

# Florida Department of Health: Florida Prenatal Screen PROVIDER USER MANUAL

December 23, 2025 v10.0



If you need assistance at any point during the registration or screening process, contact Florida Prenatal Screen support at **[PrenatalScreen@FLHealth.gov](mailto:PrenatalScreen@FLHealth.gov)**, or use the '**Chat Now**' feature located in the top right of the application.

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### OVERVIEW

Section 383.148, Florida Statutes, requires the Florida Department of Health (Department) is required 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 Florida Prenatal Screen is completed at a pregnant woman's first prenatal appointment. The primary goal 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 screen completion, collection, and data entry was done manually. A screen was completed by a pregnant woman and her health care provider, and physical copies of the screens were compiled and picked up by county health department staff monthly. Information from the screen was then entered by county health department staff into the Department's Health Management System. Following entry into the management system, referrals for home visiting services were made to a statewide referral system. This manual workflow resulted in an average 33 day delay from screening to referral for home visiting services.

The Florida Department of Health's Division of Community Health Promotion is responsible for oversight of the screen, including validating the screening tool and supporting the screening process. The Department created the electronic screen to improve efficiencies and reduce the time between identifying an at-risk pregnant woman and referring her to home visiting services

### USING THIS GUIDE

This guide has been created to help Florida health care providers easily transition from the manual process to the electronic screen. For additional support during the registration or screening process, please contact the Florida Prenatal Screen support at **PrenatalScreen@FLHealth.gov**, or use the **'Chat Now'** feature located at the top right of the application.

By implementing this electronic screen, providers can help mothers receive services in a timely manner. Your participation supports healthy outcomes for all moms and babies in Florida. Thank you!



- **Archived:** A record that was in “Initiated Status” for 60 days. On the 61st day, the record was automatically moved to “Archived.”
- **CONNECT:** Community Outreach Navigation Network Education Care Transformation, the state's one-stop entry point to connect families to home visiting programs and other resources to improve pregnancy and birth outcomes for moms and babies.
- **Consent to Participate:** Patient has consented to participate in the prenatal screen.
- **Decline to Participate:** Patient has declined to participate in the prenatal screen.
- **Edit:** Feature that allows obstetrics (OB) providers to make necessary corrections to the electronic prenatal screen prior to submitting the record to CONNECT.
- **Facility:** Organizations that have registered and received access to the electronic prenatal screen from the Department.
- **Initiated:** The OB provider or OB scheduling staff has scheduled the prenatal screen appointment and sent the screen link by email or SMS text.
- **MCH Support Staff:** The Department's Maternal Child Health team members.
- **No Show:** To be used only if the patient does not show for her appointment.
- **Not Referred/Submitted:** The prenatal screen has been submitted by the provider and the patient was not referred to CONNECT.
- **OB Admin:** Assigned to user performing the initial facility registration. Has the most permissions within the application and allows the user to create, update, and edit facility information and facility user records. OB Admin permission allows the user to initiate a new screen, edit patient records, and submit the screen on behalf of the providers.
- **OB Interviewer Staff:** This role includes the same permissions as the OB Admin, without the ability to create, update, and edit facility information and facility user records.
- **OB Provider:** Users who can edit, view, print, resend, and submit screens.
- **OB Scheduling Staff:** Users who can view, print, and resend screens.
- **One-Time Passcode (OTP):** A passcode valid for only one login to verify the initial facility registration.
- **Patient Information:** Refers to the section of the screen that contains the patient's personally identifiable information.
- **Patient Objects:** Used by providers when the patient refuses to provide personal or health care information for screening purposes.
- **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.
- **Provider Only:** Refers to the electronic prenatal screen section that is completed by the OB provider during the patient's appointment.
- **Print:** OB providers and OB scheduling staff will have the ability to print the prenatal screen records
- **Record:** Refers to the risk assessment after the patient and provider have completed their respective sections
- **Referred/Pending Transfer:** The prenatal record has been submitted by the provider and the records are pending transfer to the CONNECT system.
- **Resend:** OB providers and OB scheduling staff will have the ability to resend the prenatal screen records link to patients.
- **Screen:** Refers to the risk assessment prior to the patient and provider completing their respective sections.
- **Submit:** The final step an OB provider takes to complete the patient's record transfer to CONNECT.
- **Transferred to CONNECT:** The patient record has been transferred to the CONNECT system.
- **View:** OB providers and OB scheduling staff will have the ability to view the prenatal screen records.



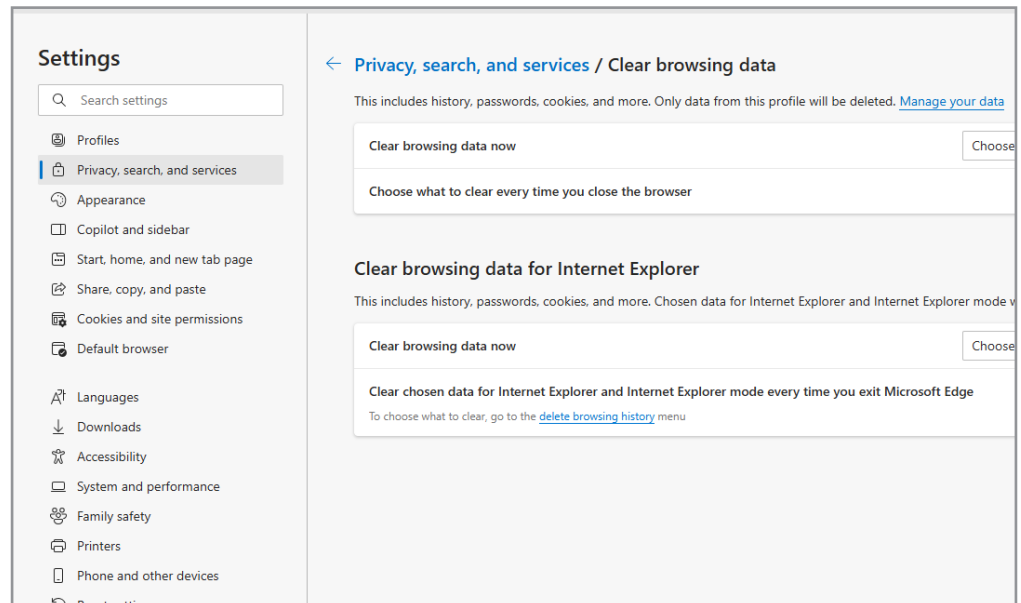
## UNIT 1: SYSTEM READINESS

It is strongly recommended the facility users clear their browsing data and allow the use of pop-ups. This is to prevent technical issues while accessing the application. Instructions for system readiness are presented using Microsoft Edge. For additional support during the registration or screening process, please contact Florida Prenatal Screen support at **PrenatalScreen@FLHealth.gov**, or use the '**Chat Now**' in the application.

If you encounter issues while using the screen, it is recommended to verify these steps have been completed successfully.

