

## 50.34 Electron Application Job Aid

The new CDC Specimen Submission Form 50.34 Electron Application allows external submitters who are not yet using the CDC Specimen Test Order and Reporting (CSTOR) portal to submit specimen information to CDC. The purpose of the 50.34 Electron Application is to allow for offline submissions to CDC. The 50.34 Electron Application is replacing the legacy PDF version of the CDC Specimen Submission 50.34 Form.

## Downloading and Installing the 50.34 Electron Application

To download the 50.34 Electron Application, navigate to the <u>external CDC website link</u> and click the <u>ShareFile</u> <u>link</u> to open the tab where you can download the 50.34 installer. Once you click the ShareFile link, then click "Download" to download the 50.34 installer.



After clicking "Download," save the installer locally to your computer. Then, navigate back to where you saved the installer and double click on it to begin the installation process. Then, navigate to where you saved the installer and double click on it to begin the installation process.

NOTE: If you are having trouble proceeding forward with the installation, you will need to right-click on the installer, then select "properties." Select the check box next to "Unblock" as seen below. Then, try to run the installer again.

Security	D	etails	Previous Versio	ns
General	Com	patibility	Digital Signatu	ires
(DC	CDC-Form-50.34	4-Setup-4.2.4		
Type of file:	Application (.exe	)		
Description:	CDC Form 50.34	standalone app	lication	
Location:	C:\Users\56348	4\Downloads		
Size:	54.1 MB (56,774	,712 bytes)		
Size on disk:	54.1 MB (56,778	1,752 bytes)		
Created:	Tuesday, June 2	9, 2021, 12:09:	33 PM	
Modified:	Tuesday, June 2	9, 2021, 12:09:	47 PM	
Accessed:	Today, June 29,	2021, 2 minutes	ago	
Attributes:	Read-only	Hidden	Advanced	
Security:	This file came fro computer and mi help protect this	om another ght be blocked computer.	to Unblock	

	50.34 Electron Ap	plication Job Aid	
ODE-	CDC OID ELIMS	Effective Date: 11/01/2021	
SAFER • HEALTHIER • PEOPLE*	Doc No. ELIMS.DR.L.J.334	Revision No. 1	

Once the installation process begins, you will first come to the "License Agreement" screen and click "I Agree" to proceed.

CDC Form 50.34 Setup	_		$\times$
License Agreement Please review the license terms before installing CDC Form 50.34.			•
Press Page Down to see the rest of the agreement.			
<li>license info here&gt;</li>			
If you accept the terms of the agreement, click I Agree to continue. Yo agreement to install CDC Form 50.34.	ou must a	ccept th	e
CDC Form 50,34 4.2.7-e			
IAg	gree	Ca	ncel

Next, you will see the "Choose Installation Options" screen. The "Only for me" option will be selected by default and is the option that you should pick. Click "Next" to continue.

NOTE: The "Anyone who uses this computer" option requires special admin permissions and shouldn't be selected.

😳 CDC Form 50.34 Setup	_		×
Choose Installation Options Who should this application be installed for?			00
Please select whether you wish to make this software available to a	l users or ju	st yourse	lf
<ul> <li>Anyone who uses this computer (all users)</li> <li>Only for me (qns9)</li> </ul>			
There is already a per-user installation.(C:\Users\qns9\AppData\Log Form 50.34) Will reinstall/upgrade. CDC Form 50.34 4.2.7-e	al\Programs	CDC	cel

Next, you will be brought to the "Choose Install Location" screen. The default destination folder doesn't need to be altered. You will select "Install" to complete the remainder of the installation. Once the application is finished installing, you will select "Finish" to exit the installation wizard.

NOTE: You can uncheck the "Run CDC Form 50.34" checkbox if they don't wish to launch the application after closing the wizard. Leaving it checked will launch the 50.34 Electron Application upon clicking "Finish."



😳 CDC Form 50.34 Setup	– 🗆 ×
×	Completing CDC Form 50.34 Setup
	CDC Form 50.34 has been installed on your computer.
	Click Finish to close Setup.
Ļ	Run CDC Form 50.34
	< Back Einish Cancel

## Launching and Navigating the 50.34 Electron Application

To launch the 50.34 Electron Application, you will select the "Start Menu" on your computer, then navigate to the "CDC Form 50.34" application. You can also search for the application in the search bar on your desktop. Once you launch the application, you will be brought to the human specimen origin template by default where you can either select a new template or begin filling out the form. To select a different specimen origin template, you will select the drop-down menu and pick the appropriate template.

NOTE: You can select from the following specimen origin templates: Human, Animal, Food, Environmental, Medical Device, and Biologic.



