MAYO CLINIC LABORATORIES

Closing a Batch in MayoAccess

Use the arrows below to navigate through the module.

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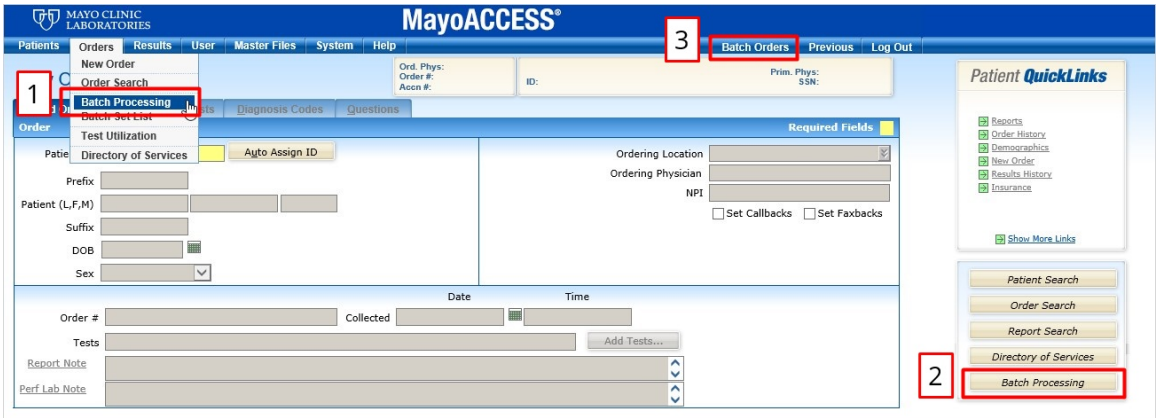
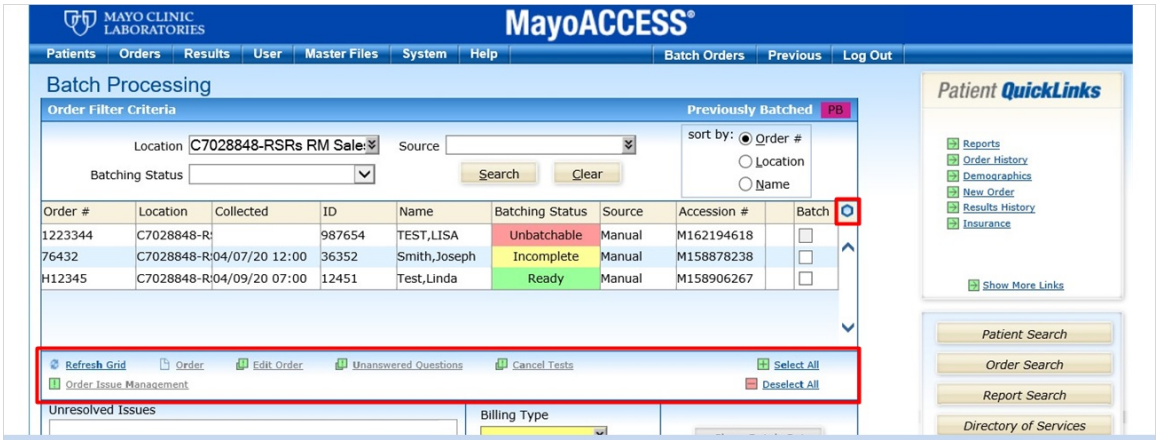
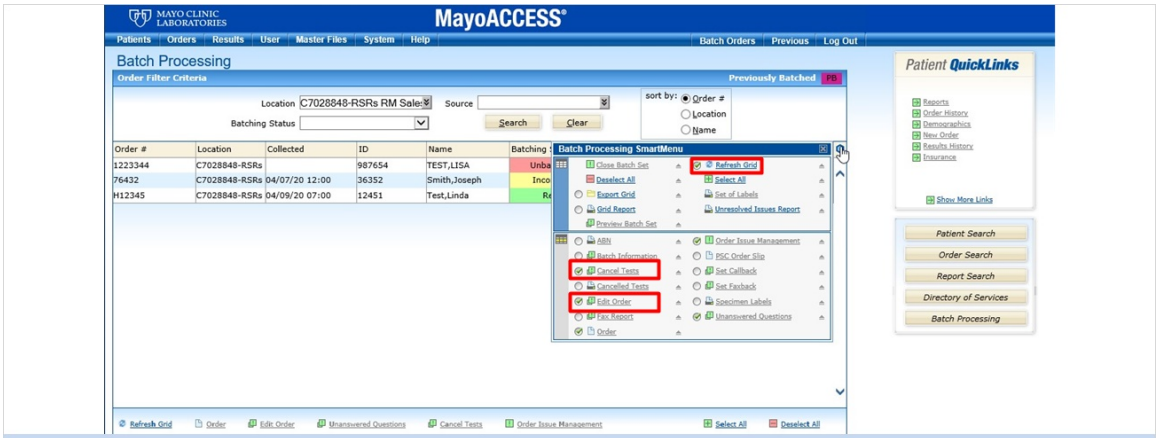


