

MAYO CLINIC LABORATORIES	MayoA	CCESS®		
Patients Orders Results User Master Files System	Help		Batch Orders Previous Log Out	
2 Order Search	Ord. Phys: Order #: Accn #:	ID:	Prim. Phys: SSN:	Patient QuickLinks
Rapid On Batch Processing Sts Diagnosis Codes Que Order Test Utilization	estions		Required Fields	Reports Order History
Patie Directory of Services Auto Assign ID		Ord	ering Location	Demographics New Order
Prefix		Orde	ing Physician	Results History
			NPI	Disurance
Patient (L,F,M)			Set Callbacks Set Faxbacks	
Suffix				Show More Links
DOB				
Sex				Patient Search
	Date	Time		1 Order Search
Order # Colle	ected			
Tests		Add Te	ests	Report Search
Report Note			<u>^</u>	Directory of Services
Perf Lab Note			~	Batch Processing
There are several ways to retrieve patient	results. The fo	ollowing examples	illustrate the most common searc	ch pathways using Order
Search and Patient Search				

Order Search

1.) Select Order Search from the Patient QuickLinks OR

2.) Select **Order Search** from the drop-down menu under **Orders**

T T	IAYO CLINIC ABORATORIES		Μ	layoACCE	SS®					
Patients	Orders Results	User Master Files	System Help		Batch Orders Previous Log Out					
Order S	Search				ID:		Pri	m. Phys: SSN:		Patient QuickLinks
Orders	Search Criteria									
			-	ABN Printed/	Signed P	/S Callback	CB Faxback FB	Stat Ord	lers SO	Reports
Collected	Order	Order Status	Name	ID	Acct	Phys	Туре		0	Order History Demographics
	1223344	Not Sent To Lab	TEST,LISA	987654	C7028848	LEAD, TEST	Account			New Order
05/28/20 01	:M159825341	Final	TEST,IHC	C7028848-IHC	C7028848	TEST	Account		^	Results History
04/16/20 07	: 1236	Cancelled	Tester,Sara	86749	C7028848	PATEL	Account			Insurance
04/14/20 08	: 1234	Cancelled	test,robin	123456	C7028848	TEST	Account			
04/13/20 06	: 753426	Cancelled	Tester,Sara	86749	C7028848	PATEL	Account			
04/10/20 07	: FAX0001	Cancelled	Test,Faxback	0987654	C7028848	WELBY	Account			Show More Links
04/09/20 07	:H12345	Not Sent To Lab	Test,Linda	12451	C7028848	roger	Account			
04/07/20 12	: 76432	Not Sent To Lab	Smith, Joseph	36352	C7028848	PATEL	Account			
03/19/20 14	: M158645127	Cancelled	test,robin	123456	C7028848	JONES	Account			Patient Search
12/04/19 02	:ABC123	Final	SMITH, JOHN	0123456	C7028848	DOE, JOHN	Account			Order Search
11/07/19 14	: \$81637	Final	Testing,Sharon	123457	C7028848	PATEL	Account			
11/07/19 07	: M8765	Final	Testing, Mary	65437	C7028848	PATEL	Account			Report Search
10/30/19 06	: 25487	Cancelled	Test,Linda	12451	C7028848	PATEL	Account			Directory of Services
09/26/19 16	: 83837236	Cancelled	Test,Callie	3838	C7028848	Dr. Domkee	Account			Directory of Services
08/01/19 13	: M2345	Cancelled	test,robin	123456	C7028848	JONES	Account			Batch Processing

The Order Search screen contains all the orders listed in chronological order. This method allows you to see the status of the order in the Order Status column. If the Order Status is **Final** or **Partial**, results are available.

