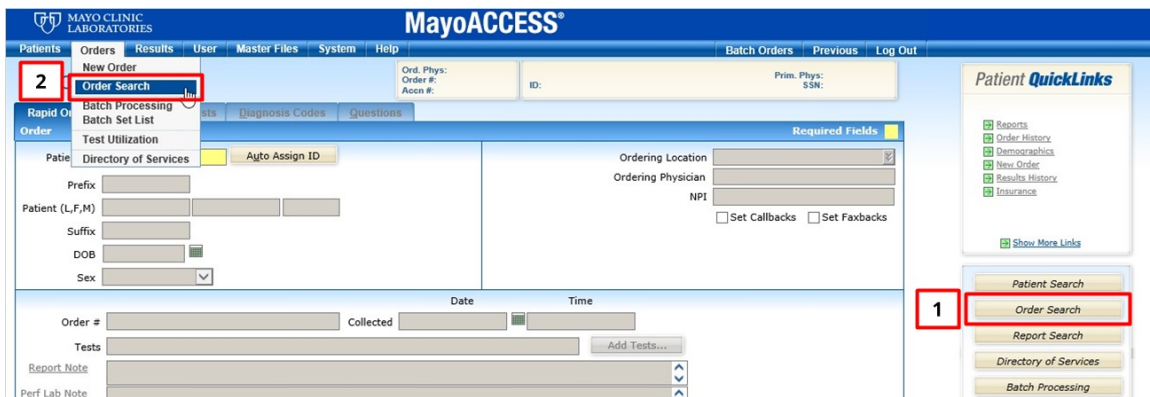


## How to Search for Patient Results in MayoAccess

Use the arrows below to navigate through the module.

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The screenshot shows the MayoACCESS interface. At the top, there are navigation tabs: Patients, Orders, Results, User, Master Files, System, and Help. Below these are links for Batch Orders, Previous, and Log Out. The 'Orders' menu is expanded, showing options like New Order, Order Search (highlighted with a red box and '2'), Batch Processing, Batch Set List, and Test Utilization. On the right, the 'Patient QuickLinks' panel contains links for Reports, Order History, Demographics, New Order, Results History, and Insurance. Below this panel is a 'Patient Search' section with buttons for Patient Search, Order Search (highlighted with a red box and '1'), Report Search, Directory of Services, and Batch Processing. The main form area includes fields for Patient information (Prefix, Patient (L,F,M), Suffix, DOB, Sex), Ordering Location, Ordering Physician, NPI, and checkboxes for Set Callbacks and Set Faxbacks. There are also fields for Order #, Date, Time, Tests, Report Note, and Perf Lab Note.

There are several ways to retrieve patient results. The following examples illustrate the most common search 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**

MAYO CLINIC LABORATORIES **MayoACCESS®**

Patients Orders Results User Master Files System Help Batch Orders Previous Log Out

Order Search ID: Prim. Phys: SSN:

Orders Search Criteria

Collected	Order	Order Status	Name	ID	Acct	Phys	Type	ABN Printed/Signed	P/S	Callback	CB	Faxback	FB	Stat Orders	SO
	1223344	Not Sent To Lab	TEST,LISA	987654	C7028848-LEAD,TEST		Account								
05/28/20 01:	M159825341	Final	TEST,IHC	C7028848-IHC	C7028848TEST		Account								
04/16/20 07:	1236	Cancelled	Tester,Sara	86749	C7028848PATEL		Account								
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								
04/09/20 07:	H12345	Not Sent To Lab	Test,Linda	12451	C7028848roger		Account								
04/07/20 12:	76432	Not Sent To Lab	Smith,Joseph	36352	C7028848PATEL		Account								
03/19/20 14:	M158645127	Cancelled	test,robin	123456	C7028848JONES		Account								
12/04/19 02:	ABC123	Final	SMITH,JOHN	0123456	C7028848DOE, JOHN		Account								
11/07/19 14:	S81637	Final	Testing,Sharon	123457	C7028848PATEL		Account								
11/07/19 07:	M8765	Final	Testing,Mary	65437	C7028848PATEL		Account								
10/30/19 06:	25487	Cancelled	Test,Linda	12451	C7028848PATEL		Account								
09/26/19 16:	83837236	Cancelled	Test,Callie	3838	C7028848Dr. Domkee		Account								
08/01/19 13:	M2345	Cancelled	test,robin	123456	C7028848JONES		Account								

Patient QuickLinks

- Reports
- Order History
- Demographics
- New Order
- Results History
- Insurance

Show More Links

Patient Search

Order Search

Report Search

Directory of Services

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.

