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GAVIN NEWSOM
Governor

SCREENING INFORMATION SYSTEM (SIS)
ONLINE SPECIMEN TRACKING (OST)
ACCESS REQUEST

User Information

Facility Code: _____ Facility Name: _____

First Name: _____ Date: _____

Last Name: _____

Title: _____

Work No: _____

Work email address: _____

Department: _____

Supervisor Name: _____ Phone No. _____

Facility Location

Address:
(Number, Street) _____ Apt/Suite#: _____

City: _____ Zip Code: _____

Department use only			
Security Group	GDB NBS-Health Care Provider	Entity Type	Person
Assigned Logon ID:	_____		

Please complete pages 1 thru 3 and return via scan/email to
NBSOST@cdph.ca.gov or fax to (510) 412-4657



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State Public Health Officer & Director

State of California—Health and Human Services Agency California Department of Public Health



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CONFIDENTIAL OATH FOR NEW SIS USERS

To gain access the California Department of Public Health’s database SIS (Screening Information System), you must read the Oath of Confidentiality below, sign and return it.

SIS Oath of Confidentiality

I have been informed and understand that I will be handling documents and data provided by the California Department of Public Health under assurance of confidentiality to the clients to which the documents and data pertain, and to their health care providers as expressed in the privacy policies published by the Genetic Disease Screening Program.

I agree that I shall not discuss, share or otherwise communicate to any unauthorized person any confidential information including the individual case records or reports without the prior specific written permission of the Chief of the Genetic Disease Screening Program and shall be bound by the privacy policies of the Genetic Disease Screening Program, and applicable state and federal law.

I will keep all confidential material in my possession in a secure manner. I will not discard any confidential material, but will dispose of it by shredding.

I have read the information in the documents below.

[California Government Code, Section 6250, et. seq. of the California Public Records Act.](#)

[California Civil Code, Division 3, Part 4, Title 1.8, Sections 1798-1798.65 of the Information Practices Act of 1977.](#)

[California Health and Safety Code, Division 106, Part 5, Chapter 1. Article 1, Sections 124975 – 124996 of the Hereditary Disorder Act.](#)

[California Health and Safety Code, Division 106, Part 5, Chapter 1. Article 2, of the Newborn Screening Policy.](#)

[Genetic Disease Screening Program Privacy Policy.pdf](#)

By typing your name in the ‘signature’ section on this document, you are signing this Oath electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Oath of Confidentiality.

Name:	<input type="text"/>	Date:	<input type="text"/>
Signature:	<input type="text"/>		

Please return this form to NBSOST@cdph.ca.gov



Online Specimen Tracking (OST) agreement

The Department of Public Health provides access to its database named Screening Information System or SIS. The Title 17 California Code of Regulations requires every birth facility use the Online Specimen Tracking (OST) System located in the SIS database. OST displays every Newborn Specimen (NBS) belonging to a facility within 2-5 days of being collected. This ensures that every Newborn patient is receiving vital genetic disease screening.

The OST system consists of three screens. The default screen is the View Specimen Status Screen. This screen automatically displays the last 8 days of Specimens received at the State lab. This screen has many search capabilities and can search for a specimen collected within the past 6 months. The Report Missing Specimen Screen is for reporting a Newborn Specimen(s), which has not been found by the 7th day of life. The View Missing Specimen Status Screen displays the status of your reported missing Specimen.

Every facility has a daily Admission or Census report. This report must be cross-referenced with OST to ensure all Newborn Specimens have reached the state lab.

If a Specimen is not located within 2-5 days of being collected, inquiring with the Lab, Nursery, NICU, and HIM may be necessary to ensure a Specimen was definitely not collected and is missing.

By signing the Oath of Confidentiality, I acknowledge that I have read the above and agree the following information is part of my responsibility to ensure that every baby is screened for genetic diseases.

I understand California law requires using OST and I must report a Newborn Specimen missing by the 7th day of life, if it cannot be located in OST.

The manager of my Department is informed about OST and in my absence guarantees that all Newborn Specimens will be verified to have reached the state lab within 2-5 days of being collected.

I have easy access to the daily Admission/Census report containing all births and transfers into my facility. I reconcile it against the View Specimen Status Screen in OST.

I have a backup, who is able to perform the Online Specimen Tracking responsibilities in my absence so continual tracking of Newborn Specimens to the lab occurs.

I understand my SIS password needs to be updated every 60 days or my access to OST will expire.

I understand that a Specimen should be found in OST within 2-5 days of being collected.

I understand that if a NBS is on the View Specimen Status Screen, but does not match any babies on my facilities Admission/Census report(s); I must report it not collected at my facility in OST.