Patients	Orders Results	User Master File:	s System Help			Batch Orders Pr	evious Log Out	
Order S	Search Search Criteria				D:	Prim. Phys: SSN:		Patient QuickLinks
Orders	Search Criteria			ABN Printed/	Signed P/S Callback	CB Faxback FB Stat	Orders SO	Reports
Collected	Order	Order Status	Name	ID	Acct Phys	Туре	0	Order History Demographics
	1223344	Not Sent To Lab	TEST,LISA	987654	C7028848LEAD, TEST	Account		New Order
05/28/20 01	:M159825341	Final	TEST,IHC	C7028848-IHC	C7028848TEST	Account	^	Results History
04/16/20 07	: 1236	Cancelled	Tester,Sara	86749	C7028848PATEL	Account		Insurance
04/14/20 08	: 1234	Cancelled	test,robin	123456	C7028848TEST	Account		
04/13/20 06	753426	Cancelled	Tester,Sara	86749	C7028848PATEL	Account		
04/10/20 07	: FAX0001	Cancelled	Test,Faxback	0987654	C7028848WELBY	Account		Show More Links
04/09/20 07	:H12345	Not Sent To Lab	Test,Linda	12451	C7028848roger	Account		<u>h</u>
04/07/20 12	: 76432	Not Sent To Lab	Smith, Joseph	36352	C7028848PATEL	Account		Patient Search
03/19/20 14	: M158645127	Cancelled	test,robin	123456	C7028848JONES	Account		Patient Search
12/04/19 02	: ABC123	Final	SMITH, JOHN	0123456	C7028848DOE, JOHN	Account		Order Search
11/07/19 14	: S81637	Final	Testing,Sharon	123457	C7028848PATEL	Account		
11/07/19 07	: M8765	Final	Testing,Mary	65437	C7028848PATEL	Account		Report Search
10/30/19 06	: 25487	Cancelled	Test,Linda	12451	C7028848PATEL	Account		Directory of Services
09/26/19 16	: 83837236	Cancelled	Test,Callie	3838	C7028848Dr. Domkee	Account		
08/01/19 13	: M2345	Cancelled	test,robin	123456	C7028848JONES	Account		Batch Processing
06/27/19 01	WEBF9UJBKK3D	Final	TEST,IHC	C7028848-IHC	C7028848TEST	Account		
02/22/19 01	: M150536620	Final	TEST,IHC	C7028848-0000	C7028848TEST	Account		

To retrieve results for a specific patient, click the **Search Criteria** tab.

MAYO CLINIC LABORATORIES	MayoA	CCESS®		
Patients Orders Results User I	Master Files System Help		Batch Orders Previous Log Out	
Order Search		ID:	Prim. Phys: SSN:	Patient QuickLinks
Orders Search Criteria Query	Secondary Sort C	Saye As reated Date V Search	Save Delete	Reports Order History Demographics Mercy Order Results History Elicity Insurance
1 © Patient	×	Location C70288	48-RSRs RM Sales Der¥	Show More Links
Billing Type		Status	✓	Patient Search Order Search
2 Order #		Created Date Range	To	Report Search
3 Accn #		Collected Date Range	To	Directory of Services Batch Processing
There are three ways to retrie Enter: 1) Patient Name (in the Patie	ent field) <i>OR</i> ssion number (in the Order # fi			

MAYO CLINIC LABORATORIES	MayoACCESS®		
Patients Orders Results User Master Files	System Help	Batch Orders Previous Log Out	
Order Search	ID:	Prim. Phys: SSN:	Patient QuickLinks
Orders Search Criteria Query	Secondary Sort Created Date V Search		Basons Corder History Dorder History Democraphics Bitex, Order Bitex, Order Bitex, Interpret Basuks History Bitexuance
Patient Test Account	Location @	C7028848-RSRs RM Sales Der	Show More Links
Billing Type	Status		Patient Search Order Search
Order #	Created Date Range		Report Search
Accn #	Collected Date Range	To	Directory of Services Batch Processing
Source	Resulted Date Range	To To	

1) **Patient Name:** Enter the patient's last name in the Patient box and press the down arrow to the right to open the drop-down menu.