## CLEARING BROWSING DATA AND ALLOWING POP-UPS: MICROSOFT EDGE

1. Open Microsoft Edge. Select the three dots menu located in the top right corner of the window, to the right of the user profile. Scroll down to select '**Delete browsing data.**'

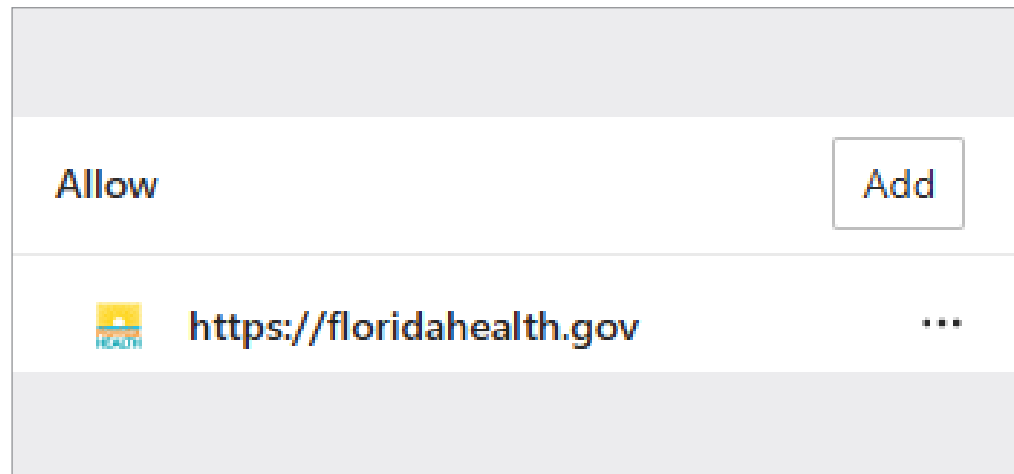
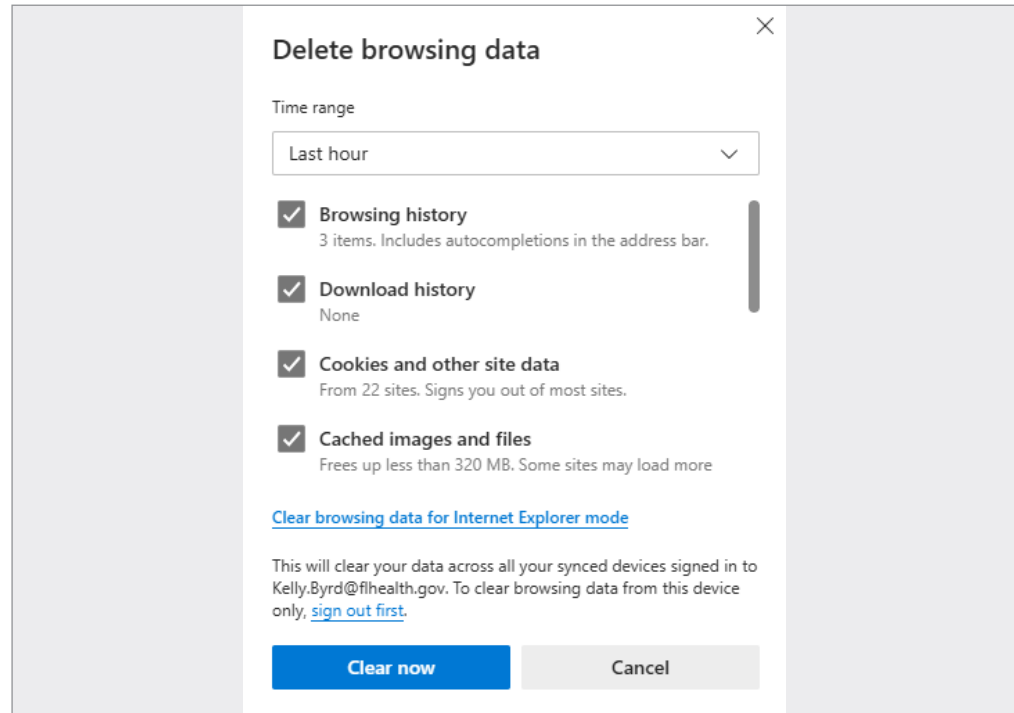


- For the time-range field, select **'All time'** in the drop-down menu, uncheck **'Browsing history,'** then select **'Clear now.'** Select **'Settings,'** next select **'Privacy, search, and services.'**

- From the Settings page, select **'Cookies and other site permissions'** and then select **'Pop-up permissions'** at the top.

- In the Allow section, select **'Add,'** type **'FloridaHealth.gov'** then select **'Add.'**

*It is important to allow pop-ups on all devices being used (e.g., laptop, tablet) for the application to work as expected.*



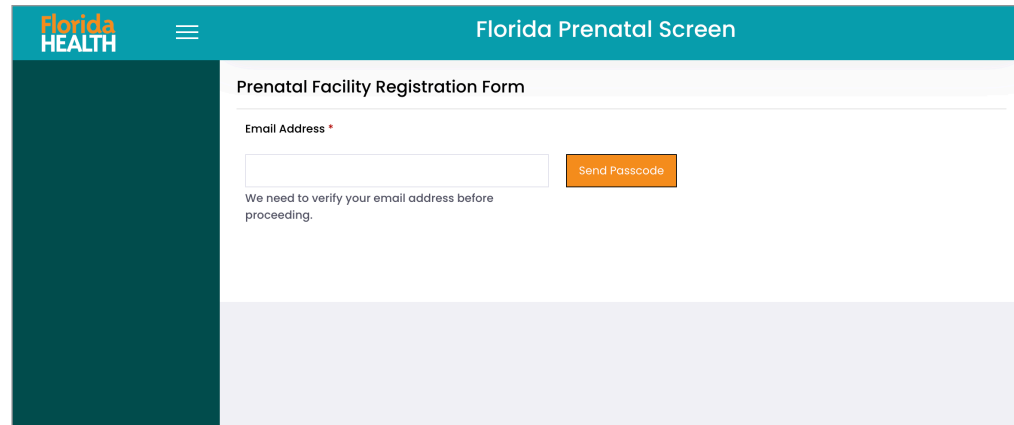
## UNIT 2: FACILITY, PROVIDER, AND USER REGISTRATION

Providers using the electronic prenatal screen process must register their facility by requesting a new facility registration. This is accomplished by using the online facility registration process detailed below:

