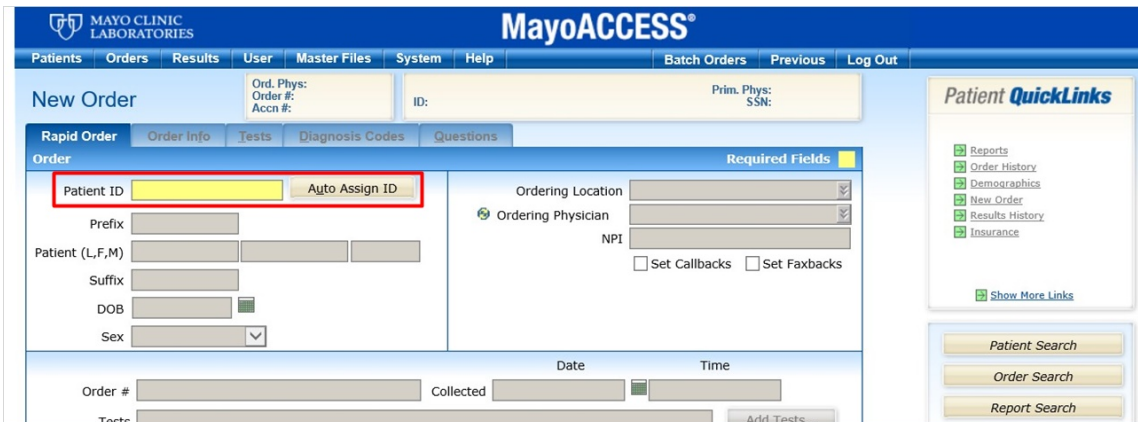


Ordering a Test in MayoAccess

Use the arrows below to navigate through the module.

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The screenshot shows the MayoACCESS interface for placing a new order. The top navigation bar includes 'Patients', 'Orders', 'Results', 'User', 'Master Files', 'System', 'Help', 'Batch Orders', 'Previous', and 'Log Out'. The main header displays 'New Order' and 'MayoACCESS®'. Below the header, there are tabs for 'Rapid Order', 'Order Info', 'Tests', 'Diagnosis Codes', and 'Questions'. The 'Rapid Order' tab is active, showing a form with several sections. The 'Patient ID' field is highlighted with a red box, and the 'Auto Assign ID' button is also highlighted. Other fields include 'Prefix', 'Patient (L,F,M)', 'Suffix', 'DOB', 'Sex', 'Ordering Location', 'Ordering Physician', 'NPI', 'Set Callbacks', and 'Set Faxbacks'. At the bottom, there are fields for 'Order #', 'Collected', 'Date', 'Time', and 'Tests'. On the right side, there is a 'Patient QuickLinks' section with links for 'Reports', 'Order History', 'Demographics', 'New Order', 'Results History', and 'Insurance'. Below this, there are buttons for 'Patient Search', 'Order Search', and 'Report Search'.

To begin placing your order in MayoAccess, enter your **Patient ID** (Medical Record #), then press **Enter**.

MayoACCESS®

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

New Order

Ord. Phys: Order #: Accn #: ID: Prim. Phys: SSN:

Rapid Order Order Info Tests Diagnosis Codes Questions

Order Required Fields

Patient ID 12345678 Auto Assign ID

Prefix

Patient (L,F,M)

Suffix

DOB

Sex

Ordering Location C7028846-DLMP Rochester

Ordering Physician

NPI

Set Callbacks Set Faxbacks

Date Time

Order # Collected

Patient QuickLinks

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

Show More Links

Patient Search

Order Search

After entering the Patient ID, complete the remaining patient demographics.
 NOTE: If the Medical Record # has been previously used, the demographic information will automatically populate.
 Yellow boxes indicate required information.

MayoACCESS®

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

New Order

Ord. Phys: Order #: Accn #: ID: Prim. Phys: SSN:

TEST,TEST ID: 123456789 Female 03/11/1956 64Y

Rapid Order Order Info Tests Diagnosis Codes Questions

Order Required Fields

Patient ID 123456789 Auto Assign ID

Prefix

Patient (L,F,M) TEST TEST

Suffix

DOB 03/11/1956

Sex Female

Ordering Location C7028846-DLMP Rochester

Ordering Physician

NPI

Set Callbacks Set Faxbacks

Date Time

Order # Collected

Tests Add Tests...

