# SECURE REMOTE VIEWER INSTRUCTIONS

Secure Remote Viewer (SRV) is a web-based system that allows healthcare providers access to newborn screening results. The system allows users to search, view, and print results immediately from their computer.

## SRV REGISTRATION

The Secure Remote Viewer (SRV) requires registration with the Bureau of Clinical Laboratories (BCL). Physicians may register with the system by completing the registration form and faxing it to (334) 206-3780. We will verify that you are currently in the Alabama Bureau of Clinical Laboratories Newborn Screening Laboratory system to be eligible to gain access to SRV.

Each physician is required to provide their state license number, National Provider Identifier (NPI), and an email address. On the registration form you will also be asked to provide three options for the account's username. Once registration is complete, the registrant will receive their username and password via the email account provided. The email will not include the link to the SRV website for security purposes. You will need to log into the link below to access the SRV once you receive your username and password.

Authorized users will be able to find and view the most recent newborn screening results for each patient after providing the required minimum search criteria.

**The following is a listing of requirements in order to utilize the SRV application:**

- **Web Browser:** compatible with Mozilla Firefox, Microsoft Edge, and Google Chrome
- **Pop-up Blocker:** must be turned off in the browser settings or a website exception added in "Settings" to ensure authentication and for the lab report (PDF) pop-ups to appear.
- **PDF Viewer:** must be installed to view lab report

## SRV INSTRUCTIONS

1. You will receive an email from donotreply_srv@adph.state.al.us with your username and password (check SPAM or Junk Mail if you have not received it within 2 days of submitting your request).
2. To access the SRV, go to: https://newbornwebportal.adph.state.al.us
3. Log in using the username and password provided.
4. You will be prompted to reset your password.
5. Once you access the website, you may search with a form number or choose the second tab to search with the patient's information.
6. An infant's test results can be found by entering the infant's last name, mother's first name, date of birth, and hospital of birth in addition to any one of the following: mother's last name, infant's first name, mother's social security number or form number (6-digit numbers on filter form followed by last 2 digits of birth year).
7. Once the search criteria have been entered, select the "Perform Search" button at the lower right.
8. If the minimum criteria have not been entered, "Invalid Search Criteria" will be displayed.
9. If the system is unable to find an infant, "No Records Found" will be displayed.
10. If there are results matching the search criteria, they will be displayed along with the specimen's status (pending or reported) in the lower portion of the page under "SRV Search Results."
11. Once the infant's results are located, the user will check the box in the first column on the left and then select "Download" in the lower right corner. The report will be downloaded to the browser's default download location on the computer. More than one box may be checked if the infant has multiple reports.

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