



CDC Infectious Diseases Laboratory eReport Training

Lesson Topics

The purpose of this training document is instructing Public Health Providers (PHPs) and CDC personnel on how to open and print encrypted PDF Test Report files that are generated by the CDC eReport system and emailed to State Public Health Laboratories (SPHLs).

The lesson topics for this training are included below:

Topics: STARLIMS eReport Training		
❖ Overview <ul style="list-style-type: none">❖ What is eReporting?	❖ Opening Reports <ul style="list-style-type: none">❖ How to Open and Save an eReport	❖ Sharing Reports <ul style="list-style-type: none">❖ How to Print an eReport❖ How to Share an Unencrypted eReport

Overview

What is eReporting?

The CDC Infectious Diseases (ID) Laboratories reporting process has been enhanced to provide laboratory reports to SPHLs via electronic submission of secured email. The new eReporting process converts test reports into portable document format (PDF) files. These PDF files are encrypted and password protected. The CDC will provide each SPHL with a secure password to open the PDF files, once standardized submitter information and a valid email address are established with the CDC. The password will be sent to the SPHL via U.S. mail. The password is specific for your institution and remains the same for all future CDC test reports. Please retain your password in a safe place since it will be required to open any encrypted eReports sent in the past, even if a new password is generated.

eReporting is a significant step in automating the process of transporting and sharing test reports with participating laboratories, which reduces the need for sending hardcopy reports through U.S. mail. However, not all CDC ID laboratories have the capability to send their results using the eReporting system at this time. You will still receive paper reports from some CDC laboratories.

The eReporting process provides the following benefits:

- ◆ eReports are sent electronically using email which expedites the delivery process.
- ◆ eReports are generated using encrypted, password protected PDF files. Secure PDF files ensures that test reports reach their pre-defined destination safely and confidentiality is maintained.
- ◆ eReports reduce the need for filing paper reports and make it possible to search for information via electronic search capabilities.

Opening Reports

How to Open and Save an eReport

To open and save an eReport, follow these steps:

1. Install the latest version of Adobe Reader or Adobe Acrobat on your workstation. Download the latest version for free at <http://www.adobe.com>.
2. Open your email and then click or double-click on the eReport email attachment. The **Password** dialog box will appear (*see figure 1*).
3. Enter your password in the **Enter Password** field. The report opens in Adobe Reader.
4. The password required is the eReport password that was assigned to your organization and provided to you via secure US mail.
5. Save a copy of the report on your computer.
6. Each time you open the encrypted report from either email or a saved copy on your computer, you will be required to enter the password.

