

1/30/2020

**INSTRUCTIONS for using the new reporting template (TestResultsVer2).**

1. Open the template
2. Save the file with a new name (please keep filename short and do not use symbols in filename)
  - a. click File on the menu
  - b. next, select Save As and save the file with a new name
3. 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
4. Some of the fields have a drop down pick lists with choices to select
  - a. If none of the choices are applicable please leave blank
5. **Please enter the result as 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
6. If you finish the last line - start a new file.