

THE FLORIDA PRENATAL SCREEN

PROVIDER USER MANUAL

VERSION 5.0 FEBRUARY 2025

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Introduction

Overview

Section 383.14, Florida Statutes, requires the Florida Department of Health (Department) to develop a multilevel screening process that includes a risk assessment instrument to identify pregnant women who are at risk for a preterm birth or other high-risk conditions. The Prenatal Screen (Screen) is completed at a pregnant woman's first prenatal appointment. The goal of the screen is to identify pregnant women who are at risk for adverse pregnancy or birth outcomes. These women may benefit from home visiting services, and other services based on individual needs.

Process

Since its inception in 1991, the process for completion, collections and data entry for the screen has been paper driven. Following the completion of the screen by the health care provider, physical copies of the completed screens are compiled and picked up by County Health Department (CHD) staff once monthly. Information from the screen is then entered by CHD staff into the Department's Health Management System (HMS). Following entry in HMS, referrals are made to a statewide referral system for home visiting services. As a result of this manual process, the average number of days from the date of a screen to a referral to home visiting services is approximately 33 days.

The Maternal and Child Health (MCH) Section, Division of Community Health Promotion, is responsible for oversight of the screen, including validating the screening tool, and the screening process. The MCH Section identified the need to create an electronic process for the screen to improve efficiencies and reduce the amount of time taken to identify an at-risk screening pregnant woman at screening and subsequent referral to home visiting services.

The Department collaborated with the Department's Office of Information Technology and the Division of Disease Control and Health Protection to develop an internal technology system (system) to replace the manual process which launched July 2024.

Unit One: Facility Registration & User Management

Facility Registration: System Readiness

It is highly recommended that users of the screen clear their browsing data and allow pop-ups from the application URL. System readiness instructions for Google Chrome and Microsoft Edge are shown below. **Note:** If users encounter errors during the screening process it is recommended to verify that the system readiness was completed.

Clearing Browsing Data: Google Chrome

1. Launch Google Chrome. Select the menu located in the top right corner of the window. Select **'Delete browsing data'**.



2. Select 'Cookies and other site data' and 'Cached images and files'. Delete data.



Allowing Pop-Ups from Prenatal Screen: Google Chrome

1. Launch Google Chrome. Select 'Settings' from the menu located in the top right corner. Go to 'Privacy and Security' and locate 'Site Settings'.

← → ♂ ③ Chrome chrome://settings/privacy		☆	
Settings	Q. Search settings	Set Chrome as your default browser	
G You and Google	Safety Check	New tab New window New Incognito window	Ctrl+T Ctrl+N Ctrl+Shift+N
Privacy and security Co. Performance	Chrome regularly checks to make sure your browser has the safest settings. Well let you know if anything needs your review. Go to Safety Check	Person 1 Not sign	ied in >
Experimental AI	Privacy and security	 Passwords and autofil History 	>
Appearance Search engine	Delete browsing data Pelete bristory, cookies, cache, and more	Downloads Bookmarks and lists Tab groups	>
Default browser	Control Third-party cookies are blocked in incognito mode	Extensions Delete browsing data Ctr	> rl+Shift+Del
() On startup	Customize the info used by sites to show you ads	@, Zoom - 100% (+
ス」 Languages き Downloads	Security Safe Browsing (protection from dangerous sites) and other security settings	 Print Search with Google Lens 	Ctrl+P
ो Accessibility व, System	file settings Controls what information sites can use and show (location, carnera, pop-ups, and more)	Re Translate	>
O Reset settings		Li Cast, save, and share More tools	>

2. Scroll to 'Content' in 'Pop-ups and redirects' under 'Additional Permissions' and expand the menu.

G	You and Google
œ	Autofill and passwords
۲	Privacy and security
Ø	Performance
+	Experimental AI
Ø	Appearance
Q	Search engine
	Default browser
ப	On startup
Ŕ	Languages
₹	Downloads
÷	Accessibility
ಲ್ಲಿ	System
ð	Reset settings
Ð	Extensions
۲	About Chrome

3. Add the following link to the 'Allowed to send pop-ups and use redirects' list.

Customized Sites listed	Add a site	
	Site	
Not allowed	www.FloridaHealth.gov/PrenatalScreenApp	Add
No s		
	Cancel Add	
Allowed to co	ad has the and the reduced.	Add

Clearing Browsing Data: Microsoft Edge

1. Launch Microsoft Edge. Select the menu located in the top right corner of the window. In 'Settings' select 'Privacy, search, and services'.