MAYO CLINIC LABORATORIES **MayoACCESS®**

Patients Orders Results User Master Files System Help Batch Orders Previous Log Out

Order Search ID: Prim. Phys: SSN:

Orders Search Criteria

Collected	Order	Order Status	Name	ID	Acct	Phys	Type	ABN Printed/Signed	P/S	Callback	CB	Faxback	FB	Stat Orders	SO
	1223344	Not Sent To Lab	TEST,LISA	987654	C7028848LEAD,TEST		Account								
05/28/20 01:	M159825341	Final	TEST,IHC	C7028848-IHC	C7028848TEST		Account								
04/16/20 07:	1236	Cancelled	Tester,Sara	86749	C7028848PATEL		Account								
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								
04/09/20 07:	H12345	Not Sent To Lab	Test,Linda	12451	C7028848roger		Account								
04/07/20 12:	76432	Not Sent To Lab	Smith,Joseph	36352	C7028848PATEL		Account								
03/19/20 14:	M158645127	Cancelled	test,robin	123456	C7028848JONES		Account								
12/04/19 02:	ABC123	Final	SMITH,JOHN	0123456	C7028848DOE, JOHN		Account								
11/07/19 14:	S81637	Final	Testing,Sharon	123457	C7028848PATEL		Account								
11/07/19 07:	M8765	Final	Testing,Mary	65437	C7028848PATEL		Account								
10/30/19 06:	25487	Cancelled	Test,Linda	12451	C7028848PATEL		Account								
09/26/19 16:	83837236	Cancelled	Test,Callie	3838	C7028848Dr. Domkee		Account								
08/01/19 13:	M2345	Cancelled	test,robin	123456	C7028848JONES		Account								
06/27/19 01:	WEBF9UBKK3D	Final	TEST,IHC	C7028848-IHC	C7028848TEST		Account								
02/22/19 01:	M150536620	Final	TEST,IHC	C7028848-00000	C7028848TEST		Account								

Patient QuickLinks

- Reports
- Order History
- Demographics
- New Order
- Results History
- Insurance