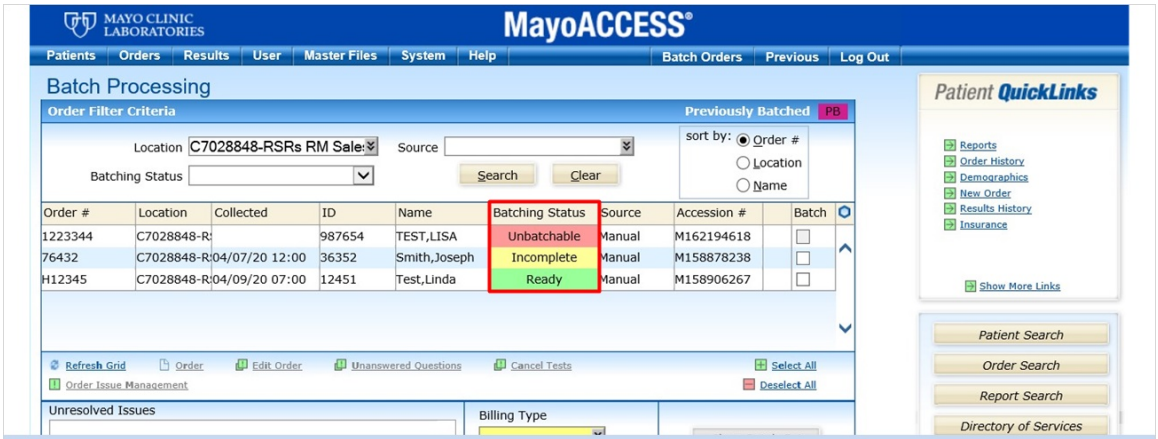
To access the Batch Processing screen, select one of three options:
1.) Mouse over the **Orders** menu and select Batch Processing.
2.) Select the Batch Processing link in the **Patient QuickLinks** menu.
3.) Select the **Batch Orders** link at the top of the screen (this is visible only when there is a batch to be closed).



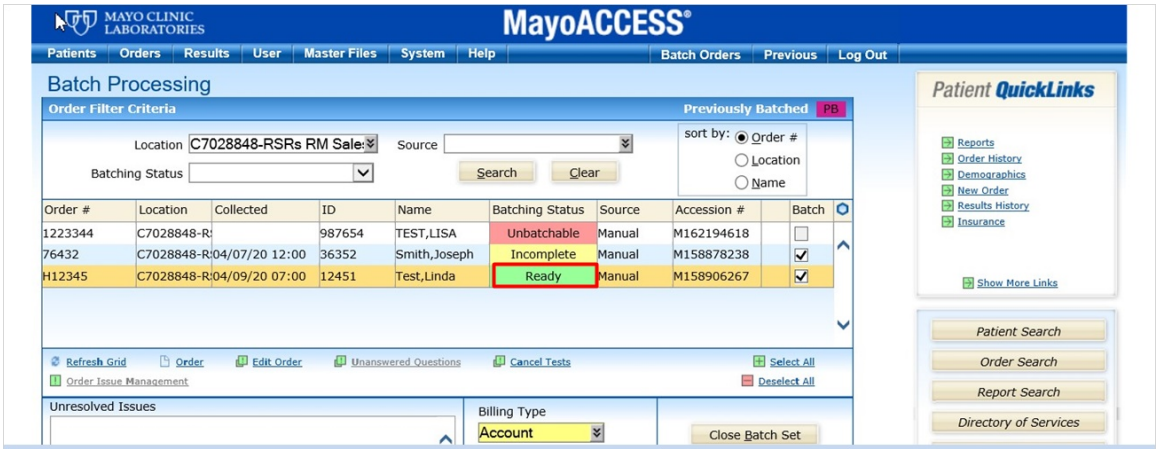
Mouse over the blue hexagon icon ( ) to display the Smart Menu.
NOTE: The Smart Menu allows you to customize the toolbar below the Batch Processing screen.