P MAYO CLINIC	ES		Mayo	ACCESS®				
ents Orders R	Results User	Master Files System	n Help			Batch Orders Previou	IS Log Out	
der Search				ID:		Prim. Phys: SSN:		Patient QuickLinks
ders Search Crit	teria							
iery			*		Sa <u>v</u> e As	Save Delete		Reports Order History Demographics New Order
mary Sort Created	d Date 🗸		Secondary Sort	Created Date V	Search Cle	ar Reget		Results History
								1130101CE
							^	
@ Patient	Test	ß			Location C7028848-	RSRs RM Sales Der ¥	^	Show More Links
	Name	ID			Location C7028848-	RSRs RM Sales Der ¥	^	Show More Links
Account	Name test,bishop	ID 124499		License DOB 09/07/2017	n	*	^	
Account	Name test,bishop Test,Callie	124499 3838		License DOB 09/07/2017 09/26/2019	n	RSRs RM Sales Der¥ ¥ ▼		Show More Links
Account	Name test, bishop Test, Callie Test, Faxback	124499 3838 0987654	SSN Driver	License DOB 09/07/2017 09/26/2019 01/24/1957	n us	*		Patient Search Order Search
Account Billing Type Order #	Name test,bishop Test,Callie Test,Faxback TEST,H2TOF	124499 3838 0987654 C7028848-0000007	SSN Driver	License DOB 09/07/2017 09/26/2019 01/24/1957 04/22/1977	n	V To		Patient Search
Account Billing Type	Name test,bishop Test,Callie Test,Faxback TEST,H2TOF TEST,IHC	124499 3838 0987654 C7028848-0000007 C7028848-0000003	SSN Driver	License DOB 09/07/2017 01/24/1957 04/22/1977 04/22/1977 04/22/1977	n us	V To		Patient Search Order Search Report Search
Account Billing Type Order # ES Order #	Name test,bishop Test,Callie Test,Faxback TEST,H2TOF TEST,IHC TEST,IHC	124499 3838 0987654 C7028848-000007 C7028848-000003 C7028848-IHC	SSN Driver	License D08 09/07/2017 09/26/2019 01/24/1957 01/01/2001 01/01/2001		To I		Patient Search Order Search
Account Billing Type Order #	Name test,bishop Test,Callie Test,Faxback TEST,H2TOF TEST,IHC	124499 3838 0987654 C7028848-0000007 C7028848-0000003	SSN Driver	License DOB 09/07/2017 01/24/1957 04/22/1977 04/22/1977 04/22/1977		To I To I To I To I	_	Patient Search Order Search Report Search

1) Patient Name (con't): Highlight the correct patient name and select Search.

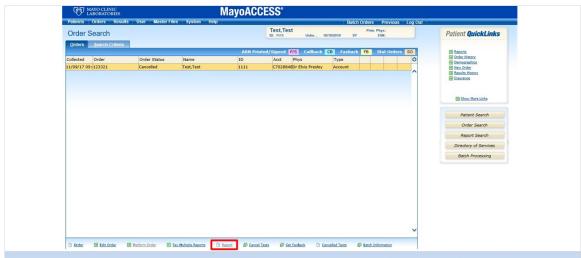
MAYO CLINIC LABORATORIES	MayoACCESS°	
Patients Orders Results	User Master Files System Help Batch Orders Previous Log C	Out
Order Search	TEST, TESTER Prim. Phys: ID: C7028248-0 Unkm 06/04/1983 37Y SSN;	Patient QuickLinks
Orders Search Criteria		
		Reports Order History
Query	Save As Save Delete	Demographics New Order
Primary Sort Created Date	Secondary Sort Created Date Search Clear Reget	Results History
Created Date		Insurance
	^	
1 @ Patient	Location C7028848-RSRs RM Sales Der	Show More Links
25		
Account	S Ordering Physician	Patient Search
Billing Type	Status V	Order Search
Order #	Created Date Range To	Report Search
ES Order #	Scheduled Date Range To To	Directory of Services
Accn #	Collected Date Range To	Batch Processing
Source	Resulted Date Range To	butter Processing
		,
1) Patient Name	(cont'd): You may also search for the patient by using the Medical Reco	ord #. Click on the
symbol to the left	of the Patient box until the X is in the ID bracket, then enter the MR# .	
Symbol to the left	of the Futer to box and the A b in the D bracket, then enter the WK#.	

Note: The demographics for the patient you have selected will appear in the oval at the top of the screen.

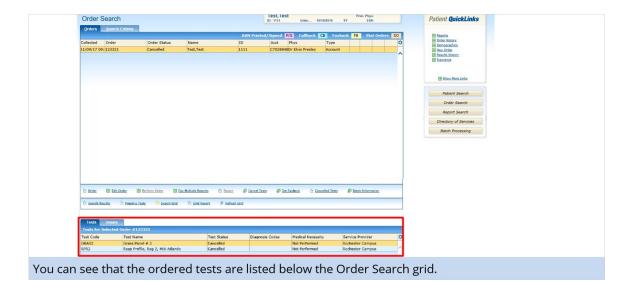
MAYO CLINIC LABORATORIES	MayoACCESS°		
Patients Orders Res	ults User Master Files System Help Batch Orders	Previous Log Out	
Order Search	ID: Prim. P	Phys: Patient Q	uickLinks
Orders Search Criteria			
Query	Saye As Save Delete	New Order	hics
Primary Sort Created D	ate V Secondary Sort Created Date V Search Clear Reset	Results His	tory.
⊛ Patient	Se Location	Show 1	More Links
Account	Sector Ordering Physician		nt Search
Billing Type	✓ Status	✓ Orde.	r Search
2 Order #	Created Date Range To	Repor	rt Search
ES Order #	Scheduled Date Range To	Directory	of Services
Accn #	Collected Date Range	Batch	Processing
Source	Resulted Date Range To		