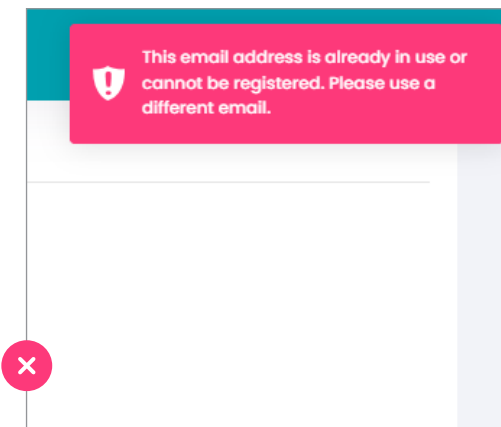
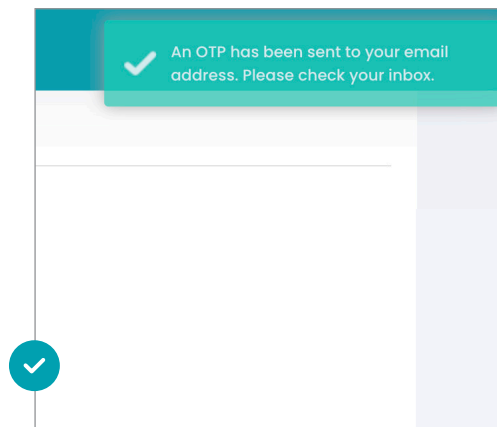
1. Registration begins by visiting the registration URL [FloridaHealth.gov/PrenatalScreenApp/Register](https://FloridaHealth.gov/PrenatalScreenApp/Register). Once here, your facility will need to complete the Florida Prenatal Screen Facility Registration Form.
2. Enter the email address of the user performing the initial facility registration, then select '**Send Passcode**' to validate the email. A 6-digit '**One-Time Passcode (OTP)**' will be sent to the email address entered.

*The code is valid for only 10 minutes.*

- If the email address **meets the validation requirements**, then a notification appears in the top right corner to alert the user that the OTP has been sent.
- If the email is either '**not validated**' or '**already in use**,' a notification will appear in the top right corner indicating the error and prompting the user to enter a different email address.



The screenshot shows the 'Florida Prenatal Screen' header with the 'Florida HEALTH' logo and a menu icon. Below the header is the 'Prenatal Facility Registration Form'. It features an 'Email Address' input field with a red asterisk, a 'Send Passcode' button, and a message: 'We need to verify your email address before proceeding.'



3. Enter the OTP in the **'Verification Code'** field and select **'Verify and Continue.'** Once the code is entered, a notification will appear in the top right corner confirming that the email has been successfully verified, and the user can proceed with the registration form.
4. Complete all required fields for the **'Facility Details'** and **'User Account Information'** sections. Entering the zip code populates the county and state. Select on the **'Add Provider'** button to add a new provider. Provider details must be entered to continue. Once **'Submit Request'** is selected, the submission will enter the email verification phase.

**Definition of a Provider:** An individual who has a National Provider Number (NPI). This is typically a medical doctor or obstetrician-gynecologist (OB).

***Users are unable to 'Submit Request' until provider details are added by utilizing the 'Add Provider' button. At least one provider with an NPI number needs to be entered at the time of initial facility registration. Facilities may add additional providers at any time. NPI numbers can be located on the national registry at [NPIregistry.cms.hhs.gov](https://npiregistry.cms.hhs.gov).***

The screenshot shows the 'Florida Prenatal Screen' header. Below it is the 'Prenatal Facility Registration Form' section. Under the sub-header 'Verify Your Email', there is a 'Verification Code' field with a red asterisk. Below this is a text input field with the placeholder 'Enter the OTP from your email'. To the right of the input field is a green button labeled 'Verify & Continue'. Below the input field, a message states: 'A 6-digit code has been sent to your email and is valid for 10 minutes.'

The screenshot shows the 'User Account Information' section. It contains several input fields: 'First Name' (required), 'Last Name' (required), 'Phone Number' (required), 'Email Address' (required), and 'Job Title' (required). Below these is a 'Job Description' text area. At the bottom of the section is a 'PROVIDER INFORMATION' section. It includes a table with columns: 'Provider ID', 'First Name', 'Last Name', 'City', 'Phone Number', 'NPI', and 'Actions'. To the right of the table is an orange button labeled '+ Add Provider'. Below the table is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. At the bottom right of the form are two orange buttons: 'Submit Request' and 'Clear'.

## FACILITY VERIFICATION: EMAIL CONFIRMATION

1. The system provides a success message which completes your facility registration request.
2. After submitting the request, the system will send an automated email to the email address provided by the facility on the registration form. Check your email for further instructions from [FLPrenatalScreenSupport@flhealth.gov](mailto:FLPrenatalScreenSupport@flhealth.gov). If you are unable to locate the email, check your junk or spam folder.

***The user who registers the facility will automatically be assigned the OB Admin role.***

### Prenatal Facility Registration Form Submitted Successfully!

Your facility registration request has been received. Please refer to your inbox at [provider@mailinator.com](mailto:provider@mailinator.com) for further details and next steps to complete the facility registration process. Remember to check your spam inbox.

You may now close this page.



**Dear registration test,**

Thank you for registering your facility for **The Florida Prenatal Screen** application.

**What to expect next:** In 1 - 2 business days, you will receive an email from Microsoft on behalf of The Florida Department of Health. Please read the email and click on the "Accept Invitation" link to complete your facility's registration process.

Once your facility has been approved, you may access the application and add additional users under the "Facility/Provider Management" tab. A separate email notification will be sent to additional users that have been granted access to the Prenatal Screen application.

To learn more or view FAQs, visit the link below and scroll to the "Community and Provider Materials" section.

[FloridaHealth.gov/PrenatalScreen](https://FloridaHealth.gov/PrenatalScreen)

For technical assistance, please contact us.

[Email Technical Assistance](#)

Florida health care providers are directed by section 383.148, Florida Statutes, to provide the Prenatal Screen at every pregnant woman's initial prenatal visit.

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3. Before a facility can access the **'Prenatal Screen Dashboard,'** the Department must verify the facility registration request. This verification process can take up to two business days. The OB Admin will receive an email notification on approval or denial with instructions on how to proceed. Be sure to check your spam and junk folders.
4. The verification confirmation email from the Department will include a button/hyperlink to **'Accept Invitation.'** This must be selected to officially accept the invitation and gain access to the facility's dashboard. Once accepted, the user will be redirected to the **'Prenatal Screen Dashboard.'** If the user is not automatically redirected, please visit [FloridaHealth.gov/PrenatalScreenApp](https://floridahealth.gov/PrenatalScreenApp) to access the dashboard.

***See page 13 for descriptions of roles and permissions.***

❗ Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Florida Department of Health  
Domain: [FloridaHealth.onmicrosoft.com](https://floridahealth.onmicrosoft.com)

This message was provided by the sender and is not from Microsoft Corporation.

Message from  
Florida Department of Health:

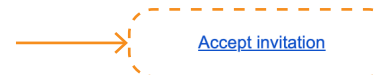
Dear [REDACTED]

Facility has added you as a user to the Florida Prenatal Screen application. Please click the "Accept Invitation" link below and follow the steps to complete the registration process. Once you have completed registration, you will be directed to your facilities' dashboard page. If not automatically directed, please type [floridahealth.gov/prenatalscreenapp](https://floridahealth.gov/prenatalscreenapp) into your URL to reach your dashboard page once your registration is completed.

Thank you,  
The Prenatal Screen application team

\*DO NOT REPLY\*

If you accept this invitation, you'll be sent to <https://www.floridahealth.gov/prenatalscreenapp/>.