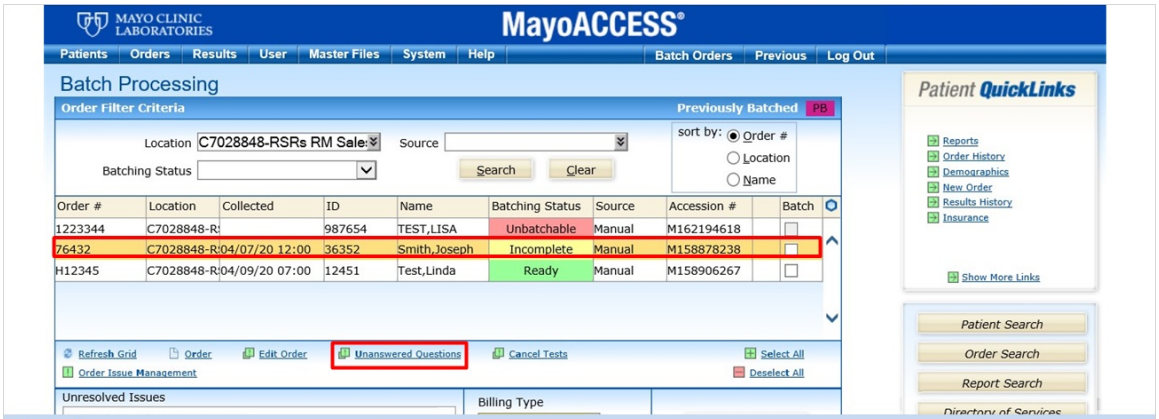
Place a check in the **Refresh Grid, Cancel Tests, and Edit Order** circles.
This places those functions in the toolbar below the Batch Processing screen. You are now able to refresh the screen when waiting for all tests to cross from your interface. Continue to click on **Refresh Grid** until all of the orders have crossed.



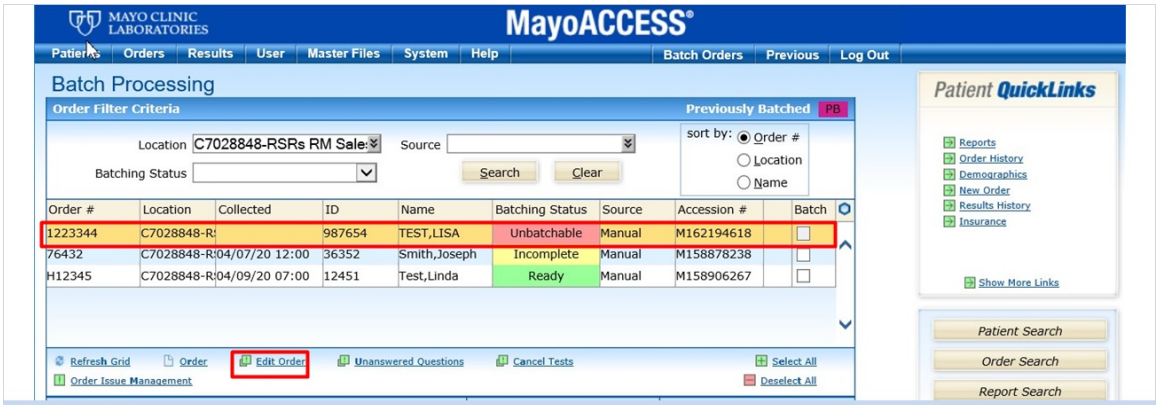
Batching Status allows you to quickly identify whether or not an order to is ready to batch. There are three Batching Statuses: **Ready** (Green), **Incomplete** (Yellow), and **Unbatchable** (Red).



