# Managing Test Results

Test results are shown in a laboratory report. This section contains information about the following tasks:

- Searching for a report

- Printing a report

- Printing a Supplemental or Referral PDF report

- Copying and pasting report information from an embedded text file

- Forwarding all test results to your Laboratory Information System (LIS)

- Forwarding individual test results to your LIS

You can use SmartLinks on the Reports page to perform the following additional tasks:

| Task | SmartLink |
|---|---|
| View or print the selected laboratory report. | Report |
| Change the status of the selected report from Read to Unread or from Unread to Read. | Mark Report As Read<br>Mark Report As Unread |
| View or print information about the order associated with the selected report. | Order |
| Print all the reports shown on this page. | Print All Reports |
| Change the status of all the reports shown on this page from Read to Unread or from Unread to Read. | Mark All Reports As Read<br>Mark All Reports As Unread |
| View the test results for the selected report. This option displays the test results on a page that provides additional options, such as viewing and printing reports and result details. | Result List |
| Display the report trail for the selected report. | Report Trail |

**Tip:** SmartLinks that are not shown on the Reports page are available on the SmartMenu.
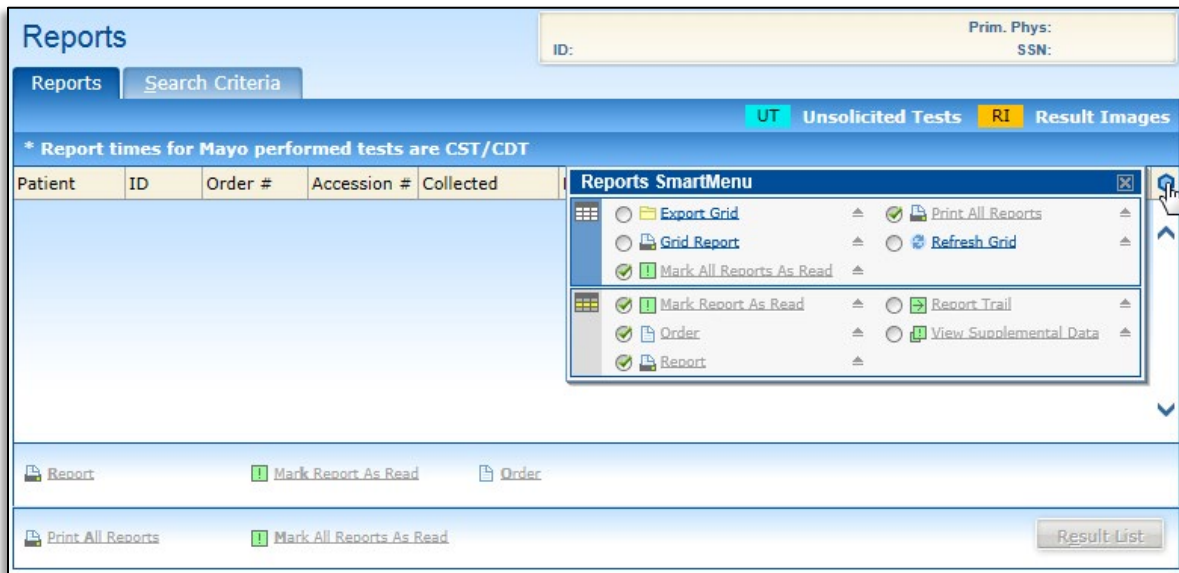


## Searching for a Report

The default Reports page shows only unread reports.  This default enables you to easily select, view, and print these reports.