Show More Links

Patient Search

Order Search

Report Search

Directory of Services

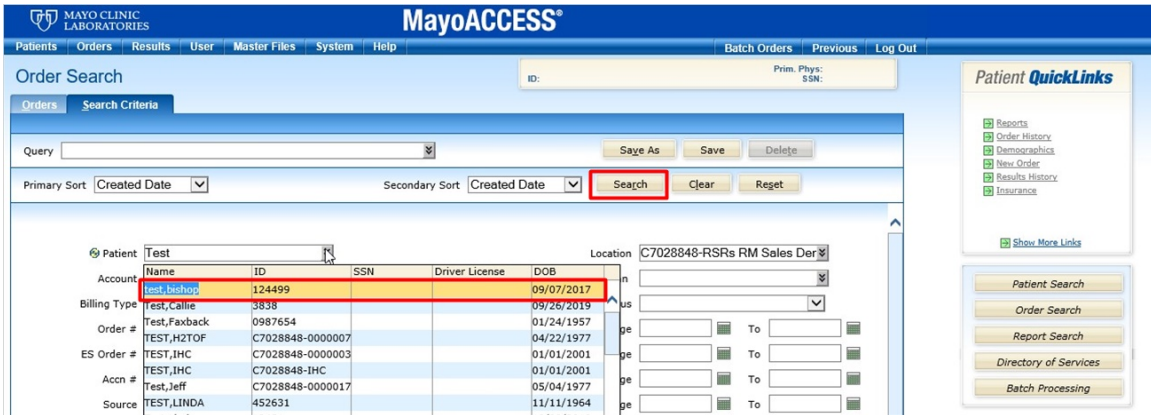
Batch Processing

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

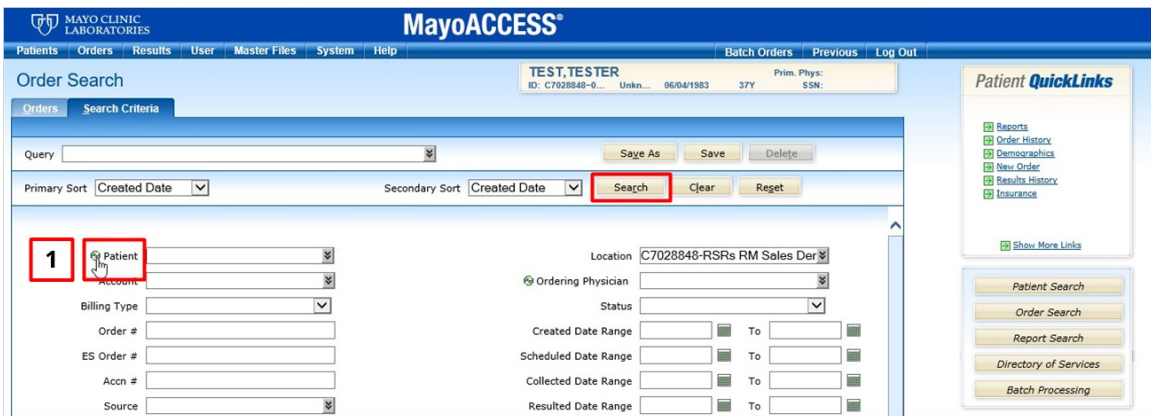
There are three ways to retrieve results.  
Enter:

- 1) **Patient Name** (in the Patient field) *OR*
- 2) Your laboratory's **LIS accession number** (in the Order # field) *OR*
- 3) **Mayo's accession number** (in the Accn # field)

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.



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



1) Patient Name (cont'd): You may also search for the patient by using the Medical Record #. Click on the symbol to the left of the Patient box until the **X** is in the ID bracket, then enter the **MR#**.  
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 Results User Master Files System Help Batch Orders Previous Log Out  
 ID: Prim. Phys: SSN:  
**Order Search**  
 Orders Search Criteria  
 Query [ ] Save As Save Delete  
 Primary Sort Created Date Secondary Sort Created Date **Search** Clear Reset  
 Patient [ ] Location [ ]  
 Account [ ] Ordering Physician [ ]  
 Billing Type [ ] Status [ ]  
**2** Order # [ ] Created Date Range [ ] To [ ]  
 ES Order # [ ] Scheduled Date Range [ ] To [ ]  
 Accn # [ ] Collected Date Range [ ] To [ ]  
 Source [ ] Resulted Date Range [ ] To [ ]

**Patient QuickLinks**  
 Reports  
 Order History  
 Demographics  
 New Order  
 Results History  
 Insurance  
 Show More Links  
 Patient Search  
 Order Search  
 Report Search  
 Directory of Services  
 Batch Processing

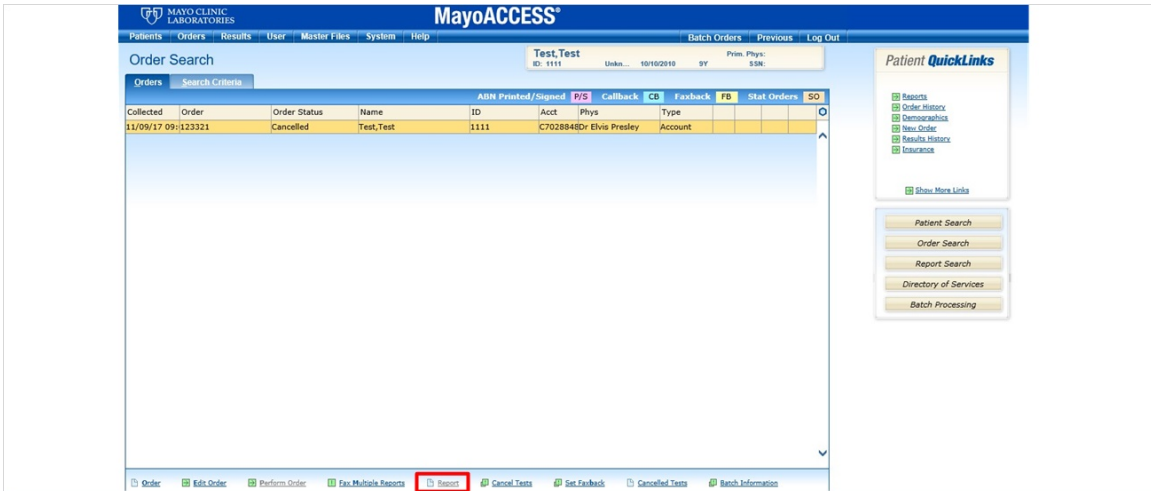
**2) Your Accession #:** Enter your laboratory information system's Accession # in **Order #** box and select **Search**.