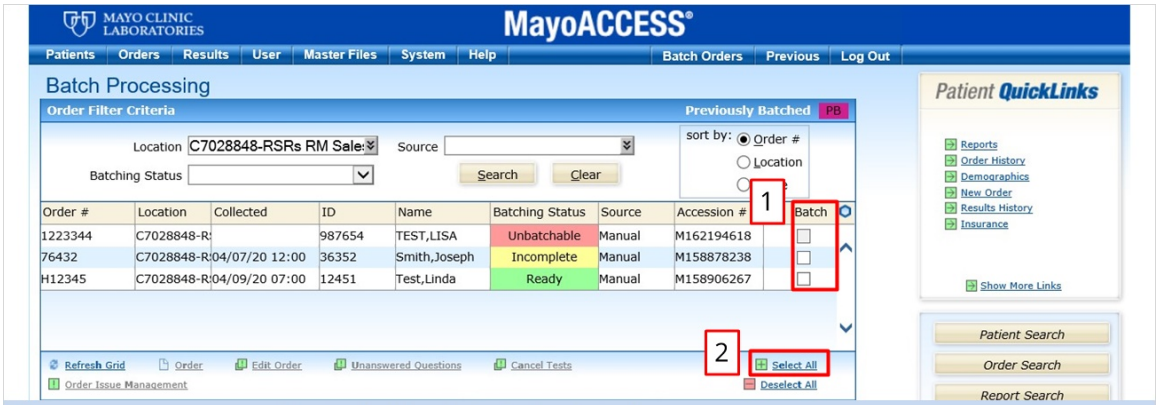
(Green) means that the order is **Ready** to be batched and sent to the laboratory.



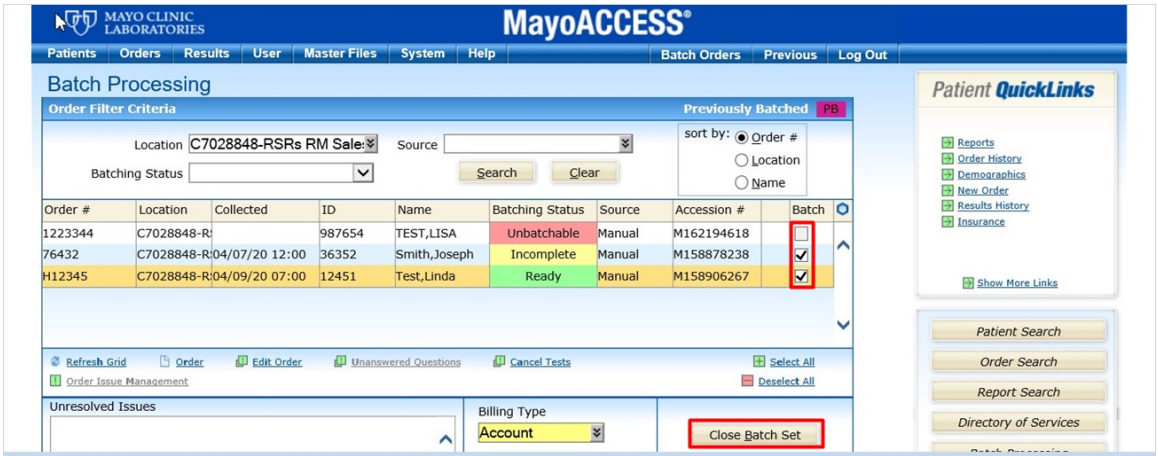
(Yellow) means that the order is **Incomplete**.
The order is missing relevant information such as: answers to questions or required forms. Highlight that line, click on **Unanswered Questions** (in the toolbar below the Batch Processing screen) and provide the answers in the spaces provided. The batching status will change to (Green).



(Red) means that the order is **Unbatchable**.
The order is missing relevant information such as: an unknown or obsolete test code received from the interface, missing collection date, date of birth, and/or physician name. Determine the cause, highlight the line and click on **Edit Order** to add missing information or to delete the incorrect test code and add the correct one.



There are two ways to select order(s) to include in a batch.
1.) Place a check mark in a box in the **batch** column, or
2.) Click on the **Select All** link.
NOTE: Unbatchables cannot be batched. The cause must be determined and corrected.



Place a check in the boxes for the tests to be batched, then click on **Close Batch Set**.
Batch sheets will print automatically.

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