To locate both read and unread reports, follow these steps:

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

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

2. On the Reports page, click the **Search Criteria** tab.



3. On the Search Criteria page, specify any of the following criteria to locate the report that you want to view or print:

   **Tip:** You can select a previously saved search from the **Query** drop-down list.

| Search Criteria | Description |
| --- | --- |
| Patient | The patient's last name<br><br>**Tip:** Enter as many characters as you can. The search results contain all the patient records that match the letters that you specify. For example, if you enter DO, all patients with last names that contain DO are shown. |
| Ordering Location | The location from which the order was placed |
| Reported Date Range | The range of dates during which the report became available<br><br>**Tip:** Use the calendar icons to specify the dates. |
| Resulted Date Range | The range of dates during which the test results became available<br><br>**Tip:** Use the calendar icons to specify the dates. |
| Resulted Time Range | If the Resulted Date Range is a single day, the time range during which the test results became available |
| Report Status | The status for the report |

| Search Criteria | Description |
| --- | --- |
| Source | Whether the order is integrated or manual<br><br>An integrated order originates from a Laboratory Information System (LIS). A manual order originates from within the MayoACCESS application. |
| Ordering Account | The account that was used to place the order |
| Issue Type | The InfoLink issue type that is associated with the order |
| Only Display | The status of the reports that you want to display<br><br>You can search for reports that you have not read, new reports that no one has read, abnormal reports, or finalized reports. |
| Ordering Physician | The physician who ordered the test |
| Contains Unsolicited Tests | Whether the report contains tests that were not on the original order |
| Order # | The accession number for your LIS. You must specify the complete number. |
| Accession # | The accession number that the MayoACCESS application assigned to the order |
| Reports Containing | Whether you want to search for reports that contain a test not performed, a cancelled test, or an updated result |
| Sort Reports By | Whether you want the reports sorted by patient, by report date, or by result date |
| Forwarded To ES | Whether you want to search for reports that have been forwarded to your LIS |

**Tip:** To save your search criteria selections for future use, click the **Save Search Criteria as Default** link.

4. Click **Search.**

The laboratory reports that match the specified criteria are shown**.**
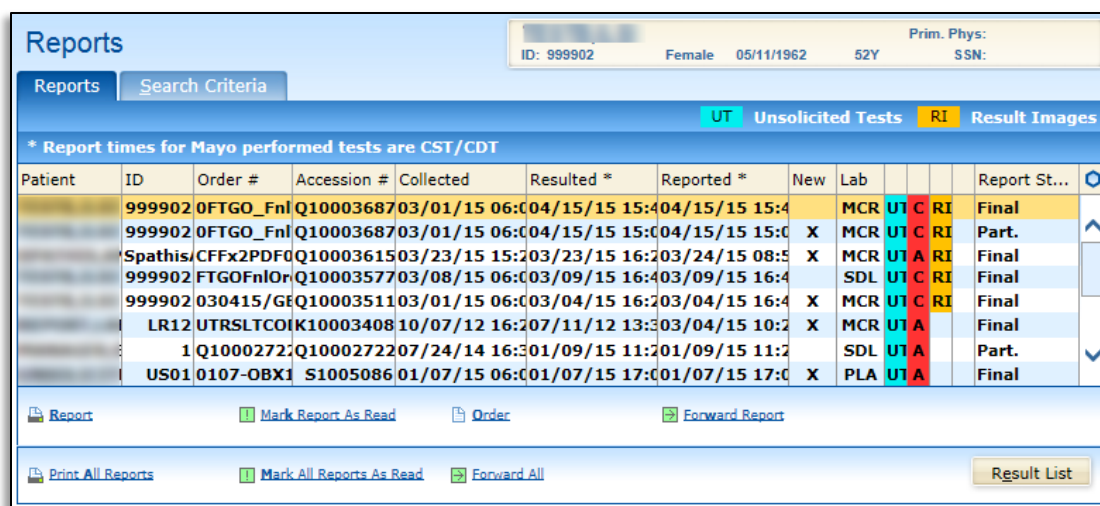
## Printing a Report

To print a report, follow these steps:

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

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



   Reports that match the default search criteria are shown.



   The report might contain the information as shown in the following table:

   | Icon | Description |
   | --- | --- |
   | UT | The report contains results for unsolicited tests. |
   | C | The report contains critical results. |
   | A | The report contains abnormal results. |
   | RI | The report contains a supplemental PDF or supplemental data. |

2. On the Reports page, locate the report that you want to print.

   For instructions, see

3. Select the report that you want to print.

4.  Click the **Report** link.

    **Tips**:

    - Click the arrow next to the Report link to select either **View Report** or **Print Report**.