		New window Col+N
		Rew InPrivate window Cet+Shift+N
Settings	Hi , we value your privacy.	Zoom - 100% + 🖉
	We will always protect and respect your privacy, while giving you the transparency and control you deserve. Lasm about our privacy efforts	ý'≘ Favorites Cel+Shit+D @ Collections Cel+Shit+V
Profiles Privacy, search, and services	Tracking prevention Websites use trackets to collect field about your browking. Websites may use this into to improve sites and show you content like enromalized and show trackets collect and send your into to sites you haven't visited.	ව් History Culi-H ්ර Shapping
Sidebar Sideb	Tracking prevention	⊥ Downfoads Ctri-J EB Apps → C Extensions © Browser essentials
ਸ਼ਿੰਡ Cookies and inte permissions । ⊉ Downloads ॐ Family safety औ Languages	Advances must treatment and under Contract ends and triating to personalization Bucks toware harmed treatment Bucks toware harmed treatment Bucks toware harmed treatment Society and treatment	Print, Calif. Split screen Split screen Split screenshot Calif.shl-s S) Find on page Calif.
Printers System and performance Reset settings Phone and other devices	Rociad tracker View the ident to investigation of the investigation of the investigation of the ident to investigation of the ident to investigation of the	More tools + (3) Settings (3) Help and feedback + Close Microsoft Edge
 Accessibility About Microsoft Edge 	Abways une "Strict" tracking provention when browning inPrivate	合 Managed by your organization

2. Select 'Cookies and other site data' and 'Cached images and files'. Clear the selected data.

Delete browsing da	× ta
Time range	
All time	
Browsing history items and more on s from all signed-in devices	ynced devices. Clears history that are syncing.
Download history items	l
Cookies and other site From sites. Signs you o	data out of most sites.
Cached images and file	es
Clear browsing data for Internet	Explorer mode
This will clear your data across all . To device only, <u>sign out first</u> .	your synced devices signed in to clear browsing data from this
Clear now	Cancel

3. Click 'Add' to add the URL following URL to the 'Allowed to send pop-ups and use redirects' list.

Add a site		×
Site www.FloridaHealth.gov/Pr	enatalScreenApp	
Add	Cancel	

New Facility Request

- 1. The link for new facility registration in the is **floridahealth.gov/PrenatalScreenApp/Register**. The system directs the user to the Florida Prenatal Screen Facility Registration form.
- 2. Enter the email address of the OB Provider or OB Scheduling Staff and click on the **'Lookup'** button to validate it.

Florida Prenatal Screen	Success: Email does not exist in the system. Please proceed to fill out the
Prenatal Facility Registration Form	form.
Email Address *	
Lookup	
We need to lookup your email address before proceeding.	

- 2.1. If the email address meets the validation requirements, then a green box appears in the top right corner to notify the user and enable the request to be completed.
- 2.2. If the email is either **'not validated'** or **'or already in use'**, a red message appears in the top right to notify the user of the error and prompt the user to contact the Application Support Desk for assistance at **PrenatalScreen@FLHealth.gov**.
- 3. Complete all required fields for the 'Facility Details' and 'User Account Information' sections. Entering the zip code populates the county and state. Click on the 'Add Provider' button to add a new provider. Provider details must be entered to continue.

Facility Details									
All fields/sections marked with (*) sign are required.									
Facility Type *	Facility Name	•							
Birth Cottage	٠								
Facility Address *	City*		ZIP Code*						
State *	County *		Phone Number *						
	٥		•						
User Account Information									
First Name*	Last Name *		Phone Number *						
Email Address *	Job Title *								
Job Description									
			4.						
Provider Information									
				+ Add Provider					
Provider ID First Nam	ne Last Name	City Phone Number	NPI Actions						

3.1. Note: Users are unable to 'Submit Request' until they add provider details by utilizing the 'Add **Provider'** button.

