Printing Reports

You can view and print the following reports:

• Orders Pending Results

This report shows all orders for a specific patient that are missing test results.

• Pending Test

This report shows the status of tests that have not been completed for a selected order.

Unsolicited Test

This report shows the results of a test that was added by the performing laboratory and is not on the original test order. An unsolicited test report is typically the result of the performing laboratory adding a reflex test to an order.

• Test Not Performed (TNP)

This report shows the tests that have been cancelled with a result of test not performed (TNP).

Test Utilization

This report shows the type and number of tests that have been ordered for a site or for a location.

Printing an Orders Pending Results Report

This report shows all orders for a specific patient that are missing test results. This report is useful for identifying orders that are still pending without searching for those orders individually.

To print the Order Pending report, follow these steps:

1. On the Patients menu, click Patient Search.

Tip: Alternatively, you can click Patient Search in the extended frameset.

MAYO CLINIC LABORATORIES		MayoA	CCESS®	
Patients Orders Res	ults User Master Files System	Help		Previous Log Out
New Patient Patient Search		Ord. Phys: Order #: Accn #:	ID:	Prim. Phys: SSN:
Order History Orders Pending Results Patient Reports Results History	Io Iests Diagnosis Codes Ques	stions	On	Required Fields
Demographics Encounters Insurance			Ord	NPI
New Order Audit History				

2. On the Patient Search page, in the **Patient** text box, enter either the ID number or the first few characters of the patient's last name.

3. Click Search.

The patient records that match the ID number or characters that you entered are shown.

Tips:

- If you are unsure of the ID number or the spelling of the patient's last name, enter just the letters or numbers that you know. The search results contain all the patient records that match the numbers or letters that you specify. For example, if you enter DO in the **Patient** text box, and then click **Search**, all patients with last names or records that contain DO are shown.
- You can also select the **Recently Selected Patients** check box to display patient records that were recently opened.

Patient Search		TEST,PATIE	NT Female 04/22/1977	37Y	Prim. Phys: SSN:	
Lookup By						
Patient TES	<u>S</u> earch	Clear Rec	ently Selected Patients		Adv	vanced
Name	ID	SSN	DOB	Gender	City	0
TEST, PATIENT	C7234588-000011		04/22/1977	Female		^
TEST, PATIENT	C7234588-000017			Female		
TESTING, BULKLOAD	JR1000009			Male		V
TESTING, BULKLOAD	JR10000010			Male		
+ New Patient	→ Demographics → Insu	irance			Show Deleted	Patients
					New	Order

- 4. Select the patient whose orders you want to view.
- 5. On the **Patients** menu, click **Orders Pending Results.**

Tip: Alternatively, you can click Orders Pending Results in the extended frameset.

T MAYO CLINIC LABORATORIES			Ma	yoACCI	ESS®					
Patients Orders Res	ults User Master	Files System	Help					Batch Orders	Previous	Log Out
New Patient Patient Search					Test,E	Brian 8846-0 Male	04/04/1924	Prim. 96Y	Phys: SSN:	
Patient: Test,Brian Order History										
Orders Pending Results Patient Reports		earch <u>C</u> lear	Recen	tly Selected Pati	ients				Advanc	ed
Results History		ID		SSN		DOB	Sex	City		0
Demographics		C7028846-000262	2			04/04/1924	Male			
Encounters		C7028846-000265	5			04/04/1934	Male			^
Insurance		MML12345				08/27/1981	Male			
New Order		1212121221				06/27/1961	Male			
	,	1		1				1		

6. To print the order report for the selected patient, click the **Print Order Report** link on the Orders Pending Results page.

Orders Pending Results			TEST,PATIENT ID: C7234588-0 Female 04/22/1977	Prim. Phys: Dr. L. B 37Y SSN:	. Mc
Orders Pending Res	ults for Selected Pati	ient			
Data Entry	Collected	Order #	Account #	Order Status	0
03/02/15 11:19	03/02/15 11:19	Q86753091	C7234588	Not Sent To Lab	
03/02/15 09:37	03/02/15 09:32	8675309-5	C7234588	Sent To Lab	<u> </u>
03/02/15 09:22	03/02/15 09:21	8675309-4	C7234588	Sent To Lab	
02/27/15 13:45	02/27/15 13:45	8675309-3	C7234588	Sent To Lab	
Order Print Order Repo View Order Repo Toggle Default A Print To Alternate Set Default Print Remove Link from Information	tt 2011 ction (View or Print) a Printer ar m Bar				~
Corder	→ Edit Order	🕒 ABN	Cancel Tests		

Printing the Pending Test Report

This report shows the status of tests that have not been completed for a selected order.

