

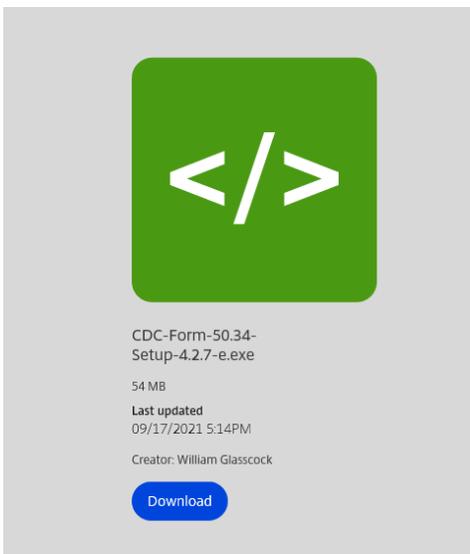
	<b>50.34 Electron Application Job Aid</b>		
	<b>CDC OID ELIMS</b>	<b>Effective Date:</b> 11/01/2021	
	<b>Doc No.</b> ELIMS.DR.L.J.334	<b>Revision No.</b> 1	

## 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.

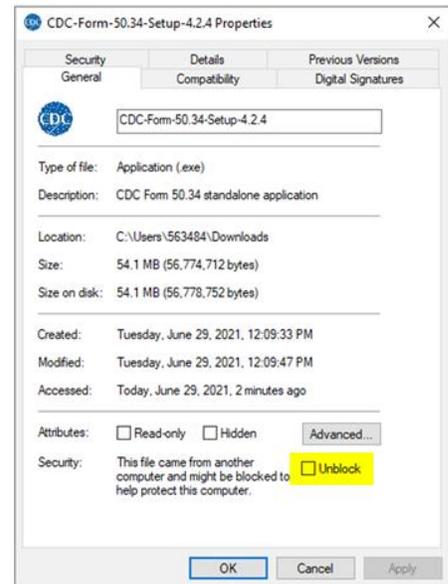
### Downloading and Installing the 50.34 Electron Application

To download the 50.34 Electron Application, navigate to the [external CDC website link](#) and click the [ShareFile link](#) 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.



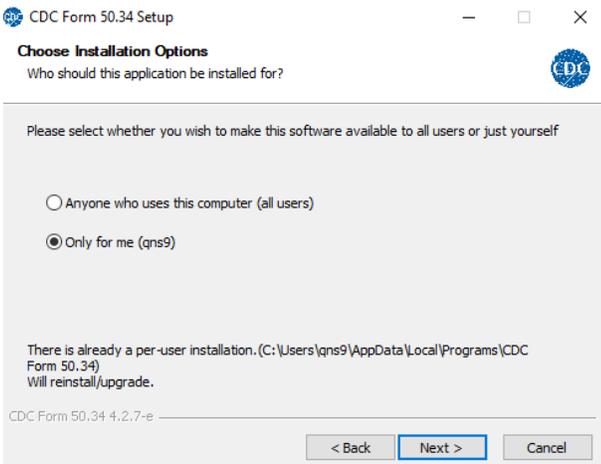
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Once the installation process begins, you will first come to the “License Agreement” screen and click “I Agree” to proceed.



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.

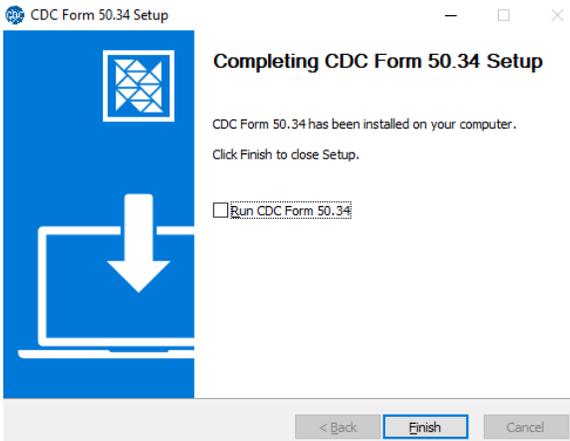
**NOTE: The “Anyone who uses this computer” option requires special admin permissions and shouldn’t be selected.**



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.”**

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### **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.**

Select the Specimen Origin to Begin the Form

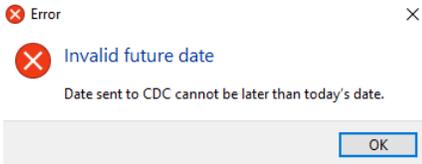
Once the correct specimen origin template has been selected, you can begin to fill out the form. The first field that you will fill out is the “Test Order Name” field. You will select the desired Test Order Name and the Test Order Code will automatically populate and a warning will populate stating there’s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

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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.**



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:   Time:

Material Submitted:

Specimen source (type):

Specimen source modifier:

Specimen source site:

Specimen source site modifier:

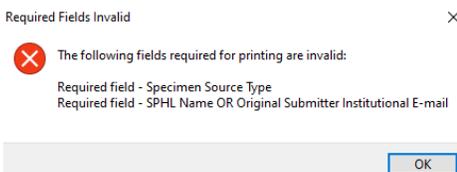
Collection method:

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.**



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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 INSTITUTION / PEACE CORPS**

Name: (Laboratory Director or designee)

Dr. Hagar Arthur F PHD, HCLD

Institution name: GA Department of Public Health Laboratory

Street Address: 1749 Clairmont Road

City: Decatur 30033-4050 Georgia United States

Fax: 404 327-7919 Arthur.Hagar@dph.ga.gov

**ORIGINAL SUBMITTER** (Organization that originally submitted specimen for testing)

Name: (Laboratory Director or designee)

Institution name:

Street Address:

City: ZIP Postal Code:

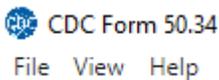
State: Country: qns9@cdc.gov

Fax: Country Code: Area Code: Local Number (e.g. 4150000)

Point of Contact: (Person to be contacted if there is a question regarding this order)

Phone: Country Code: Area Code: Local Number (e.g. 4150000) POC e-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.**