This invitation email is from Florida Department of Health ([FloridaHealth.onmicrosoft.com](https://floridahealth.onmicrosoft.com)) and may include advertising content. [Read Florida Department of Health's privacy statement](#). Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

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## FACILITY/PROVIDER MANAGEMENT

Only facility users with the OB Admin role can access the **'Facility/Provider Management'** page.

1. Select **'Facility/Provider Management'** on the dashboard menu. The system directs the user to the **'Facility List'** page. Use **'Edit'** to modify an existing facility. The system directs the user to the **'Edit Facility'** page.
2. Facility users with the OB Admin role can utilize the **'Edit Facility'** page by selecting **'Edit'** to perform the following:
  - Edit Facility Details
  - Add/Edit Provider Information
  - Add/Edit Users
3. After the updates are complete, select the **'Save'** button (located on the bottom right of the page). The updated data is saved, and the system directs the user back to the **'Facility/Provider Management'** homepage.

**To deactivate a facility, contact Florida Prenatal Screen support at [PrenatalScreen@FLHealth.gov](mailto:PrenatalScreen@FLHealth.gov), or use the 'Chat Now' feature located in the application.**

The screenshot displays the 'Facility/Provider Management' interface. On the left is a sidebar with a 'Florida HEALTH' logo and a menu including 'Prenatal Screen Menu', 'Facility Management', and 'System Support'. The main content area is titled 'Facility/Provider Management' and features a dropdown for 'All Facilities', a 'Show 10 records' selector, and a search bar. Below these is a table with the following data:

Facility ID	Facility Name	Facility Type	County	Role	Section	Date Updated	Actions
5823	[REDACTED]	Other	LEON	True		2/3/2025	[Edit]
5610	[REDACTED]	Birth Cottage	WAKULLA	True		2/3/2025	[Edit]
5613	[REDACTED]	Hospital	POLK	True		2/3/2025	[Edit]

At the bottom right of the table are 'Previous', '1', and 'Next' navigation buttons.



## ADD/EDIT PROVIDER

Facility users with the OB Admin role can add or edit providers. To add or edit providers, use the **'Edit'** button on the **'Facility/Provider Management'** page.

1. To add a new provider, select **'Add Provider.'** Enter the NPI number for the provider and select **'Lookup'** to validate. The fields will auto populate, select **'Add.'** The updated data will be saved, and the system will display the new provider under the **'Provider Information'** section.
2. To edit an existing provider, select **'Edit.'** The system will direct the user to the 'Edit Provider' page. Complete any updates to the existing provider and select **'Update.'** The system will direct the user to the **'Edit Facility'** page.

*At least one provider with an NPI number must be entered at the time of initial facility registration. Facilities may add additional providers at any time. NPI numbers can be located on the national registry at [NPIregistry.cms.hhs.gov](https://npiregistry.cms.hhs.gov).*

Add Provider




NPI\*

Lookup

We need to lookup your NPI Number before proceeding.

## PROVIDER INFORMATION

+ Add Provider

Provider ID	First Name	Actions	
72644	COURT	 Edit	 View
		 Delete	

## DESCRIPTION OF USER ROLES AND FUNCTIONS

The term '**Facility User**' is used throughout this guide and may refer to any or all of these roles within the application. For a detailed written description of these roles, refer to the Glossary of Terms.

	OB ADMIN*	OB INTERVIEWER STAFF	OB SCHEDULING STAFF
Update, and edit facility user records	✓	✗	✗
Edit patient records	✓	✓	✗
Submit the screen	✓	✓	✗
Initiate a new screen	✓	✓	✓
Resend a screen	✓	✓	✓

\*This role is automatically assigned to the user who is performing the initial facility registration.

## ADD/EDIT FACILITY USERS

Facility users with the OB Admin role can add or edit facility users. To add or edit users, use the **'Edit'** button on the **'Facility/Provider Management'** page.

1. To add a new user, select **'Add User'** and complete the required information. Then select **'Add.'** The updated data will be saved and the system will display the new user under the **'Facility Users'** section.
2. Newly registered users will receive an email from the Department which includes a link to **'Accept Invitation.'** This link must be selected to officially accept the invitation and gain access to the application. Once accepted, the user will be redirected to the **'Prenatal Screen Dashboard.'** If the user is not automatically redirected, please visit [FloridaHealth.gov/PrenatalScreenApp](https://FloridaHealth.gov/PrenatalScreenApp) to access the dashboard.

FACILITY USERS		
<div>+ Add User</div>		
User Id	First Name	Actions
58260	Kelly	<div>Edit</div>
68330	harold	

### Add User

All fields/sections marked with (\*) sign are required.

Email Address \*

Lookup

First Name \*

Last Name \*

Phone \*

Role \*

Choose...

Facility \*

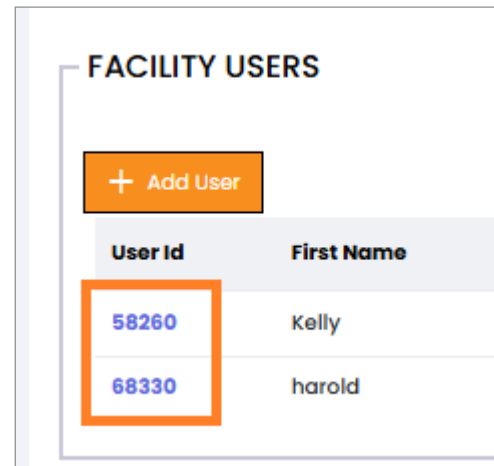
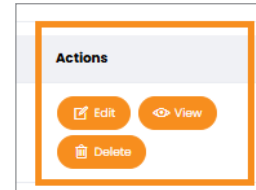
1 B

☒ Active

Add

Cancel

3. To edit a facility user, select the '**User Id**' number that is associated with the user you want to edit. Complete any updates to the existing user and select '**Save.**' The system will direct the user back to the '**Edit Facility**' page.
4. To edit, view, or delete a specific provider select '**Edit,**' '**View,**' or '**Delete**' under the Actions menu.
5. To edit a facility user, select the number under User ID. Complete the changes and select '**Save.**' If the '**Add**' button is not visible, decrease the browser zoom to 80% to make the button visible.



### SEND A NEW PRENATAL SCREEN

OB Admin, OB Interviewer Staff, and OB Scheduling Staff can utilize the **'Send New Prenatal Screen'** page, access the **'Walk-In Kiosk'** mode, and track the status of screens utilizing the Prenatal Screen dashboard.

1. By utilizing the left side menu or the button in the top left corner of the screen dashboard, select **'Send New Prenatal Screening'** button.
2. Complete the **'Provider Information'** and **'Patient Information'** sections. The county and facility name will auto populate. Once the required fields are completed, the facility user will select either the **'Send'** or **'Send & Add New'** button. All fields/sections marked with (\*) are required.
3. By utilizing the **'Prenatal Screen Dashboard'** side menu button, patient records will be displayed and the actions menu will be available for each patient record.
  - Once the patient has been sent the screen, the record will show in **'Initiated'** status.

