



November 13, 2018

Dear All OSPHL Clients,

The Oregon State Public Health Laboratory (OSPHL) staff have been working to update the forms used in our laboratory. We updated clients about upcoming changes to our forms in January 2018, and while the project has taken longer than expected, after many reviews and incorporating input from clients, the forms are now available!

### **Test Request Forms – Summary of Changes:**

Unique barcode numbers and barcode stickers will no longer be printed on the forms. You may use labels available from your electronic health record or another label available to you to label specimens and transport manifests.

PDF can be filled in electronically! Access the new forms at: [www.bitly.com/phl-forms](http://www.bitly.com/phl-forms).

- Type into the PDF or print the form and complete it by hand.
- Required fields are asterisked (\*) and contain red text, where possible. Printing without completing a required field will flag a warning indicating required fields are not complete.
- You may save a local copy at your facility with fields that are always the same pre-filled, such as Submitting Facility.

The PDF also provides added features!

- Each test name is now an active hyperlink. Simply click on the test name to view all specimen acceptance requirements for that test on our Lab Test Menu!
- The back, or second page, of the form contains instructions. You can choose to “Hide” or “Show” that content using the button in the upper right-hand corner.

If you have an existing supply of the old Test Request Forms, you may use that supply until you run out. If your facility prefers to switch over to the new versions immediately, you may return the old versions to the OSPHL for use by another facility.

### **Stockroom Order Request Form**

Collection kits will only include paper Test Request Forms upon request. The Stockroom Order Request Form has been updated to reflect this change and is available for use at [www.bitly.com/phl-forms](http://www.bitly.com/phl-forms). If you would like paper forms provided, please make sure to indicate it on your Stockroom Order Form.

### **OSPHL Transport Manifest**

The OSPHL Transport Manifest has been updated. The manifest notifies OSPHL staff which specimens you intended to send so we can follow-up with you if specimens are missing from your shipment.

You may also now print your own copies of this form at [www.bitly.com/phl-forms](http://www.bitly.com/phl-forms). As barcode labels on the Test Request Forms are phased out, our Courier Handbook ([www.bitly.com/phl-courier](http://www.bitly.com/phl-courier)) provides guidance for labeling the manifest forms.

**Form for Testing at the CDC**

The OSPHL has changed the form used to accompany specimens that will be forwarded to the Centers for Disease Control and Prevention (CDC). Rather than using an OSPHL-specific form, please complete the CDC's form, now posted at [www.bitly.com/or-cdc-testing](http://www.bitly.com/or-cdc-testing).

Please continue to send specimens intended for the CDC to the OSPHL for forwarding to the CDC; do not send specimens directly to the CDC unless expressly requested.

Please contact Sarah Humphrey, OSPHL Client Services Coordinator, with questions at 503-693-4124 or [sarah.m.humphrey@state.or.us](mailto:sarah.m.humphrey@state.or.us).

Sincerely,

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