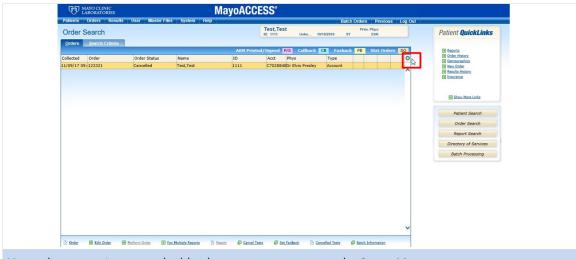
2) Your Accession #: Enter your laboratory information system's Accession # in **Order #** box and select **Search**.

MAYO CLINIC LABORATORIES	May	ACCESS [®]		
Patients Orders Results U	Iser Master Files System Help		Batch Orders Previous Log Out	
Order Search		ID:	Prim. Phys: SSN:	Patient QuickLinks
Orders Search Criteria				C Country
Query	8	Sa <u>v</u> e As Sa	Delete	Reports Order History Demographics New Order
Primary Sort Created Date	Secondary Sor	t Created Date 🗸 Search Clear	r Re <u>s</u> et	Results History Insurance
			^	Show More Links
🚱 Patient	8	Location	×	
Account	*	Ordering Physician	*	Patient Search
Billing Type	v	Status	×	Order Search
Order #		Created Date Range	То	Report Search
ES Order #		Scheduled Date Range	То	Directory of Services
3 Accn #		Collected Date Range	то	
Source	×	Resulted Date Range	То	Batch Processing
Issue ID		Resulted Time Range	То	
3) Mayo Access	sion # : Enter the Mayo	accession # in the Ac	cn # box and sele	ct Search .



Once you have retrieved the correct patient, you will see this screen. To view or print the results, click on the **Report** icon.



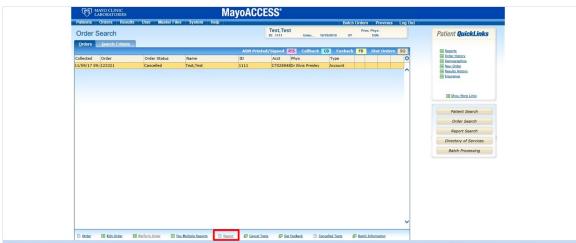


Hover the mouse icon over the blue hexagon menu to open the Smart Menu.



Besides some of the menu choices, you will notice either an image of a piece of paper (View) or a printer (Print).

You can change the default setting of these choices (to either **View** or **Print**) by mousing over the menu item and clicking on the pop-up arrow. The bolded choice is the default. Select "Toggle Default Action (**View** or **Print**)" to change the default.



To view the report, click on **Report** (if that is your default action, otherwise select **View Report** from the arrow pop-up to display the results).

	O CLINIC ORATORIES	⊟ ⊖ ⊕ ≯	1-800-533-1710 PATHC Pathology Consultation	Batch Orders Previous Log Ou Prim. Phys: 19M SSN:	Patient QuickLinks
Patient ID 65437 Order Number M156006602 Account Information C7028848	Patient Name TESTING, MARY Client Onder Number M8765	Ordering Physician PATEL Collected 07 Nov 2019 07:00	Birth Date Gender Age 2019-02-04 F 9 M Peport Notes	axback FB Stat Orders SO	E Resorts E Contra History E Contra History E Resortation E Resolution E Resolution E Resolution E Instrume
Pathology Co Interpretation Pathology Consult was Received:	onsult : cancelled on 04/13/2020 at 15:14; l	Jnable to perform.	MCR Reportet 13 Apr 2020 15 14		Bates Mers Laba Patient Search Order Search Report Search Report Search Batch Processing
	vindes:		Çise		

When viewing the report, you can select the printer icon to print the report.

T LABORATORIES	MayoAC	CESS°	
Patients Orders Results User Master Files Syste	em Help	Batch Orders Previous Log	Out
Patient Search L. 2	Ord. Phys: Order #: Acon #:	Prim. Phys: ID: SSN:	Patient QuickLinks
No Patient Selected Order History	Questions		
Orders Pending Results		Required Fields	Reports Order History
Patient Reports Results History Auto Assign ID		Ordering Location	Demographics New Order
Demographics Encounters		Ordering Physician	Results History Insurance
Insurance		NPI	
New Order		Set Callbacks Set Faxbacks	
Audit History			Show More Links
Sex 🗸			1 Patient Search
	Date	Time	Order Search
Order #	Collected		
Tests		Add Tests	Report Search
Report Note		^	Directory of Services
Perf Lab Note		× ×	Batch Processing

Another way to view results is by using Patient Search. The following two examples illustrate the most common search pathways.