*When the facility user initiates sending a new screen, the patient will receive a link by text or email to complete the screen, based on the selection in the 'Screen Delivery Method' field.*

The screen is available in English, Spanish, or Haitian Creole.

## PRENATAL SCREEN STATUSES

Facility users can utilize the '**Prenatal Screen Dashboard**' to review the status of patient records. The status will display one of the following based on the progress of the screening:

- **Initiated:** The screen link has been sent to the patient by email or text message by facility staff.
- **Consent to Participate:** The patient has agreed to participate; the provider must complete the Provider Only section and submit.
- **Decline to Participate:** The patient has declined to participate; the provider must complete the Provider Only section and submit.
- **Not Referred/Submitted:** The patient has either consented or declined to participate; the prenatal record has been submitted by the provider but there was no referral made. The record will not transfer to CONNECT.
- **Referred/Pending Transfer:** The patient has consented; the prenatal record has been submitted by the provider, and the record is pending transfer to CONNECT.
- **Transferred to CONNECT:** The patient record has been transferred to CONNECT.
- **Archived:** A record that was in '**Initiated**' status for 100 days past the appointment date will automatically move to '**Archived**' on the 101st day.

*Facility users may edit the patients' portion of the screen to correct any wrong answers or change the consent status from 'Decline to Participate' to 'Consent to Participate.'*

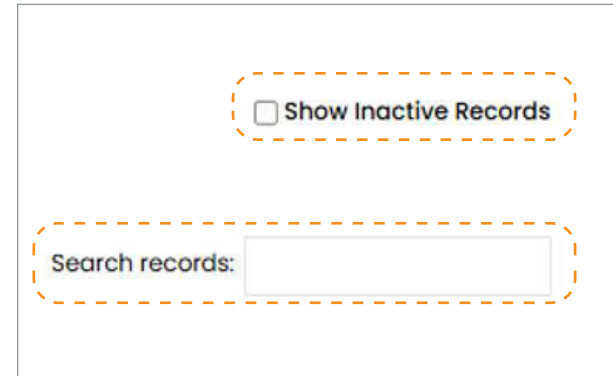
The screenshot shows the 'Prenatal Screen Dashboard' interface. It includes a sidebar with navigation links: Prenatal Screen Menu, Facility Management, and System Support. The main content area displays a table of patient records. The table has columns for Patient ID, Patient Name, Patient DOB, Appointment Date/Time, Date Email/Text Sent, Patient Signed Date, Provider Completed Date, Status, Last Updated By, Date/Time Last Modified, and Actions. Three records are visible, each with a status of 'Initiated', 'Consent to Participate', or 'Decline to Participate'. The 'Actions' column contains buttons for 'Kiosk', 'Resend', 'Edit', 'View', and 'Print'.

Patient ID	Patient Name	Patient DOB	Appointment Date/Time	Date Email/Text Sent	Patient Signed Date	Provider Completed Date	Status	Last Updated By	Date/Time Last Modified	Actions
8698	[REDACTED]	11/11/1995	05/26/2025, 5:30 PM	04/18/2025			Initiated	[REDACTED]	05/22/2025 06:07:32 PM	Kiosk, Resend
7846	[REDACTED]	07/10/2014	03/21/2025, 5:51 PM	03/13/2025	03/13/2025 05:54:42 PM		Consent to Participate	[REDACTED]	03/13/2025 05:54:42 PM	Edit, View, Resend, Print
7845	[REDACTED]	07/18/2013	03/21/2025, 5:46 PM	03/13/2025	03/13/2025 05:49:12 PM		Decline to Participate	[REDACTED]	04/11/2025 07:00:08 AM	Edit, View, Resend, Print

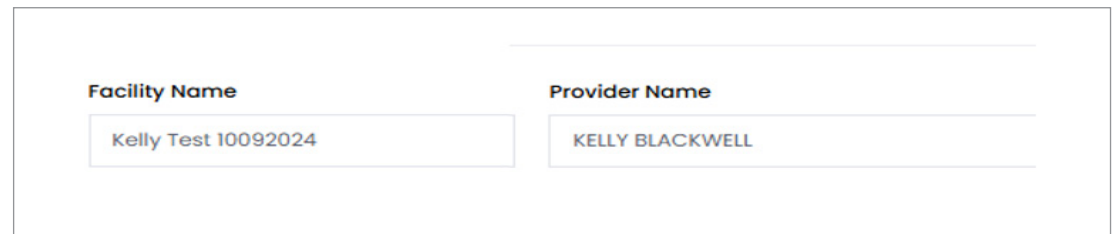
Showing 1 to 3 of 3 records

1. Not all screen statuses are visible when landing on the default dashboard screen. The default screen status view includes: **'Initiated,' 'Consent to Participate,'** and **'Decline to Participate.'** To access and view screen statuses, the user must check the **'Show Inactive Records'** box to toggle between the different sets of statuses. When the **'Show Inactive Records'** box is checked, the statuses will include **'Referred/Pending Transfer,' 'Submitted to CONNECT,' 'Not Referred/Submitted,'** and **'Archived.'**
2. The records for the user's default facility will show on the dashboard. In order to use **'Provider Name'** filter, a specific **'Facility Name'** will need to be selected.
3. All facility users can use the live search feature. Any column headers such as Patient DOB, Patient Signed Date, Patient Name, etc. can be entered into the **'Search Records'** field in the upper-right side of the dashboard.

***Date fields search must be in the following format MM/DD/YYYY to display expected results.***



This image shows two UI elements from the dashboard. The top element is a checkbox labeled "Show Inactive Records" enclosed in a dashed orange border. The bottom element is a text input field with the placeholder text "Search records:" also enclosed in a dashed orange border.



This image shows two filter input fields. The left field is labeled "Facility Name" and contains the text "Kelly Test 10092024". The right field is labeled "Provider Name" and contains the text "KELLY BLACKWELL".



## PRENATAL SCREEN RECORD ACTIONS

The dashboard allows users to perform the actions outlined below. Available actions will vary depending on the user's assigned roles and the status of the record.

- **View:** Enables the user to review a patient's completed prenatal screen. Edits cannot be made in 'View' mode.
- **Print:** Allows the user to view and print a PDF copy of the patient's completed prenatal screen. Pop-ups must be enabled in the settings menu.
- **Resend:** Allows the user to resend the prenatal screen to the patient via the original delivery method selected. If the scheduled appointment time is in the past, the user must update the appointment date to a future date before resending.
- **Patient Objects:** Used by providers when the patient refuses to provide personal and/or health care information necessary for screening. This option may also apply in instances where the patient did not attend the scheduled appointment or in the event of a fetal loss.