To print the Pending Test report, follow these steps:

1. On the Orders menu, click Order Search.

Tip: Alternatively, you can click Order Search in the extended frameset.

T L	IAYO CLII ABORATO	NIC DRIES					MayoACCESS°			
Patients	Orders	Results	User	Master Files	System	Help			Batch Orders	Log Out
Batch Order Fill	New Ord Order Se Batch Pr	ler earch						Pre	eviously Batched	PB
	Batch Se Test Util Director	et List ization y of Services	ocatio State	us	,	*	Source Search Clear	sort by: <u>O</u> rder # <u>L</u> ocation <u>N</u> ame		

2. On the Order Search page, select the order for which you want to print the Pending Test report.

Tip: Click the **Search Criteria** tab and use that page to locate the order. For instructions, see <u>Searching for an Order</u> on page 47.

3. To print the Pending Test report, click the **Pending Tests** link.

Tip: If the **Pending Tests** link is not shown on the Order Search page, it is available on the SmartMenu.

Orde	r Search		TEST,P ID: C72345	ATIENT 588-0 Female	e 04/2	2/1977 37Y	Prim. Phys: Dr. L. E SSN:	3. Mc
Orders	<u>Search Criter</u>	18	ABN Printed/Signed	P/S Callbac	k CE	B Faxback	FB Stat Orders	SO
Collected	Order	Order Status	Name	ID	Acct	Phys	Туре	0
03/02/15	Q86753091	Not Sent To Lab	TEST,PATIENT	C7234588-00	C7234	Dr. L. B. McCoy	Account	
03/02/15	8675309-5	Sent To Lab	TEST,PATIENT	C7234588-00	C7234	Dr. L. B. McCoy	Account	^
03/02/15	8675309-4	Sent To Lab	TEST, PATIENT	C7234588-00	C7234	Dr. L. B. McCoy	Account	
								~
Crder		→ Edit Order	→ Perform Order					
E Searc	Results	Pending Tests						

The Pending Test report is arranged by order date and patient name.

ចតា	MAYO CLINIC				Pending Test Repor		
V.	LABORATORIES			Site ID / Site Name	Statement of Statements		
				Filter Criteria			
				Location	The second secon		
				Pending Results	Yes		
				Deleted	No		
				Total Number of Orders	2		
	Patient Name	Patient ID	Order Number	Order Status	Physician Name		
Ordere	ed: 03/29/21						
1	TEST,BRIAN	C7000003-000051	8675309-3	Not Sent To Lab	Test Physician		
	AAT: Alpha-1-Antitrypsin, S	Status: Not Sent To Lab	ng Lab: Rochester Campus				
	CATU: Catecholamine Fract, Free, Status: Not Sent To Lab Performing Lab: Rochester Campus U						

Printing the Unsolicited Test Report

An unsolicited test is a test that was added by the performing laboratory and is not on the original test order. You can view the results of an unsolicited test and manually forward the results to your Laboratory Interface System (LIS).

To print an unsolicited test report, follow these steps:

1. On the **User** menu, click **InfoLink Inbox**.

MAYO CLINIC LABORATORIES		MayoACCESS°	
Patients Orders Results	User Master Files Syst	tem Help	Batch Orders Previous Log Out
New Order	Other Sites	Ord. Phys: Order #: Accn #:	Prim. Phys: SSN:
Rapid Order Order In <u>f</u> o Order	Change Password Change Security Question	Questions	Required Fields

- 2. On the InfoLink Inbox page, click the Search Criteria tab.
- 3. From the **Issue Type** drop-down list, select Unsolicited Test Received from Performing Lab.

InfoLink Inbo	DX h Criteria		
Query		×	
Contains		Where Recipients Include	
Order #		Created By	*
Accn #		Last Activity Date Range	To .
Issue ID		Created Date Range	Το Το
Issue Type	Unsolicited Test Received frc 🛩	Distribution	~
Issue Status	✓	Order Related	~
Source	*		
Show Issues	Which Are:		
	New (No one has read)	Search	Clear
	Unread by Me		

4. Click Search.

All the orders with that issue type are shown on the Issues page.

- 5. To print the unsolicited test report, click the **Grid Report** link.
 - **Tip:** If the **Grid Report** link is not shown on the InfoLink Inbox page, it is available on the SmartMenu.