    - You can click the **Print All Reports** link to print all the reports shown on the Reports page.

## Printing a Supplemental or Referral PDF Report

To locate only supplemental or PDF reports, log in to the MayoACCESS application and follow these steps:

1.  On the **Results** menu, click **Sup & Ref PDF Reports**.



The Reports page is displayed. This page displays only supplemental and referral PDF reports that you have not viewed.

2. To search for other reports, click the **Search Criteria** tab.



3. On the Search Criteria page, specify any of the following criteria to locate the report that you want to view or print.

| Search Criteria | Description |
| --- | --- |
| Patient | The patient's last name<br><br>**Tip:** Enter as many characters as you can. The search results contain all the patient records that match the letters that you specify. For example, if you enter DO, all patients with last names that contain DO are shown. |
| Ordering Location | The location from which the order was placed |
| Report Status | The status for the report |
| Accession # | The accession number that the MayoACCESS application assigned to the order |
| Ordering Physician | The physician who ordered the test |
| Reported Date Range | The range of dates during which the report became available<br><br>**Tip:** Use the calendar icons to specify the dates. |
| Order # | The accession number for your LIS. You must specify the complete number. |
| Only Display | The status of the reports that you want to display |

| Search Criteria | Description |
|---|---|
| | You can search for reports that you have not read, new reports that no one has read, abnormal reports, or finalized reports. |

4. Click **Search**.
   The supplemental and referral reports that match the specified search criteria are shown.

5. Select the report that you want to view or print.
   **Note**: The selected report will be highlighted yellow.

6. Click the **Report** link.
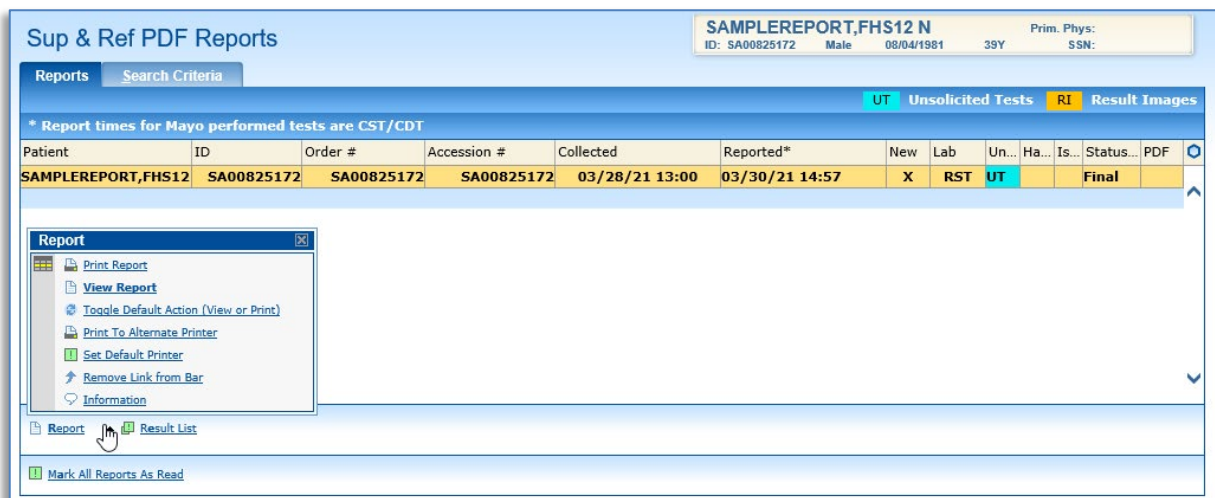


**Tips**:

- Click the arrow next to the Report link to select either **View Report** or **Print Report**.

- You can click the **Print All Reports** link to print all the reports shown on the Reports page.

## Copying and Pasting Report Information from an Embedded Text File

After opening your report, you can copy information from the report to paste into another application or system.