Add Provider		×
NPI*		
	Lookup	
We need to lookup you before proceeding.	ır NPI Number	
Title	First Name *	Middle Name
Last Name *	Suffix Name	Street Address *
City *	Zip *	State *
		\$
County *	Phone Number *	Email Address
	٥	
		Close Add

Email Verification

	Prenatal Facility Registration Form Submitted Successfully! Your facility registration request has been received. Please refer to your inbox at for further details and next steps to complete the facility registration process. Remember to check your spam inbox. You may now close this page.
1.	The system provides the following success message which completes the new request.
	1.1. Note: Though the user has completed the facility registration process. The Department verifies the
	facility information prior to approving the new facility request.
2.	After submitting the request, the system sends an email to the user email address. Check the email used

- during registration for an email from <u>FLPrenatalScreenSupport@flhealth.gov</u>. 2.1. **Note:** Please check your junk or spam folder if unable to locate the email.



Facility List

1. Click 'Facility/Provider Management' on the dashboard menu. The system directs the user to the 'Facility List' page. Use 'Edit' to edit an existing facility. The system directs the user to the 'Edit Facility Page'.

Facility/Provider Management								
								All Facilities \$
Show 10 \$ e	ntries							Search:
Facility ID	11 Facility Name	Facility Type	14 County	î↓ Role	Active	Updated By	Date Updated	14 Actions
7465		Community Clinic	ESCAMBIA	OB Provider	True		2/3/2025 8:59:07 AM	🕑 Edit
								Previous 1 Next
Showing I to I of Lentries								

- 2. Users of the Screen can utilize the **'Edit Facility'** page for the following activities by clicking the **'Edit'** button:
 - 2.1. Edit Facility Details
 - 2.2. Add/Edit/Delete Provider Information
 - 2.3. Add/Edit Users
- 3. After the updates are complete, click on the **'Save'** button. The updated data is saved, and the system directs the user back to the **'Facility/Provider Management'** homepage.
 - 3.1. Note: The 'Save' button is located on the bottom right of the page.

Add/Edit Provider

1. To add a new provider, click 'Add Provider'. Enter the NPI number for the provider and click the 'Lookup' button to validate. Update the facility information as needed. After the updates are complete, click on the 'Add' button. The updated data will be saved. The system will display the 'New Provider' under the 'Provider Information'.

	Add Provider		×	
Facility Informe	NPI *			-
Facility Type *	We need to lookup your NPI Num	Lookup		
Facility Address *	before proceeding.	First Monroe #		
State		First Name -	Midale Name	
	Last Name *	Suffix Name	Street Address *	
Provider Inform	City *	zip *	State *	-
+ Add Provider	County *	Phone Number *	\$ Email Address	
Provider ID Fi	\$			18
			Close Add	Edit 💿 View
			_	Letete

2. To edit an existing provider, click on the 'Edit' button. The system will direct the user to the 'Edit **Provider'** page. Complete any updates to the existing provider and click the 'Update' button. The system will direct the user to the 'Edit Facility' page.

	Edit Provider		×	
Facility Informe	NPI *	Lookup		
State	Title	First Name *	Middle Name	
	Last Name *	Suffix Name	Street Address *	
Provider Inform	City *	Zip *	State *	1
+ Add Provider	County *	Phone Number *	Florida ¢ Email Address	
Provider ID Fi	LEON \$			15
			Close Update	Edit (View Delete

Activate/Deactivate Facility

- 1. To activate or deactivate a facility, please email <u>PrenatalScreen@FLHealth.gov</u> or click on the 'Chat Now' button on the top right of the screen to contact MCH Support Staff.
- 2. MCH Support staff will provide notification once the facility is activated/deactivated. Additionally, MCH Support staff may request a reason for activating/deactivating the Facility.

Add Facility Users

Facility users can add or edit users within the system, but only for their facility. To add or edit users, use the 'Edit' button on the 'Facility/Provider Management' page.

fields/sections marked with (*)) sign are required.		
mail Address *			
	Lookup		
First Name*	Last Name *	Phone *	
Role*			
Choose	\$		
Facility*			
	v		
Active			

- On 'Edit Facility Page', all the users in the system will be available under the facility users' section. To add a new facility user, click the 'Add User' button. Provide the information for the new user. All fields/sections marked with (*) are required. Click the 'Add' button. Note: If the 'Add' button is not visible decrease the browser zoom to 80% to make them visible.
- 2. Newly added facility users receive the following email to access the dashboard.