The screenshot shows the 'The Florida Prenatal Screen' dashboard. On the left is a sidebar menu with options: Prenatal Screen Menu, Prenatal Screen Dashboard, Send New Prenatal Screen, Facility Management, Facility/Provider Management, System Support, FAQ, and User Manual. The main area is titled 'Prenatal Screen Dashboard' and includes filters for Facility Name and Screen Status. Below the filters is a table of patient records. The table has columns: Patient ID, Patient Name, Patient DOB, Appointment Date/Time, Date Email/Text Sent, Patient Signed Date, Provider Completed Date, Status, Last Updated By, Date/Time Last Modified, and Actions. Three records are shown. The first record (ID 8698) has a status of 'Initiated'. The second (ID 7846) has a status of 'Consent to Participate'. The third (ID 7845) has a status of 'Decline to Participate'. An orange dashed box highlights the 'Actions' column for the third record, showing buttons for Kiosk, Resend, Edit, View, Resend, and Print. An orange arrow points from the 'Resend' button in the table to the 'Resend' button in the 'Actions' column.

Patient ID	Patient Name	Patient DOB	Appointment Date/Time	Date Email/Text Sent	Patient Signed Date	Provider Completed Date	Status	Last Updated By	Date/Time Last Modified	Actions
8698		11/11/1995	05/26/2025, 5:30 PM	04/18/2025			Initiated		05/22/2025 06:07:32 PM	Kiosk, Resend
7846		07/10/2014	03/21/2025, 5:51 PM	03/13/2025	03/13/2025 05:54:42 PM		Consent to Participate		03/13/2025 05:54:42 PM	Edit, View, Resend, Print
7845		07/18/2013	03/21/2025, 5:46 PM	03/13/2025	03/13/2025 05:49:12 PM		Decline to Participate		04/11/2025 07:00:08 AM	Edit, View, Resend, Print

The screenshot shows the 'Actions' menu. It contains two rows of buttons. The first row has buttons for Kiosk, Resend, and Patient Objects. The second row has buttons for Edit, View, No Show, and Print.

## PRENATAL SCREEN RECORD ACTIONS - CONTINUED

- **Edit:** Allows the facility user to edit the patient's completed prenatal screen details to correct any wrong input by the patient. Also allows select facility users to edit the '**Provider Only**' section of the screen and submit once complete.
- **Kiosk:** Uses pre-entered patient information to display the screen questions directly to the patient for completion. This is ideal for use when the interviewer is sitting with the patient to complete the screen. Using this action does not sign the facility user out of the application.
- **No Show:** To be used only if the patient does not show for her appointment

The screenshot shows the 'The Florida Prenatal Screen' dashboard. On the left is a sidebar with navigation links: Prenatal Screen Menu, Facility Management, and System Support. The main area is titled 'Prenatal Screen Dashboard' and includes filters for Facility Name and Screen Status. Below these is a table of patient records. The table has columns for Patient ID, Patient Name, Patient DOB, Appointment Date/Time, Date Email/Text Sent, Patient Signed Date, Provider Completed Date, Status, Last Updated By, Date/Time Last Modified, and Actions. Three records are shown. The 'Actions' column for the third record (Patient ID 7845) is expanded, showing a vertical list of buttons: Kiosk, Resend, Edit, View, No Show, and Print. An orange arrow points from the 'No Show' button in this expanded menu to the 'No Show' button in the 'Actions' section below the table.

Patient ID	Patient Name	Patient DOB	Appointment Date/Time	Date Email/Text Sent	Patient Signed Date	Provider Completed Date	Status	Last Updated By	Date/Time Last Modified	Actions
8698	[REDACTED]	11/11/1995	05/26/2025, 5:30 PM	04/18/2025			Initiated		05/22/2025 05:07:32 PM	[Kiosk, Resend]
7846	[REDACTED]	07/10/2014	03/21/2025, 5:51 PM	03/13/2025	03/13/2025 05:54:42 PM		Consent to Participate		03/13/2025 05:54:42 PM	[Edit, View, Resend, Print]
7845	[REDACTED]	07/18/2013	03/21/2025, 5:46 PM	03/13/2025	03/13/2025 05:49:12 PM		Decline to Participate		04/11/2025 07:00:08 AM	[Edit, View, No Show, Print]

Showing 1 to 3 of 3 records

*If the 'Actions' menu is not visible on the record, click the "+" icon next to the Patient ID to expand the actions menu.*

The screenshot shows the 'Actions' menu with two rows of buttons. The first row contains 'Kiosk', 'Resend', and 'Patient Objects'. The second row contains 'Edit', 'View', 'No Show', and 'Print'.

## DELETE PRENATAL RECORDS

- **Delete** allows the facility user to permanently delete a record. For example, this functionality can be used in the case to remove a duplicate or test record.

*The 'Delete' action permanently removes the record and will no longer show in the dashboard. In the case of an accidental deletion, the user must initiate a new screen to the patient.*

The Florida Prenatal Screen - Test

DELETE PRENATAL RECORDS

Facility Name: [Dropdown] Provider Name: [No Providers Selected] Screen Status: [No Status Selected]

Show 5 records Search records: [Input]

Patient ID	Patient Name	Patient DOB	Appointment Date/Time	Date Email/Text Sent	Patient Signed Date	Provider Completed Date	Status	Last Updated By	Date/Time Last Modified	Actions
3089	[Redacted]	11/04/2000	12/05/2025, 11:34 AM	12/04/2025	12/04/2025 10:37:09 AM	12/17/2025 02:13:39 PM	Referred/Pending Transfer	[Redacted]	12/17/2025 02:13:39 PM	Delete
3088	[Redacted]	01/01/2000	12/20/2025, 2:00 PM	11/25/2025	11/25/2025 03:30:25 PM		Consent to Participate	[Redacted]	11/25/2025 03:30:25 PM	Delete
3082	[Redacted]	01/01/2000	12/12/2025, 2:00 PM	11/20/2025			Initiated	[Redacted]	11/20/2025 01:48:48 PM	Delete

## PROVIDER ONLY SECTION

- Once the submitted screen has been reviewed, the OB Admin or OB Interviewer will have the ability to edit and submit the screen record and complete the **'Provider Only'** section. The **'Provider Only'** section is to be completed during the prenatal appointment, and screen results should be discussed with the patient.
- After the OB Provider completes the **'Provider Only'** section and discusses the screen with the patient, the provider selects **'Submit.'** After selecting the **'Submit'** button, the facility user will have the option to print the patient record or will be directed to the **'Prenatal Screen Dashboard.'**

*Please ensure the provider response to 'Pregnancy Interval Less than 18 months' matches the response from patient question #15. The Estimated Deliver Date is editable.*

PROVIDER ONLY

Estimated Last Menstrual Period Date \*

mm/dd/yyyy

Estimated Delivery Date \* ⓘ

mm/dd/yyyy

Pre-Pregnancy \*

Weight(lbs.)

Height(ft.)

Inch

BMI

50-500

2-8

0-11

Pregnancy Interval Less Than 18 Months?\*

Please ensure your selection aligns with patient question #15.