Patient QuickLinks

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

Show More Links

Patient Search

Order Search

Report Search

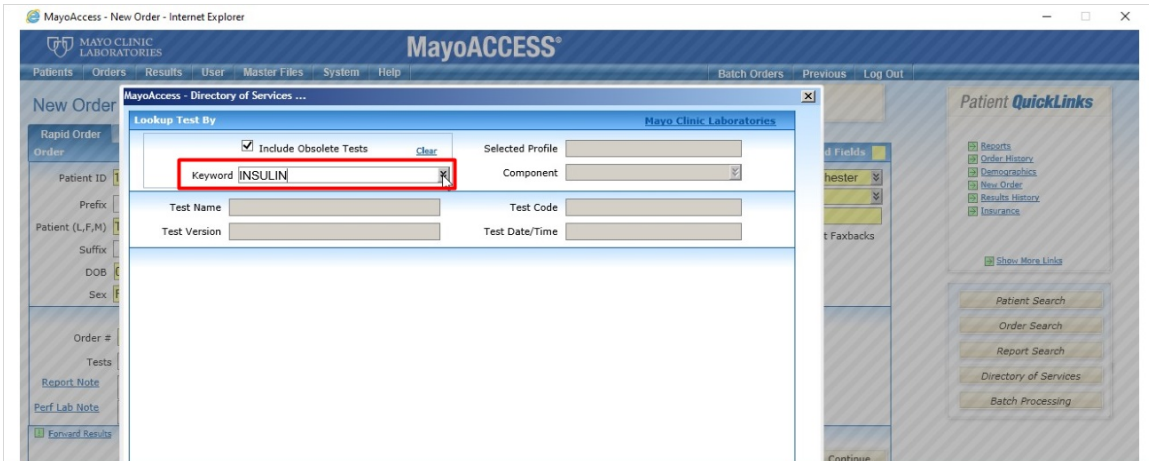
To request that results be called or faxed, select the appropriate checkbox. You will be prompted for a phone # when the order is complete.

MAYO CLINIC LABORATORIES
MayoACCESS®
 Patients Orders Results User Master Files System Help Batch Orders Previous Log Out
 New Order
 Ord. Phys: TEST,TEST
 Order #: 123456789 Female 03/11/1956 64Y Prim. Phys: SSN:
 Accn #:
 Rapid Order Order Info Tests Diagnosis Codes Questions
 Order
 Patient ID 123456789 Auto Assign ID
 Prefix
 Patient (L,F,M) TEST TEST
 Suffix
 DOB 03/11/1956
 Sex Female
 Ordering Location C7028846-DLMP Rochester
 Ordering Physician
 NPI
 Set Callbacks Set Faxbacks
 Order # 123456 Date 08/20/2020 Time 08:00
 Tests DHVD Add Tests...

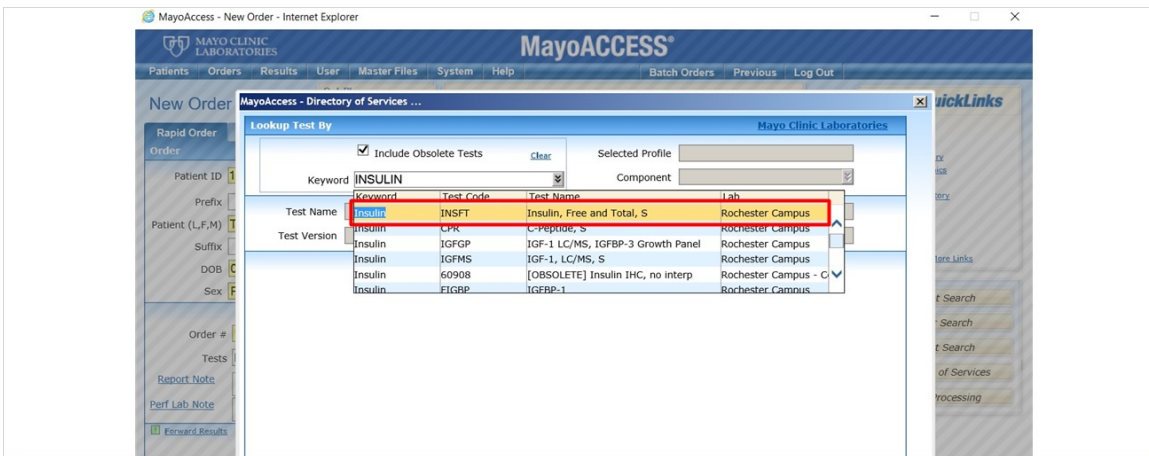
Enter the **Order #** (client LIS accession #), **date** and **time** (military format).
 Enter the Mayo Test ID in the Test field. Use commas (no spaces) to separate multiple tests, e.g. DHVD,INSFT. If you order a test that requires more information such as urine volume/duration, you will be prompted to enter that information later.