Organization: Florida Department of Health Domain: <u>FloridaHealth.onmicrosoft.com</u>
This message was provided by the sender and is not from Microsoft Corporation.
Message from Florida Department of Health:
Hello, This email invitation is to access the Prenatal Screen hosted by FL Department of Health. Please click Accept Invitation button and enter your email and password associated with your email to complete the registration process. Thanks,System Admin***This is an automated email, please do not respond to this email address***
If you accept this invitation, you'll be sent to <u>floridahealth.gov/prenatalscreenapp</u>
Accept invitation
This invitation email is from Florida Department of Health (<u>FloridaHealth.onmicrosoft.com</u>) and may include advertising content. <u>Read Florida Department of Health's privacy statement</u> . Microsoft Corporation facilitated sending this email but did not validate the sender or the message.
Microsoft respects your privacy. To learn more, please read the <u>Microsoft Privacy</u> <u>Statement.</u> Microsoft Corporation, One <u>Microsoft Way, Redmond, WA 98052</u>

Edit Facility Users

1. Click on the 'User ID' hyperlink to edit. The system will direct the user to the 'Edit User' page shown below. Complete updates to the existing user and click the 'Add' button. The system will redirect the user to the 'Edit Facility' page.

Facility Us	ers			
+ Add User				
User Id	First Name	Last Name	Email	Last Login
30693				12/6/2024 11:49:41 AM

2. Invites to the Prenatal Screen Application can be resent by selecting **'Invite'**. **Note:** If the invite button is not visible decrease the browser zoom to 80% to make them visible.

2.1. To deactivate a user, uncheck the 'Active' box. Leaving notes for the reason of deactivation is optional.

Active	 		•
Reason for Activating/Deactivating			
	Add	Invite	Cancel
	- Mara		

Description of User Roles and Functions

OB Scheduling Staff:

- 1. Access to the Screen dashboard.
- 2. Initiate a new electronic Screen.
- 3. Ability to resend the Screen link to patients.
- 4. Ability to print/view screen records.

OB Provider Staff:

- 1. Access to the Screen dashboard.
- 2. Initiate a new Screen.
- 3. Ability to resend the Screen link to patients.
- 4. Ability to view/update/print screen records.
- 5. Submit the screens for distribution to the Health Management System.

Unit Two: Initiating a Screen

Methods of Delivery

- 1. Once the provider schedules the screen, the patient will receive a link through email or text message to access the screen.
 - 1.1. **Note:** When the OB Provider or OB Scheduling Staff schedule the Screen appointment, the patient will have the option to choose their preferred contact method.
- 2. If the patient chooses **email or text** message as their contact preference, they will receive the below email and link.
 - 2.1. Note: Patients may choose not to participate in the screen, through the consent statements provided on the Screen. During the patient's appointment, the provider must collect the information required in the 'Providers Only' section.

Schedule a New Prenatal Screen

Providers and staff can schedule Screen appointments, access the walk-in kiosk, and track the status of screens utilizing the dashboard.

1. In the top right corner of the Screen dashboard, click the 'Start New Prenatal Screening' button. This directs the user to the 'Schedule Prenatal Screening Appointment' page.



2. Complete the **'Provider Information'**. The county and facility name will prepopulate. Once the required fields are completed, the user will click either the **'Send'** or **'Send & Add New'** button. **All fields/sections marked with (*) are required.**

Schedule Prenatal Screen Appointment		Send & Add New Cancel
Provider Information County *	Facility Name*	Provider's Name *
Choose \$	Choose ¢	Choose ¢
Provider ID *	Provider's Phone Number *	Street Address *
City *	ZIP Code *	County *
State *		
Appointment Date * Appointment Time * mm/dd/2025@: ©		
Patient Information	Logal Last Name	
cogurna name		•••••
Date Of Birth * Age	Screen Delivery Method* Email Address *	Preferred Language *
mm/dd/yyyy 🕞	Email 🗢	English ¢
Phone Number*	Туре *	
	Choose	

- 2.1. Send: Schedules the Screen appointment and directs the user to the Prenatal Screen Dashboard.
- 2.2. Send & Add New: Schedules the Screen appointment and directs the user to schedule a new appointment.

