**How to check newborn hearing screen results in Colorado**

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The Colorado Newborn Hearing Program has developed a system to allow physicians and other clinicians who care for newborns to check the result of newborn hearing screens.

To confirm the result of a newborn hearing screen for **an infant who passed**, contact the leader of Newborn Hearing Screening at the place where the infant was born. The State Coordinator for the Newborn Hearing Program, Leanne Glenn, can tell you the name of that leader at any given birth location. Leanne is available at [Leanne.glenn@state.co.us](mailto:Leanne.glenn@state.co.us) or 303-692-2603.

The database maintained by the Newborn Hearing Program, called HIDS/NBH, only includes information on **infants who did not pass the newborn hearing screen, or who were missed**. The information comes from the electronic birth certificate submitted by staff at each birth location, so it may take a week or two after birth for the information to be entered into the HIDS/NBH database.

Here is what you need to do to get set up as a user who can look for newborn hearing results in the HIDS/NBH database:

1. Click on this link: [Newborn Hearing - HIDS](https://www.healthinformatics.dphe.state.co.us/Home/Training/1).

2. Scroll down past the first 3 steps to the paragraph that begins "For providers working in private practice ..."

3. Click on the link for "this fillable PDF", the [Private Practice Provider Application Form](https://drive.google.com/file/d/1QM5XnayoBBZk-P3TcpNhCnQK6U8DlFyc/view), and fill it in. If you are the owner of your practice, list yourself as the "approving supervisor". Otherwise, list the office manager or one of the practice owners. List all the people at your practice who want to be able to access results, with their email addresses.

4. Create a cover letter on your business letterhead explaining why you should be a HIDS/NBH application user. For example, you could say, "I am a pediatrician or family physician at XXX Primary Care Practice. I am requesting that our practice be added to the HIDS/NBH database, so we can check newborn hearing screen results for our patients."

5. Send both the Provider Application and the cover letter, each as a .pdf, by email to [leanne.glenn@state.co.us](file:///Users/emaynard/Library/Containers/com.apple.mail/Data/Library/Mail%20Downloads/C6FD274B-712E-4C91-BE8F-44180B92339F/leanne.glenn@state.co.us). She will approve your application, add your practice site to the database, and let you know by email.

6. Then go back to the [Newborn Hearing - HIDS](https://www.healthinformatics.dphe.state.co.us/Home/Training/1) website and click on [Request Access](https://www.healthinformatics.dphe.state.co.us/Account/Register). Enter your name, email address, phone number, and desired password. Then select the name of your practice site. If you listed other people at your practice, each of them can request access in the same way. This process for requesting access is explained in the first video listed on the website.

7. After you request access, the "approving supervisor" at your site will receive an email from [cdphe\_healthinformatics@state.co.us](mailto:cdphe_healthinformatics@state.co.us). and approve your need for access. Note again that you may be your own "approving supervisor."

8. Within a day or two you will receive email confirmation of your account activation. Others in your practice who have requested access will also receive email confirmation of their account activation.

9. You can then sign-in using the password you created when requesting access. After you agree to the information security policy, your account will be activated.

10. To learn how to use the system, watch the videos listed on the website.

11. For any problems, use the names and contact emails/phone numbers listed on the website.