☐ Yes
 ☐ No
 ☐ N/A

Trimester at First Prenatal Visit?\*

☐ 1st Trimester
 ☐ 2nd Trimester
 ☐ 3rd Trimester

Does patient have an illness that requires ongoing medical care?\*

☐ Yes - Specify illness
 ☐ No

Prenatal Risk Screening Score\*

4

Check One\*

☐ 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

3. If the patient agrees to participate in the screen, the system will automatically 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 CONNECT.

- **Patient Requires Services Regardless of Score:** If the interviewer decides that the patient would benefit from home visiting services based on a reason other than the screening score, that reason must be selected before submitting.
- **Patient Declines Services:** If the patient declines services, the interviewer must select a reason before submitting.

***Facility users may edit the patients' portion of the screen to correct any wrong answers or change the consent status from 'Decline to Participate' to 'Consent to Participate.'***

Choose...

- Age - Teen, Advanced
- Based on other factors; specify:
- Domestic Violence
- Existing Support Program - WIC, TANF, Other; specify:
- First Pregnancy
- Health Issue - Not Related to Pregnancy; specify:
- Health Issue - 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:
- Miscarriage/Fetal Loss
- 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

based on score.

☐ Refer to coordinated intake and referral services

Choose...

- Fear of Misdiagnosis/Medical Distrust
- Lack of Medical Need
- Miscarriage/Fetal Loss
- ☒ Other
- Privacy Concerns/Concerns About Data Use
- Religious/Cultural Beliefs
- Transportation

4. If the patient refused to provide any health care information for screening purposes, the patient did not attend the scheduled appointment, or in the event of a fetal loss, the provider may select **'Patient Objects'** from the actions menu.
5. When **'Patient Objects'** is selected, known patient information will be populated automatically. For the patient address, the Florida Department of Health's address will automatically prefill in the case that the patient's address is not known.
6. The **'Provider Only'** section can be completed if the information is known. The only mandatory field in the **'Provider Only'** section on **'Patient Objects'** is the reason why the patient objected to the screen. All other fields may be entered if known.

***After the provider submits the form on 'Patient Objects,' the screen status will move from 'Initiated' to 'Submitted/Not Referred.'***



Screening Results and program benefits were not discussed, as mom objected screen due to:  
Please specify reason:\*

Choose..

Fear of Misdiagnosis/Medical Mistrust

Lack of Medical Need

Miscarriage/Fetal Loss

No Longer Under Provider Care

No Show

Other

Patient did not want to participate in the screening process

Privacy Concerns/Concerns About Data Use

Religious/Cultural Beliefs

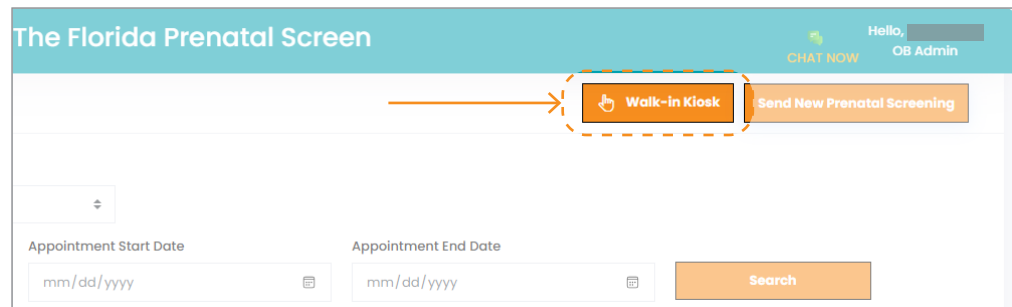
Transportation

## WALK-IN KIOSK MODE

Be sure to complete the steps in Unit 1: System Readiness of this guide before initiating Walk-In Kiosk mode for a patient. Pop-up functionality must be made allowable on the device being used (e.g., laptop, tablet) or **'Walk-In Kiosk'** mode will not work as expected.

If a screen has *not* been initiated by the facility, or the patient does not have an email address or phone number to send the screen link to, select **'Walk-In Kiosk.'** A short form will pop-up to be completed by the facility user. Once **'Continue'** is selected the screen will display for the patient to complete. Once the patient submits the screen, the application will automatically sign out. The facility user will need to sign back into the application to access the dashboard.

1. In the top right corner of the **'Prenatal Screen Dashboard,'** select **'Walk-In Kiosk.'** This will open a pop-up for the provider information page required to start the Walk-In Kiosk mode of the prenatal screen.



2. Once the facility user inputs the **'Provider Information,'** and **'Patient Information'** and selects **'Continue,'** the patient screen will be displayed for the patient to complete and submit.

***Once a patient has completed the screen, 'Walk-in Kiosk' mode will log the user out for security purposes. The facility user who logs in next will need to use their network credentials to log back in.***

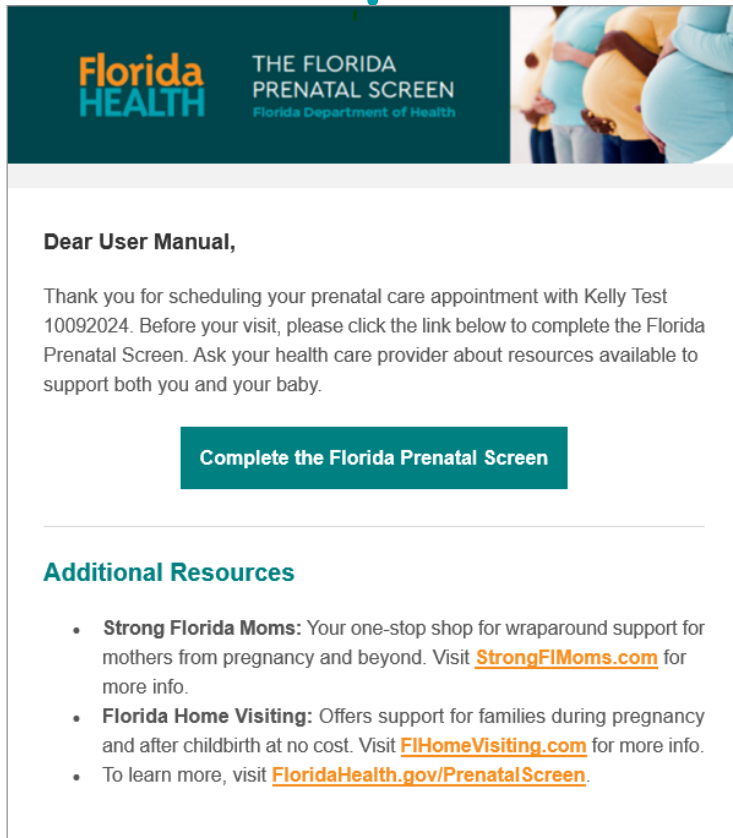
The screenshot shows the 'Prenatal Screening' form. It has two main sections: 'PROVIDER INFORMATION' and 'PATIENT INFORMATION'. Under 'PROVIDER INFORMATION', there are dropdown menus for 'Facility Name' and 'Provider's Name', both with 'Choose...' as the selected option. Under 'PATIENT INFORMATION', there are input fields for 'First Name', 'Last Name', 'M.I.', 'Date of Birth' (with a 'mm/dd/yyyy' placeholder and a calendar icon), and 'Age'. At the top right of the form are 'Continue' and 'Close' buttons.