Walk-in Kiosk Screen

- 1. If patients are unable to complete the screen prior to their appointment, facility staff can provide the Screen via the walk-in kiosk. In the top right corner of the dashboard, click the **'Walk-in Kiosk'** button. This will open a pop-up for the provider information required to start the walk-in kiosk.
- 2. Facility users must complete the **'Provider Information'** sections. Select **'Continue'** and the prenatal screen populates for the patient to complete.

Prenatal Screening	Continue Close
Provider Information Facility Name*	Provider's Name *
Choose \$	Choose_ \$
Patient Information	
First Name * Last Name * M.I.	Date Of Birth * Age
	mm/dd/yyyy 🗊

2.1. **Note:** Once a patient has completed the screen, kiosk mode will log the user out of the Prenatal Screen for security purposes.

Prenatal Screen Status

1. OB Providers and OB Scheduling Staff can utilize the Prenatal Screen Dashboard to review the status of prenatal records. The status of the screens will be displayed as follows:

Screen Status	
Consent to Participate	٥
Initiated	
Consent to Participate	
Referred/Pending Transfer	
Transmitted to Well Family	
Not Referred/Submitted	
Decline to Participate	
All Status	

- 1.1. **Initiated**: The OB Provider or the OB Scheduling Staff have scheduled the prenatal screen appointment and sent the screen link via email or SMS text.
- 1.2. Consent to Participate: Patient has consented to participate in the prenatal screen.
- 1.3. Decline to Participate: Patient has declined to participate in the prenatal screen.
- 1.4. Not Referred/Submitted: The prenatal screen has been submitted by the provider and the patient was not referred to home visiting programs.
- 1.5. **Referred/Pending Transfer**: The prenatal record has been submitted by the provider and the records is pending transfer to the Well Family System.
- 1. **Transmitted to Well Family**: The patient record has been transferred to the Well Family System. **Note:** A member of the CONNECT team will follow up with the patient to arrange services.

Prenatal Screen Dashboard Actions

1. The dashboard will allow OB Providers/Scheduling Staff to complete the following actions:

Prenatal Screen Dashboard			🁌 Walkin Klosk Stort New Prenatol Screening
Facility Name			
Choose	٥		
Screen Status	Appointment Start Date *	Appointment End Date *	
All Status \$	10/08/2024	02/10/2025	19 Search
Show 5 entries			Search
Patient ID 11 Patient Name 11 Client DOB 11 Appointment Date	e/Time 💠 Date Email/Text Sent 🏦 Date Screening Completed	11 Client Consent 11 Status 11 Last Updated By	Date/Time Last Modified
			C Loik 👁 View C Reserved 🖨 Print

- 1.1. **View**: Allows for the user to review the patient completed Prenatal Screen. OB Providers and OB Scheduling Staff will have the ability to view the Prenatal Screen record.
- 1.2. **Print**: Allows for the user to view the PDF file and print the patient completed Prenatal Screen. OB Providers and OB Scheduling Staff will have the ability to print the Prenatal Screen.
- 1.3. **Resend**: Allows for the user to resend the Prenatal Screen to a patient in case the screen link is lost or not received. OB Providers and OB Scheduling Staff will have the ability to resend the Prenatal Screen to patients.
- 1.4. **Edit**: Allows for the user to edit the patient completed prenatal screen when necessary. OB Providers will have the ability to edit patient screens.
- 1.5. **Submit**: Allows for the user to submit the completed Electronic Prenatal Screen to the Well Family System.

'Provider-Only'

- 1. Once the submitted screen has been reviewed, the OB Provider will have the ability to edit the record and complete the **'Provider Only'** section.
 - 1.1. **Note:** The **'Provider Only'** section is to be completed during or after the prenatal appointment, and screen results should be discussed with the patient.