MAYO CLINIC LABORATORIES  
**MayoACCESS®**  
 Patients Orders Results User Master Files System Help Batch Orders Previous Log Out  
 ID: Prim. Phys: SSN:  
**Order Search**  
 Orders Search Criteria  
 Query [ ] Save As Save Delete  
 Primary Sort Created Date Secondary Sort Created Date **Search** Clear Reset  
 Patient [ ] Location [ ]  
 Account [ ] Ordering Physician [ ]  
 Billing Type [ ] Status [ ]  
 Order # [ ] Created Date Range [ ] To [ ]  
 ES Order # [ ] Scheduled Date Range [ ] To [ ]  
**3** Accn # [ ] Collected Date Range [ ] To [ ]  
 Source [ ] Resulted Date Range [ ] To [ ]  
 Issue ID [ ] Resulted Time Range [ ] To [ ]

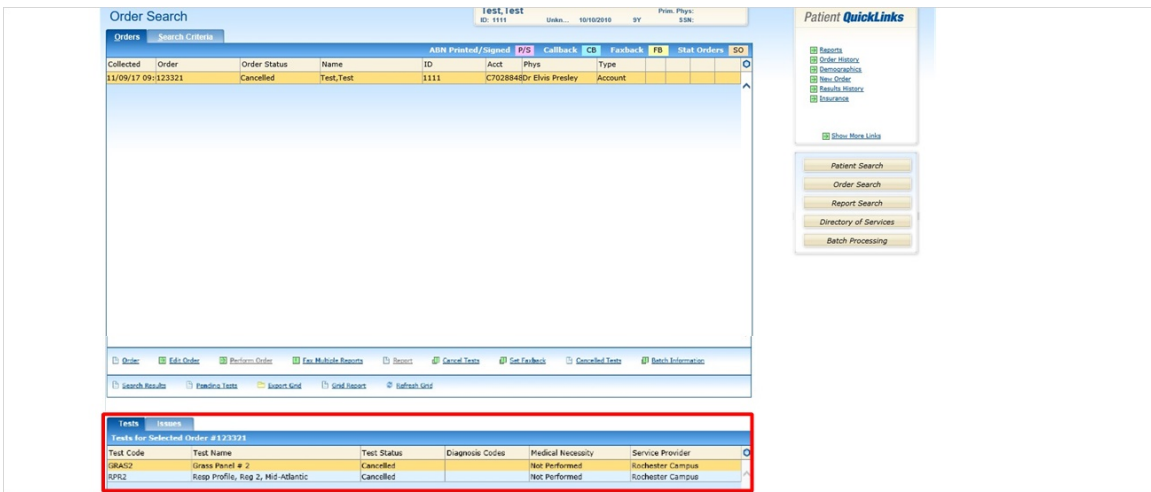
**Patient QuickLinks**  
 Reports  
 Order History  
 Demographics  
 New Order  
 Results History  
 Insurance  
 Show More Links  
 Patient Search  
 Order Search  
 Report Search  
 Directory of Services  
 Batch Processing