MAYO CLINIC LABORATORIES
MayoACCESS®
 Patients Orders Results User Master Files System Help Batch Orders Previous Log Out
 New Order
 Ord. Phys: TEST,TEST
 Order #: 123456789 Female 03/11/1956 64Y Prim. Phys: SSN:
 Accn #:
 Rapid Order Order Info Tests Diagnosis Codes Questions
 Order
 Patient ID 123456789 Auto Assign ID
 Prefix
 Patient (L,F,M) TEST TEST
 Suffix
 DOB 03/11/1956
 Sex Female
 Ordering Location C7028846-DLMP Rochester
 Ordering Physician
 NPI
 Set Callbacks Set Faxbacks
 Order # 123456 Date 08/20/2020 Time 08:00
 Tests DHVD Add Tests...
 Report Note

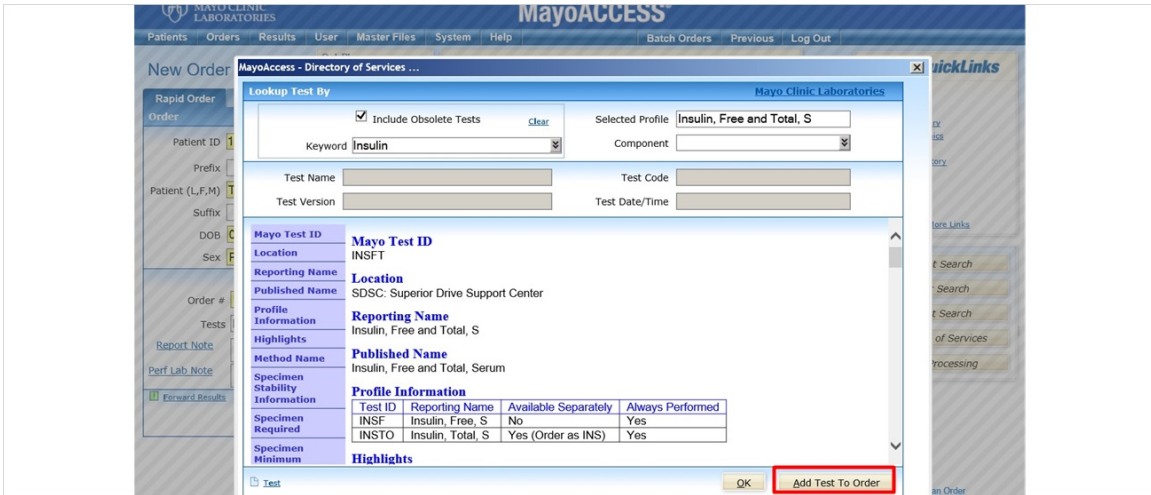
If you are unsure of the test code, select the **Add Tests** button to open the test catalog.



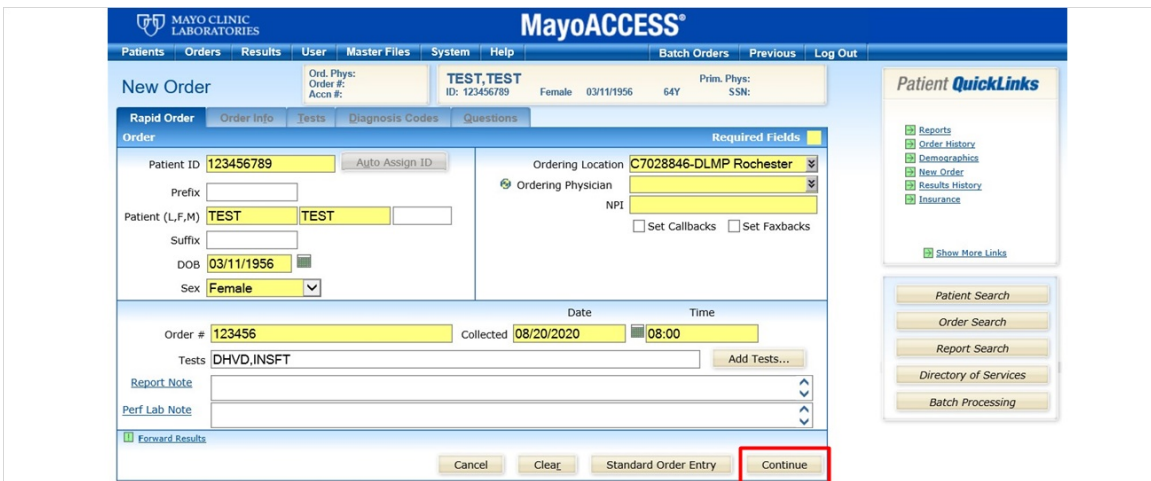
Enter the test name in the **Keyword** box and select the down arrow.



Select the correct test from the drop-down menu.



Select **Add Test to Order**. Select **OK** on the next two screens to return to the New Lab Order screen.



After entering and reviewing your order information, select **Continue** to file the order.



Ordering a Test in MayoAccess

Complete

Retake Module

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