InfoLink Inbo	x									
Issues Search	Criteria									
Created	Issue ID	Crt'd By	Issue	Туре	Info	Link Inbox SmartM	enu		×	0
11/11/2011 10:34:46	C723458800015067	SYSTEM	Unsoli	icited Test R	====	🔘 🚞 Export Grid	\$	🧭 🛄 Mark All as Read	*	
11/11/2011 10:34:45	C723458800015065	SYSTEM	Unsoli	icited Test R		🧭 ∋ Find Order	۵	🔘 😂 Refresh Grid	*	\square
11/11/2011 10:34:44	C723458800015063	SYSTEM	Gr	id Report		×	Ĵħ,			
11/11/2011 10:34:43	C723458800015061	SYSTEM	. 💼	Print Gri	id Rep	ort	Ľ	🧭 🕕 Order Issue Management		
11/11/2011 10:34:42	C723458800015059	SYSTEM		🕒 View Grid	Repo	±.	≜.			
11/11/2011 10:34:40	C723458800015055	SYSTEM	U	C Toggle De	efault	Action (View or Print)	C72	34588 Unsolicited teNew	х	4
11/11/2011 10:34:39	C723458800015053	SYSTEM	U	🕒 Print To A	Alterna	te Printer	C72	34588 Unsolicited teNew	Х	
11/11/2011 10:34:38	C723458800015051	SYSTEM	U	I Set Defau	ult Prin	iter	C72	34588 Unsolicited teNew	Х	Ť
Description Unso	licited test And	riotensin	-	🔖 Add Link	to Bar	:	de	ACE received for		
lab	order # WAB0041	12 with a	с		ion		23	4588-	~	
for	patient, TESTING	, BULKLOA	D TP	atient 11): A	8004142). lest	wa	s received on		
11/1	1/2011 at 10:34	from May	o Me	dical Lab	ora	tories lab.				
This	is an OBR NTE (comment	n co.	nverting	Enz	YME-ACE:			~	1
1										
Issue Detail	I Mark As Unrea	d	C Ord	er Issue Manad	aemen	t				
Eind Order	I Mark All as Re	ad								

Printing the Test Not Performed Report

The test not performed (TNP) report contains a list of tests that have been cancelled with a result of TNP from the performing laboratory. To print a TNP report, follow these steps:

1. On the **Results** menu, click **Reports.**

Tip: Alternatively, you can click Report Search in the extended frameset.

MAYO CLIN LABORATO	VIC PRIES			MayoA	CCESS®			
Patients Orders	Results User M	laster Files Sys	stem Help			Batch Orders	Previous	Log Out
New Order	Reports	ts rte		Ord. Phys: Order #: Accn #:	ID:	Prim. F	Phys: SSN:	
Rapid Order 0	Sent Forwarded Repo	orts sis Codes	Questions	1		n.	anningd Eigh	de 🗖

- 2. On the Reports page, click the **Search Criteria** tab.
- 3. On the Search Criteria page, click the **Test Not Performed** check box.

Reports		TESTING,BULKLOAD ID: AB004142 Male	Prim. Phys: SSN:	
Reports Search C	riteria			
Patient			<u> </u>	
Ordering Location		 Contains Unsolicited Test 	~	
Reported Date Range	То			
Resulted Date Range	То	Order #		
Resulted Time Range	To	Accession #		
Report Status	All	✓		
Source		× Reports Containing	Test Not Performed	
Ordering Account		*	Cancelled test	
Issue Type	× -	Custom	Updated result	
Only Display	Unread by Me	Sort Reports By	Report Date 🗸	
	New (no one has read)	Forwarded to ES	~	
	Abnormal			
	Finalized			
			<u>S</u> earch <u>C</u> lear	

- 4. Clear the New (no one has read) check box.
- 5. Click Search.

The TNP reports are shown on the Reports page.

6. To print a TNP report, click the **Report** link.

Tip: If the **Report** link is not shown on the Reports page, it is available on the SmartMenu.

Report	2					1.14	-					F	Prim. P	'hys:	
Перона						ID:		Female	01/11/1975 40Y						
Reports	<u>S</u> earc	h Criteria													
								U	T Uns	olicite	ed Tes	ts	RI	Result Ima	ges
* Report t	* Report times for Mayo performed tests are CST/CDT														
Patient	ID	Order #	Accession #	Collected		Resulted *		Reporte	d *	New	Lab			Report St	0
	10.00	030215-AB	Q10003500	03/02/1	5 06:0	03/02/15	09:0	03/02/	15 09:0		MCR	UΤ		Final	^
	11100.0	ABSORB3/	Q10003499	02/27/1	5 06:5	02/27/15	14:2	02/27/	15 14:2		MCR			Final	
											\sim				
🕒 Report 🦳 Mark Report As Read 🕒 Order 🔁 Forward Report															
🕒 Print All R	eports	II Mark	: All Reports As I	Read 🗦	Forward	All								R <u>e</u> sult List	t

Printing a Utilization Report

A Utilization Report shows the type and number of tests that have been ordered for a site or for a location. To print a Utilization Report, follow these steps:

1. On the Orders menu, click Test Utilization.

T 1	IAYO CLII ABORATO	NIC DRIES					Mayo/	ACCESS®				an a succession and
Patients	Orders	Results	User	Master Files	System	Help				Batch Orders	Previous	Log Out
	New Ord	ler					Ord. Phys:			Prim	Phys	
New C	Order Se	Order Search					Order #: Accn #:	ID:			SSN:	
Rapid Or	Batch Pr	rocessing et List	sts	Diagnosis Co	des Qu	estion	;	-0.				
Order	Test Util	ization h								R	equired Fiel	ds 📃
Patie	Director	y of Service	s	A <u>u</u> to Assign	ID				Ordering Location			*

2. On the Test Utilization page, click the **Search Criteria** tab.

Test Utilization		
Tests Search Criteria		
Lookup By		
Query	¥ _ S	Save As Save Delete
	Report Ty	/pe:) Show One Row Per Test Code
		○ Show One Row Per Ordered Test
Lab	Account	*
Location Sandy's Site 💌	Billing Type	*
Test Ocde <u>N</u> ame <u>M</u> nemonic	Source	~
×	😣 Ordering Physician	*
Include Only Billable Procedures	Order Date Range	02/23/2015 то 03/02/2015
Optional Minimum Frequency	Collected Date Range	Το
Max Display Row	Resulted Date Range	Το
	Sort By	Test V
		<u>S</u> earch C <u>l</u> ear

3. On the Search Criteria page, specify any of the following criteria for the test utilization information that you want to print.

			<u> </u>	
Tip: You can select a	previously save	d search from the	Query dro	p-down list.

Search Criteria	Description
Lab	The laboratory that performed the tests
Location	The location from which the tests were ordered
Keyword	The test for which you want to display utilization
Include Only Billable Procedures	Whether to search only for tests that were billable
Minimum Frequency	The threshold value for the number of times that a test was ordered. For example, enter 5 to display only those tests that were ordered 5 or more times.
Max Display Row	The total number of rows that you want to display in the results list
Report Type	Whether you want to show one row for each test code or one row for each ordered test
Account	The account that was used to order the test
Billing Type	The billing type that was specified when the test was ordered
Source	Whether the test was ordered from a Laboratory Information System (LIS) (integrated), from within the MayoACCESS application (manual), or was unsolicited (usually a reflex test)
Ordering Physician	The physician who ordered the test
Order Date Range	The range of dates during which the test was ordered
	Tip: Use the calendar icons to specify the dates.
Collected Date Range	The range of dates during which the specimens for the order were collected Tip: Use the calendar icons to specify the dates.

Search Criteria	Description
Resulted Date Range	The range of dates during which the test results became available Tip: Use the calendar icons to specify the dates.
Sort By	How the search results are displayed. For example, select Frequency to display the list of
	tests ordered starting with the most-ordered tests to the least-ordered tests.

Tip: To save your search criteria selections for future use, click **Save as**, and then enter a name for the query and click **OK**.

4. Click Search.

The tests that match the specified search criteria are shown.

5. To view the report, click the **View List** link.

Test Utilization										
Tests <u>S</u> earch Crite	ria									
					Sour	rce - I	Integrated/Manual	/Unsolicited	I/M/	/U
Name	Code	Count	Price	Physician	Order	Util	ization SmartMenu		×	Q
Alpha-1-Antitrypsin, S	AAT	2		Dr. L. B. McCoy	03/02/20	====	🔿 🗎 Export Grid 🛛 🔺	🐼 💾 TAT	*	<u>_</u>
Angiotensin Converting En	ACE	2	-	Dr. L. B. McCoy	03/02/20		🔘 🖺 Grid Report 🛛 🔺	🧭 🕒 View List		^
Catecholamine Fract, Free	CATU	3		Dr. L. B. McCoy	03/02/20		🔘 😂 Refresh Grid 🔺			
Celiac Disease Gluten-Free	CDGF	1		Dr. L. B. McCoy	03/02/20		Report			
Ibuprofen (Motrin, Advil, M	FIBUP	2		Dr. L. B. McCoy	03/02/20					
IgG4 Food Panel I	FG4FI	1	-	Dr. L. B. McCoy	02/27/20	15 13	:4 02/27/2015 13:4			
Pathology Consultation	70012	1	an	Dr. L. B. McCoy	03/02/20	15 11	:2 03/02/2015 11:2			
										~
Matches Tests 10 Frequency 15										
List	TAT									

6. To print the report, click the **Report** link.

Tips:

- You can also use the **Export Grid** link to create a Microsoft Excel spreadsheet file that contains the test utilization search results.
- If these links are not shown on the Test Utilization page, they are available on the SmartMenu.