**3) Mayo Accession #:** Enter the Mayo accession # in the **Accn #** box and select **Search**.

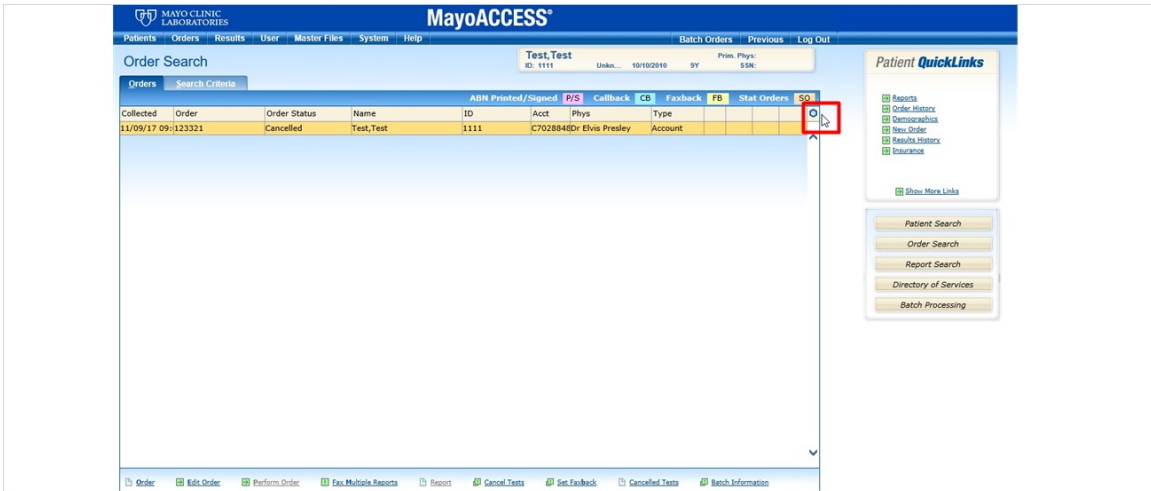




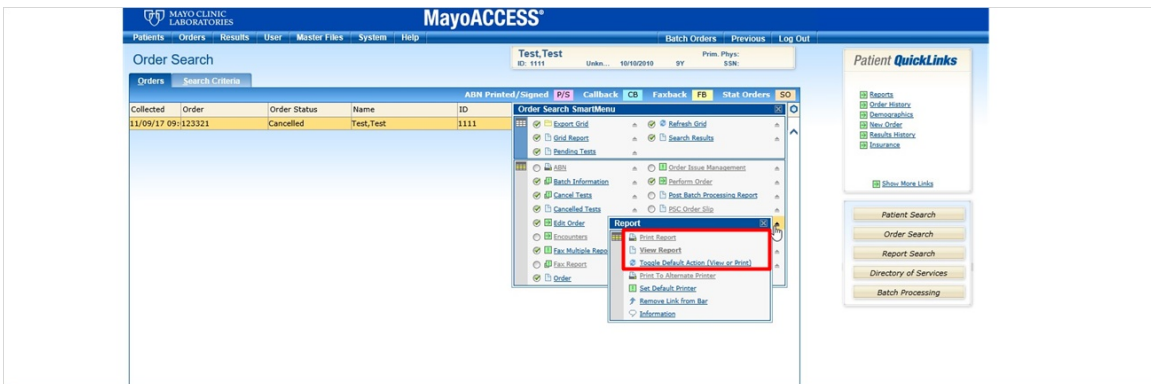
Once you have retrieved the correct patient, you will see this screen. To view or print the results, click on the **Report** icon.



You can see that the ordered tests are listed below the Order Search grid.