Patient Search

1) Select Patient Search from the Patient QuickLinks OR

2) Select Patient Search from the drop-down menu under Patients

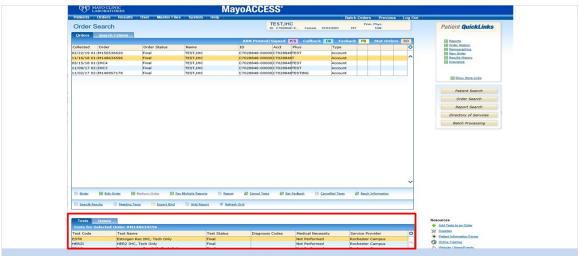
MAYO CLINIC LABORATORIES	M	ayoACC	CESS				
Patients Orders Results Us	er MasterFiles System Help	-		В	atch Orders F	revious Log Out	
Patient Search			TEST,IHC ID: C7028848-0 Female	01/01/2001	Prim. Phys 19Y SSM		Patient QuickLinks
Lookup By							
Patient Test	Search Clear Rec	ently Selected P	atients			Advanced	Beports Del Order History
Name	ID	SSN	DOB	Sex	City	0	Demographics New Order
test, bishop	124499		09/07/2017	Female			Results History
Test,Callie	3838		09/26/2019	Female		^	E Insurance
Test,Faxback	0987654		01/24/1957	Female			
TEST.H2TOF	C7028848-0000007		04/22/1977	Female			
TEST,IHC	C7028848-0000003		01/01/2001	Female			Show More Links
TEST,IHC	C/028848-IHC		01/01/2001	remale			
Test,Jeff	C7028848-0000017		05/04/1977	Male			Patient Search
TEST,LINDA	452631		11/11/1964	Female			Patient Search
Test,Linda	12451		10/08/2018	Female			Order Search
Test,Lisa	98765		01/01/2011	Female			
TEST,LISA	987654		01/01/2010	Female			Report Search
TEST,MICHELLE	363636		04/04/1940	Female			Directory of Services
test,robin	123456		12/12/2012	Female			
TEST,ROGER	6789		11/11/1954	Male			Batch Processing
TEST,SILLY	36589		09/09/1929	Male			
TEST,TEST	MRN		01/24/1997	Female			
Test,Test	C7028848-0000011		08/17/2016	Male		-	
Test,Test	1111		10/10/2010	Unknown			
TEST, TESTER	C7028848-0000018		06/04/1983	Unknown			
test.testw	C7028848-0000010		08/23/1989	Male			

Enter the **patient's last name** *or* **Medical Record #** in the Patient box and select **Search**. If you use the patient name, you will have to select the correct patient from the search results.

Highlight the correct patient and select **Order History** from the **Patient QuickLinks**.

	rders Res	sults User Master F	iles System Help			Batch Orders P	revious Log Out	
Order His	story			TEST,IH	C Prim. Phys: 8-0 Female 01/01/2001 15Y SSN:			Patient QuickLinks
Orders for Pa	itient TEST,	IHC				ABN Printed	/Signed P/S	
						Include Sch	eduled Orders	Reports Order History
Order #		Status	Collected	Ord Phys	Accn #	User	0	Demographics
	4150536620	Final	02/22/19 01:00	TEST	M150536620	Ellefson,Nellie		New Order Results History Insurance
P	1148634596	Final	11/16/18 01:00	т	M148634596	Ellefson,Nellie	^	
(IHC4	Final	05/15/18 01:00	TEST	M144804272	Ellefson,Nellie		
	IHC3	Final	11/09/17 02:00	TEST	M141106519	Ellefson,Nellie		
	4140957178	Final	11/02/17 02:00	TESTING	M140957178	Ellefson,Nellie		Show More Links
								Order Search Report Search Directory of Services Batch Processing
C Order E	Edit Order	Batch Information	E Report				~	

You can view or print the results for any orders that are in the **Final** or **Partial** status by highlighting the first **Final** line, then clicking on **Report** in the menu bar.



You can see that the ordered tests are listed below the order history grid.



How to Search for Patient Results in MayoAccess

Complete

Retake Module

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