatically.

8. Some fields, like "Patient_County" are set to auto-populate to save you time.

9. Please read the cell messages—they have info on correct formats and other useful information:


10. Please provide the patient's Medicaid status for patients under 6 years of age. This field should automatically be highlighted green for patients under 6 years of age. Select either "Y" or "N" if the cell highlights green to indicate your patient's Medicaid status.
    o If the Medicaid status field does not turn green, leave it blank.

11. Some fields have dropdown menus. You can select your data by clicking on the triangle to the right of the cell (see below) and select from that list:
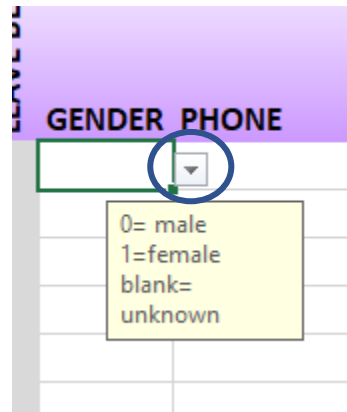
- o If you try to manually enter data that is invalid into a field with a dropdown, you will get an error message when hitting "Tab". Please select "Retry" and then select from the drop-down:
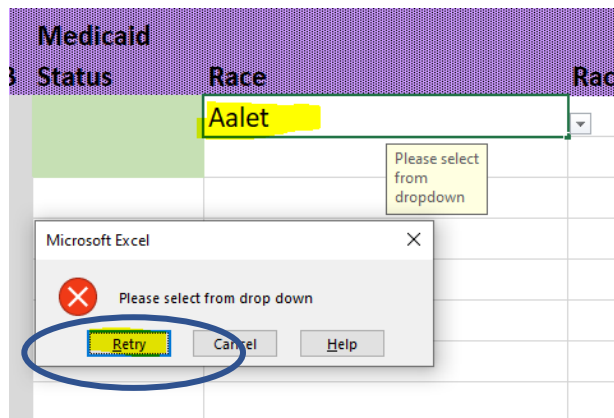
12. "Race" options have been expanded
    - o You can now report multiple races for your patients
    - o There are 4 race fields-- select your patient's race(s) from the drop-down menus.
    - o If your patient has reported only one race, simply fill out "Race" and leave the rest of the race fields blank.
    - o If your patient has reported more than one race, select one race from the drop-down menus for every additional race in "Race2," "Race3," etc.
    - o If a race is not in the drop-down menu, manually enter the patient's race in the "Race Other Specify" field.

13. Enter one preferred language.
    - o Select the indicated language from the "Preferred Language" dropdown
    - o If the indicated language is not in the dropdown, please select "Other" in the "Preferred Language" field and manually enter the language in the "Preferred Language Specify" column

14. The "Approximate DOB" field is ONLY used if the actual birth date is unknown. In this case, leave the "Date of Birth" column blank for that patient and put an approximate DOB in the "Approximate DOB" cell.

15. To report, please follow the process and format provided by DOH. Please contact DOH if you are unsure how to submit your reports.

Contact Us

If you have any problems with this process or have any questions, contact us and we will be happy to assist you.

For questions or help, email us at Lead@doh.wa.gov or call 360-236-4280.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.