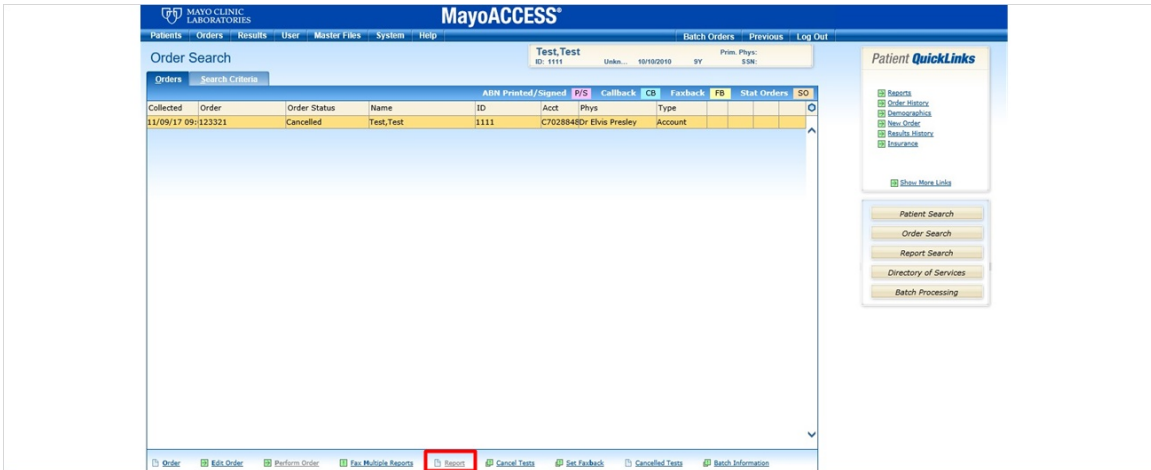


Hover the mouse icon over the blue hexagon menu to open the Smart Menu.

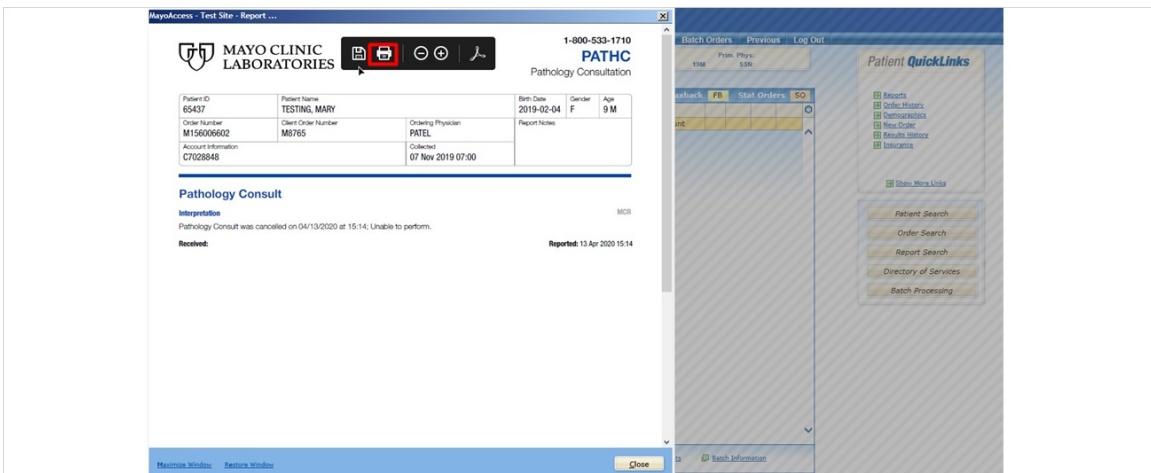


Besides some of the menu choices, you will notice either an image of a piece of paper (**View**) or a printer (**Print**).

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.

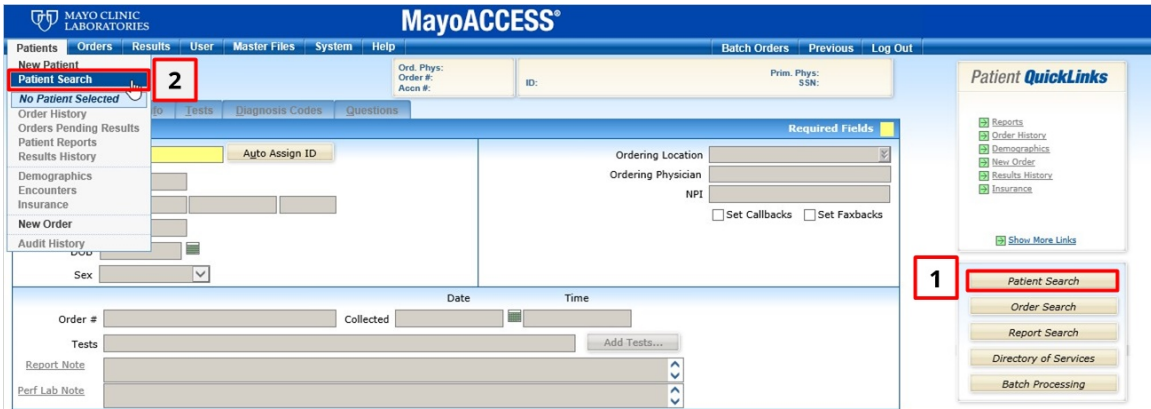


To view the report, click on **Report** (if that is your default action, otherwise select **View Report** from the arrow pop-up to display the results).