PROVIDER ONLY		
LMP Date *	EDD Date *	Pre-Pregnancy *
mm/dd/yyyy 🗊	mm/dd/yyyy	Weight(Ibs.) Height(ft.) Inch BMI 50-500 2-8 0-11
Pregnancy Interval Less Than 18 Months?*	Trimester at First Prenatal Vist?*	Does patient have an illness that requires ongoing
Choose \$	Choose 💠	Ves - Specify Illness No
Prenatal Risk Screening Score*	Check One* Field is required	
	Refer to coordinated intake and referral services based on score. Refer to coordinated intake and referral services because: Please specify reason:* Choose	
	 Do not refer to coordinated intake and referral services. Screening results and program benefits were discussed, but mom declined consent due to: Please specify reason:* 	
	Choose \$	
		Submit Cancel

- 2. After the OB Provider completes the **'Provider Only'** section, and discusses the screen with the patient, the provider selects **'Submit'**. After clicking the **'Submit'** button, the user will be directed to the **'Prenatal Screen Dashboard'**.
- 3. If the patient agrees to participate in the screen, and authorizes the exchange of health information, the system will distribute the screen data accordingly. In the event the patient does not release consent, the **'Provider Only'** section is still required, but the system will not send the record to WFS.
 - 3.1. If the OB Provider decides that the patient requires services based on a reason other than score, one of the following reasons must be selected before submitting:

Choose
Age - Teen, Advanced
Based on other factors; specify:
Domestic Violence
Existing Support Program - WIC, TANF, Other; specify:
First Pregnancy
Health Issue - Related to Pregnancy; specify:
Health Issue - Not Related to Pregnancy; specify:
Institutionalized - Jail, Prison, Mental Health, Other; specify:
Lack of Support - No Partner, No Family, Other; specify:
Language Barrier - Spanish, French, Creole, Other; specify:
Mental Health Issue - Anxiety, Depression, PTSD, Personality Disorder; specify:
Multifetal Pregnancy - Twins, Triplets, Quadruplets or greater
Neurodevelopmental Disorder; specify:
Patient Request
Previous Pregnancy Issue - History of Miscarriage, Preterm Labor, Preeclampsia, Eclampsia, Uterine Leiomyoma, Other; specify:
Socioeconomic Factors - Lack of Education, Poverty, Unemployed, Food Insecurity, Housing Insecurity, Other; specify
Substance Use - Tobacco, Alcohol, Marijuana, Other; specify:
Weight - Underweight, Obese

3.2. If the patient declines services, the OB Provider must select one of the following before submitting:

Choose
Fear of Misdiagnosis/Medical Distrust
Lack of Medical Need
Other
Privacy Concerns/Concerns about Data Use
Religious/Cultural Beliefs
Transportation

Terms to Know

- 2. Consent to Participate: Patient has consented to participate in the prenatal screen.
- 3. Decline to Participate: Patient has declined to participate in the prenatal screen.
- 4. **Edit**: Feature that allows OB Providers to make necessary corrections to the Electronic Prenatal Screen prior to submitting the record to the Well Family System.
- 5. **Facility**: Organizations that have registered and received access to the Electronic Prenatal Screen by the Department.
- 6. Incomplete Record: Refers to a risk assessment where only the patient section is completed.
- 7. **Initiated**: The OB Provider or OB Scheduling Staff have scheduled the Prenatal Screen appointment and sent the screen link via email or SMS text.
- 8. MCH Support Staff: Central office DOH technical assistance staff members.
- 9. Not Referred/Submitted: The prenatal screen has been submitted by the provider and the patient was not referred to home visiting programs.
- 10. **OB Provider**: Users that can edit, view, print, resend, and submit screens.
- 11. **OB Scheduling Staff**: Users that can view, print, and resend screens.
- 12. Patient Information: Refers to the section of the screen that contains the patient's PII.
- 13. **Prenatal Screen Dashboard**: The main screen of the Electronic Prenatal Dashboard that displays the status of and provides access to the facility's prenatal screens.
- 14. **Provider Only**: Refers to the screening section completed by the OB Provider during the patient's appointment.
- 15. Print: OB Providers and OB Scheduling Staff can print the Prenatal Screen records
- 16. **Record**: Refers to a risk assessment with completed patient and provider sections.
- 17. **Referred/Pending Transfer**: The prenatal record has been submitted by the provider and the records are pending transfer to the Well Family System.
- 18. **Resend**: OB Providers and OB Scheduling Staff can resend the Prenatal Screen records link to patients.
- 19. Screen: A risk assessment including both the patient and provider sections.
- 20. Screening: The process of initiating, receiving and completing a screen.
- 21. **Submit**: The final step an OB Provider takes to complete the patient's record transfer to Well Family System
- 22. Transmitted to Well Family: The patient record has been transferred to the Well Family System.
- 23. View: OB Providers and OB Scheduling Staff will have the ability to view the Prenatal Screen records.