Once the correct specimen origin template has been selected, you can begin to fill out the form. The first field that you will fill out is the "Test Order Name" field. You will select the desired Test Order Name and the Test Order Code will automatically populate and a warning will populate stating there's further information needed.

NOTE: The 50.34 Electron Application has incremental search features built in where you can search for items you are looking for in all pick lists throughout the form. You no longer have to scroll through pick lists to find your desired field.

LABORATORY EXAMINA	ATION REQUESTED Additional form(s)/Info required	STATE PHL						
Test order name:	Test order name: Streptococcus (Beta Hemolytic Strep) Typing							
Test order code:	CDC-10216	Name: (Labo						
Suspected Agent:		Prefix						
Date sent to CDC:	mm/dd/yyyy	Insti						
Warning - CDC Specime Specimen sub approval in ad test order code	en Submission Form missions for this test order require supplemental information and/or dition to completing this form. Please click on the link that appears e that links to the CDC Test Order web page for specific instructions.	Prior above the						
	[	ОК						



Next, you will fill out the "Date sent to CDC" field. You can select the current date or a previous date. You cannot select a future date for this field.

NOTE: If you select a future date, you will be prompted with an error and will not be able to export the form to PDF until the error is resolved.

🚫 Erro	r	×						
×	Invalid future date							
	Date sent to CDC cannot be later than today's date.							
	ОК							

The next required field that you will fill out is the "Specimen source (type)" field in the "Specimen Information" section. You can also utilize the incremental search feature in this field to find your desired source type.

SPECIMEN INFORMATION	
Specimen collected date:	mm/dd/yyyy 🗂 Time:: 🕓
Material Submitted	
Specimen source (type):	Saliva
Specimen source modifier:	
Specimen source site:	
Specimen source site modifier:	
Collection method:	
Treatment of specimen:	
Transport medium/Specimen preservative:	
Specimen handling:	

NOTE: If this field isn't filled out, you will be prompted with an error when attempting to export the form to PDF until the error is resolved.

Require	d Fields Invalid	×							
$\bigotimes$	The following fields required for printing are invalid:								
Required field - Specimen Source Type Required field - SPHL Name OR Original Submitter Institutional E-n									
	ОК								



The final required field is either the SPHL "Institution Name" located in the top right corner of the form, or the Original Submitter's "Institutional Email" field located underneath the SPHL section. You must fill out one of these sections to save the form to PDF. You can use the incremental search feature to find the desired SPHL institution name. Once you select your appropriate institution name, all other fields in gray will be automatically populated. If you are submitting from an institution that isn't part of the global submitter SPHL list, the "Institutional Email" located in the Original Submitter section of the application needs to be filled out to proceed.

STATE PHL / NEW YORK CITY DEPARTMENT OF HEALTH & MENTAL HYGIENE / FEDERAL AGENCY / INTERNATIONAL					ORIGINAL SUBMITTER (Organization that originally submitted specimen for testing)										
INSTITU	TION / PEACE	CORPS					N	Name: (Laboratory Dire	ctor or designee)						
Name: (Lal	oratory Directo	r or designee)					P	Prefix Last		First		MI	Suffix	Degree	
Dr	Hagar		Arthur	F		PhD, HCLD		Institution nam	e:						
Prefix	Last	GA Department of Put	First blic Health Laboratory	М	Suffix	Degree		Street Addres	s:						
Institution name:															
1	Street Address: 1749 Clairmont Road					Line 2									
		une 1						City ZIP Postal Code							
		line 2													
		Decatur		30033-4	050			Fa	x			Country			qns9@cdc.gov
City ZiP Postal Code						Country Code	Area Code		Local Number (e	.g. 6390000)		Institutional e-mail			
Georgia United States				F	Point of Contact: (Perso	n to be contacted if there	s a question regarding this	s order)							
		State	404	227,791	1	Arthur Hagar@dob ga go;	P	Yefix Last		First		м	Suffix	Degree	
	Pax	Country Code	Area Code	Local Number	r.g. 6390000)	Institutional e-mail		Phon	e:	Area Code		Local Number In	0.61900000		POC o mail

Once the required fields have been filled out, you can enter any additional information you wish to enter, then select "File" and then "Save to PDF."



Once you have selected "Save to PDF," you will be prompted to save the PDF locally to your machine at the preferred file path. Once the file is saved, the PDF will automatically open in your preferred PDF reader. You will then see a PDF version of the 50.34 Form that you just filled out with the included barcodes.

NOTE: All fields that were previously grayed out in the 50.34 Electron Application will no longer be grayed out once you populate the PDF version of the 50.34 Form.