

QUESTIONS AND ANSWERS ON USING FILLABLE ESR LABORATORY FORMS

WHAT IS THE STAPHYLOCOCCUS AUREUS REFERRAL FORM? A *Staphylococcus aureus* (from blood) form must be completed to submit *Staphylococcus aureus* isolates from blood to ESR Laboratories for testing. This form provides the most effective way to record the necessary information required to identify the specimen, patient and submitter.

The *Staphylococcus aureus* (from blood) form provides the following benefits:

- The form is downloadable and the data you enter can be saved to the form at any time.
- The form can be filled out on your computer, printed, and then sent to ESR with the specimen. This ensures the content is legible which reduces the possibility of erroneous data. You can also email the form to NIL@esr.cri.nz in advance of your specimen arriving. Please ensure a completed printed form is attached to your submission.

CAN I USE SOMETHING OTHER THAN ADOBE ACROBAT READER DC TO USE THIS FORM? No, the form has been designed to allow you to enter text on your computer using Adobe Acrobat Reader DC. It will not work or look the same with alternate PDF software.

WHAT IF I AM UNABLE TO DOWNLOAD AND INSTALL ADOBE ACROBAT READER DC ON MY COMPUTER? You should print the form and complete it by hand, attach and return with your specimen to the appropriate address on the form.

HOW DO I DOWNLOAD THE FORM FROM ESR'S WEBSITE? Right-click (or control-click) on the link to the PDF and select the option to download the file to your computer. Then open the file using Adobe Acrobat Reader DC and enter the information requested.

WHAT DO I CLICK TO START TYPING INTO THE FORM? Adobe Acrobat Reader will recognise that the PDF has areas that you can enter text into. Note that not every field on the form can have text entered into it. Click on the fields/boxes that you want to complete. You can use the tab key to go to then next field.

CAN I SUBMIT THE FORM ELECTRONICALLY? Yes you can – 'SAVE AS PDF' to you hard drive, then attach to the email address NIL@esr.cri.nz *BUT you must also print out your completed form and attach it to the specimen(s) submitted.*

DO I NEED TO CHANGE MY PRINTER SETTINGS TO PRINT? Default print setting is to fit to A4 size, so you should not have to change your settings. However, *check that your printer will print the application form to A4 size (not print to fit)* will ensure accuracy.

USING THE RESET FORM BUTTON Please note that by clicking this button ALL fields are cleared of data. You may wish to use this facility if you wish to re-use the form for requesting another specimen. Don't forget to keep a copy with an appropriate name for your files.

Name of request form

NHI number (please check it is correct)

Click to tick checkbox for S, I or R interpretation (one only)

Click to tick checkbox for MIC and enter mg/L number in space provided

Send your samples to ESR Kenepuru Science Centre address

ESR Laboratory form number and version

Instructions on using 'fillable' forms: saving, printing and sending with your specimen

Enter SNAP study number if relevant

Additional comments can be entered here if required

Reset form button. NB: clicking this button clears all text

ESR use only

Link to ESR website