

Track-Kit - Quick Reference Sheet



Log In

Use your browser to access: track.newbornscreening.on.ca

Log in by entering your username and password.



Identify

Locate and gather the samples you'll be shipping today. Each sample should be appropriately dried and collected in accordance with sampling guidelines.

Scan the first bloodspot sample card to open the shipment wizard. Scan any other samples until all card numbers appear on screen. You may also scan or enter Patient Identifiers in the field below (optional).



Scan

If your location requires a Purolator pickup request, fill in the fields by clicking the *Request Pickup* dropdown. If creating a shipment on Saturday, all locations must fill in required fields to request a Saturday Pickup.

You may change the confirmation email as needed. Otherwise, you may ignore other fields.

Click *Create Shipment*.



Print

Two documents will be generated:

- 1) A shipment manifest
- 2) A Purolator shipping label

Print these as you would other documents (no special printer required).



Pack

Gently place samples in a Red Purolator Express Pack (envelope) and include any laboratory batch sheets (if applicable). Affix the shipping label to the envelope and seal.

If possible, affix patient stickers to the Track-Kit manifest and keep this manifest for your records.



Ship

Your shipment is ready. Continue to handle the envelope as you would other urgent shipments, ensuring the envelope is successfully transferred to a Purolator agent.

Do you have any questions or require support? Contact our team:

By email: nsotrackkit@cheo.on.ca

By phone: 613-738-3222 x3421