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

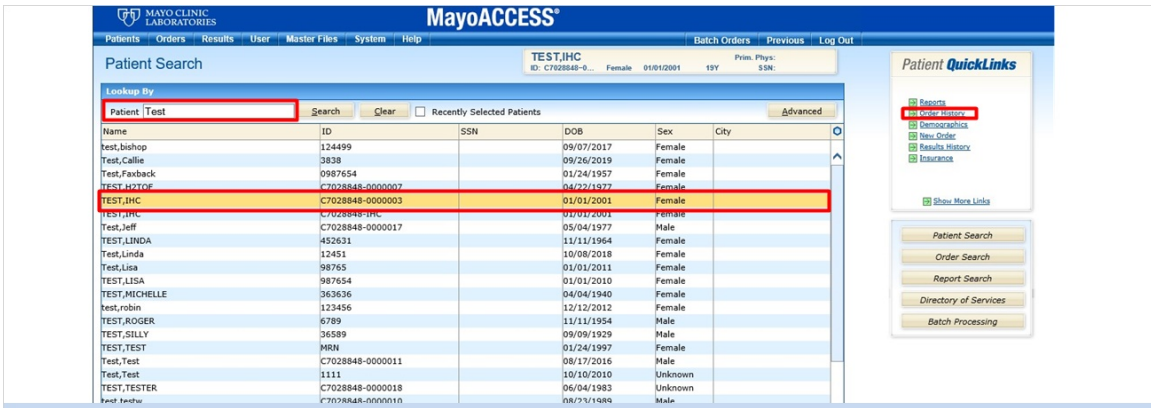




Another way to view results is by using Patient Search. The following two examples illustrate the most common search pathways.

**Patient Search**

- 1) Select **Patient Search** from the **Patient QuickLinks** OR
- 2) Select **Patient Search** from the drop-down menu under **Patients**



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**.

Order History

TEST,IHC  
ID: C7028848-0... Female 01/01/2001 13Y Prim. Phys: 538

Orders for Patient TEST,IHC

Order #	Status	Collected	Ord Phys	Accon #	User
M150536620	Final	02/22/19 01:00	TEST	M150536620	Ellefson,Nellie
M148634596	Final	11/16/18 01:00	T	M148634596	Ellefson,Nellie
IHC4	Final	05/15/18 01:00	TEST	M144894272	Ellefson,Nellie
IHC3	Final	11/09/17 02:00	TEST	M141105519	Ellefson,Nellie
M140957178	Final	11/02/17 02:00	TESTING	M140957178	Ellefson,Nellie

Menu: Order, Edit Order, Batch Information, Report

Specimens for Selected Order

Specimen #	Service Provider Receipt	Type	Container

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.

Order Search

TEST,IHC  
ID: C7028848-0... Female 01/01/2001 13Y Prim. Phys: 538

Collected	Order	Order Status	Name	ID	Accon #	Phys	Type
02/22/19 01:01	M150536620	Final	TEST,IHC	C7028848-00000	C7028848	TEST	Account
11/16/18 01:01	M148634596	Final	TEST,IHC	C7028848-00000	C7028848	TEST	Account
05/15/18 01:01	IHC4	Final	TEST,IHC	C7028848-00000	C7028848	TEST	Account
11/09/17 02:00	IHC3	Final	TEST,IHC	C7028848-00000	C7028848	TEST	Account
11/02/17 02:00	M140957178	Final	TEST,IHC	C7028848-00000	C7028848	TESTING	Account

Menu: Order, Edit Order, Perform Order, Fax Multiple Results, Report, Cancel Tests, Set Feedback, Cancelled Tests, Batch Information

Tests for Selected Order #M148634596

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Service Provider
ESTR	Estrogen Rec,IHC, Tech Only	Final		Not Performed	Rochester Campus
HER2I	HER2 IHC, Tech Only	Final		Not Performed	Rochester Campus

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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