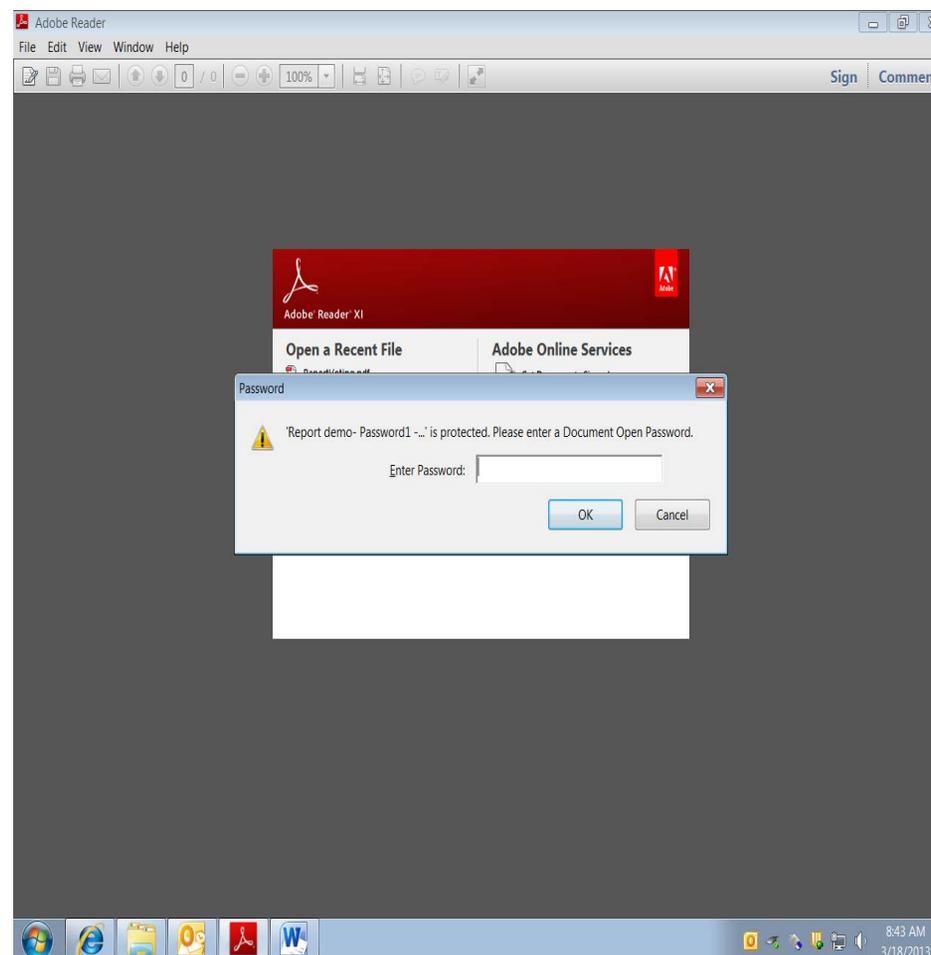


Figure 1 – PDF Password Dialog Box

Sharing Reports

How to Print an eReport

To print a hardcopy of an eReport, follow these steps:

1. Open an encrypted eReport as previously described using your assigned password.
2. Print as many copies as needed to mail or fax to your submitters.

How to Share an Unencrypted eReport

To share an unencrypted eReport, follow these steps:

1. After printing a copy of the eReport, scan the hardcopy and save electronically on your computer system.
2. The scanned copy of the report is no longer encrypted and can be opened and shared without a password.

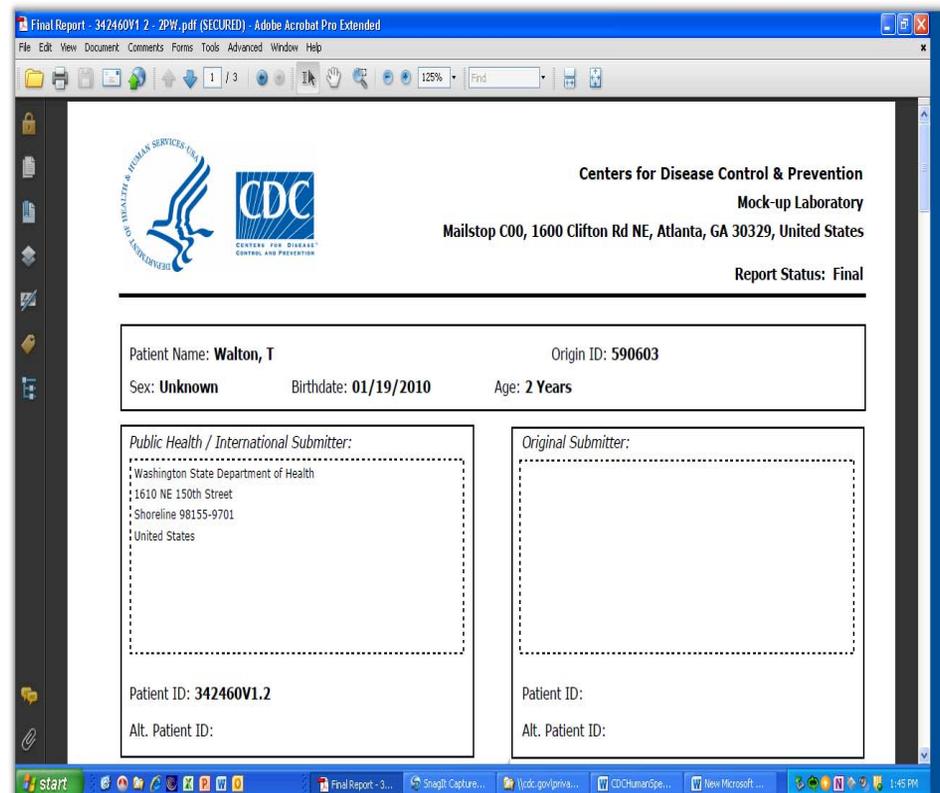


Figure 2 – eReport PDF File