# Appendix

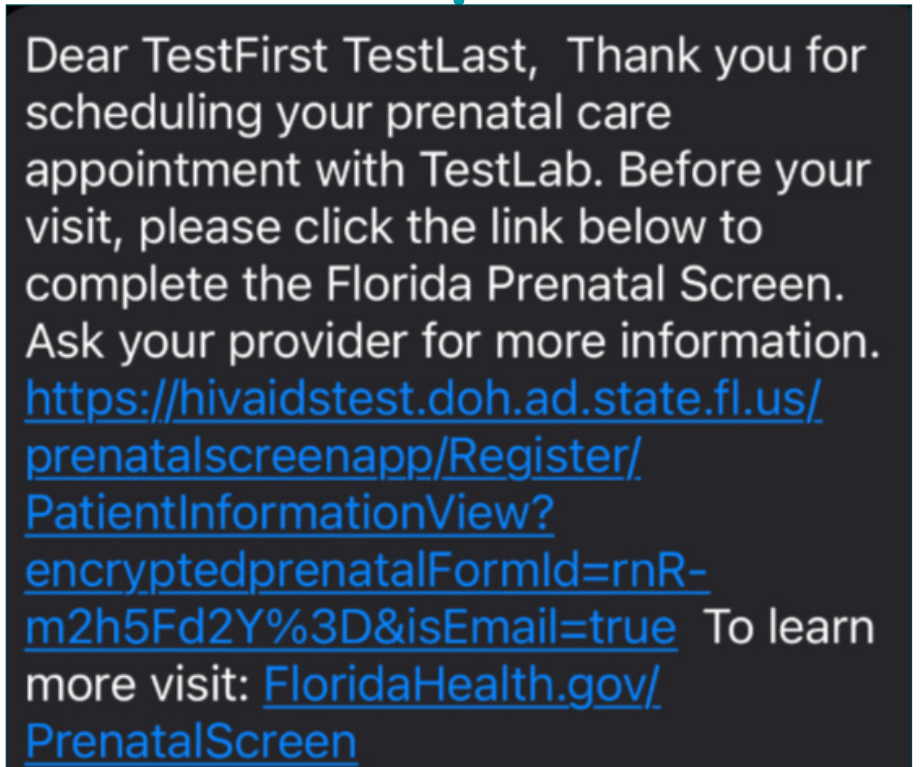
## SAMPLE PATIENT EMAIL

Email Originating Address:  
FLPrenatalScreenSupport@flhealth.gov



## SAMPLE PATIENT TEXT

Text Originating Number:  
833-250-3641



The patient will receive the screen in her selected language (English, Spanish, or Haitian Creole).

## PATIENT SCREEN

Once the patient selects the link to the screen, she will be presented with instructions at the top of the page on how to complete the screen. To complete the screen, she must fill out all required fields, indicate her consent or decline to participate, provide a digital signature, and select **'Submit.'** Upon successful completion, the patient will receive a pop-up confirmation message (within the application), and the **'Prenatal Screen Dashboard'** will update her status to **'Consent to Participate'** or **'Decline to Participate.'**

*Use this page as a reference to see the form fields and the information the patient is interacting with to help them successfully complete the screen. Patients may contact your facility or ask questions about the screen.*

### SAMPLE PATIENT SCREEN (1 OF 2)

**Prenatal Care Covered By\***

☐ No Insurance

☐ Private Insurance

☐ Medicaid

☐ Other

Please enter the ID number on the front of your Medicaid card

**Contact Information**

**Best Time to Call\***

Anytime

**Phone Number\***

(555) 555-5555

**Type \***

Cell

**Text Message\***

No

☒ By checking this box, I agree to participate in the prenatal screening process. I agree to share my health information with the Florida Department of Health, county health departments, health care providers, and Florida home visiting programs. This information may be used to provide and improve services.

-----OR-----

☐ By checking this box, I decline to participate in the prenatal screening process. I understand that I am declining access to potential free services from home visiting programs that could improve birth outcomes for myself and my baby. These services may include, childbirth and nutritional education, doula services, care coordination, and planning.

**Click to Sign**

**Submit**

## SAMPLE PATIENT SCREEN (2 OF 2)

**Prenatal Care Covered By\***

☒ No Insurance

☐ Private Insurance      ☐ Medicaid      ☐ Other

Please enter the ID number on the front of your Medicaid card

---

**Contact Information**

**Best Time to Call\***

Morning

**Phone Number\***      **Type \***      **Text Message\***

(555) 777-9999      Cell      No

☒ I authorize the exchange of my health information to be shared with the Florida Department of Health, County Health Departments, health care providers, and Florida Home Visiting Programs for the purpose of providing services, paying for services, and improving services related to program eligibility.

\_\_\_\_\_OR\_\_\_\_\_

☐ By checking this box, I decline to participate in the prenatal screening process. I understand that I am declining access to potential free services from home visiting programs that could improve birth outcomes for myself and my baby. These services may include, childbirth and nutritional education, doula services, care coordination, and planning.

\*

Click to Sign

## PATIENT CONFIRMATION

The image shows a digital screen with a teal background on the left and a white background on the right. On the teal background, the 'Florida HEALTH' logo is displayed in the upper left, with 'Florida' in orange and 'HEALTH' in white. Below the logo, the text 'Florida Prenatal Screen' is written in white. On the white background, there is a light gray rectangular box containing the text: 'Thank you for completing the Florida Prenatal Screen!' followed by 'Remember to ask your health care provider about resources available in your community to help support you and your baby's health and well-being.' A small teal circle is visible at the top center of the screen.

## SECURITY PERMISSIONS POP-UP

DOH uses the Azure Entra ID Directory for authentication. Once you accept the Azure invite, this pop-up is displayed to communicate 1) that your account has been established within the DOH Entra ID Directory and 2) how your guest account access is being used.

DOH uses your email address, name, and profile photo to create a **'Guest Account'** within the Department's Microsoft Office 365 account.

Utilizes your profile data to determine your role and permissions level within the application.

Selecting this link redirects to the full DOH Privacy policy.

**Florida HEALTH**

[Redacted Profile Picture]

**Permissions requested by:**

 **Florida Department of Health**  
floridahealth.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Florida Department of Health.  
[Read Florida Department of Health's privacy statement.](#) You can update these permissions at <https://myaccount.microsoft.com/organizations>.  
[Learn more](#)

**This resource is not shared by Microsoft.**

Your guest account can be used for multiple DOH applications if you have received and accepted the invite. DOH logs user activity to know when a user signs in/out and who/when records have been created, read, updated, or deleted. **'Resources'** refers to a file, a document, or other records within the application.

DOH and Microsoft do not share guest account information.



If you need assistance at any point during the registration or screening process, contact Florida Prenatal Screen support at **PrenatalScreen@FLHealth.gov**, or use the '**Chat Now**' feature located in the top right of the application.