To copy and paste the information from a report that you are viewing, follow these steps:

1. On the Adobe toolbar, click the Adobe icon.
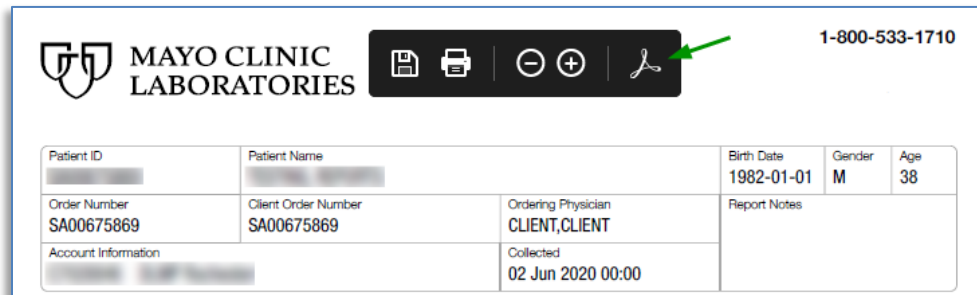


2. Click the attachments icon.
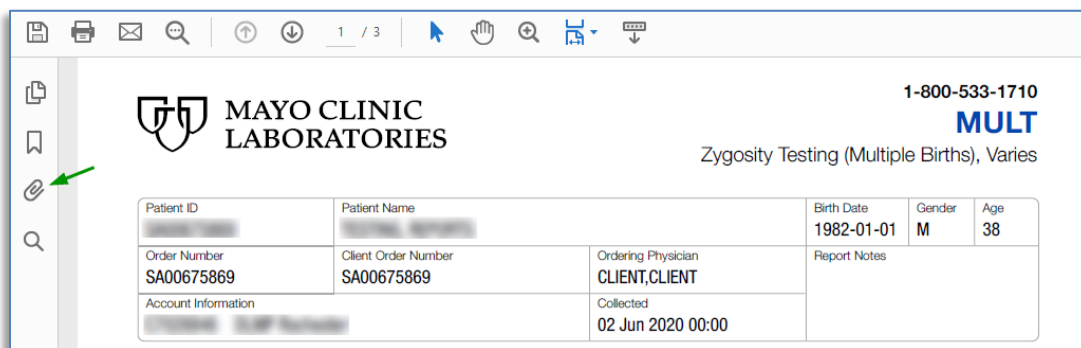


3. Right-click the Plain Text Report file and select **Open Attachment**. The file opens in the application assigned to open text files on your computer. For example, the file might open in Notepad.
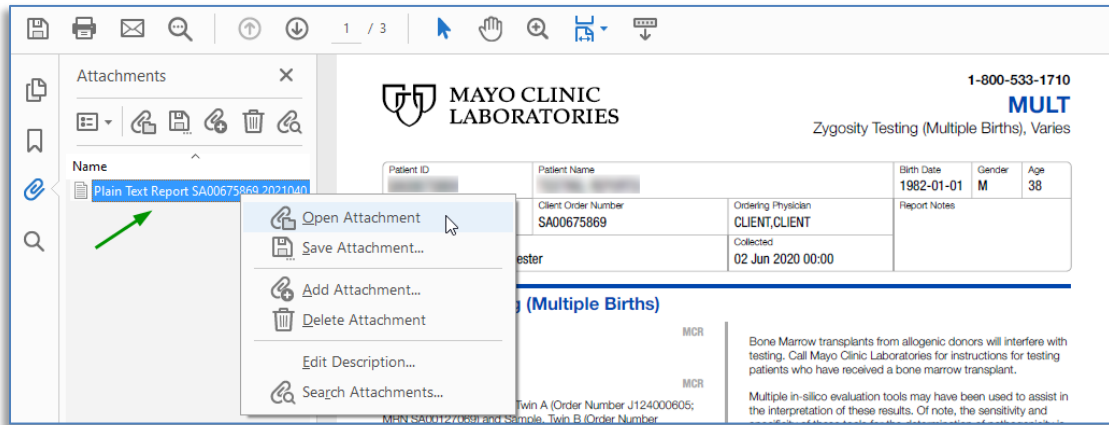
4. To select a portion of text, right-click and choose **Select All**, or manually select the text that you want to copy.
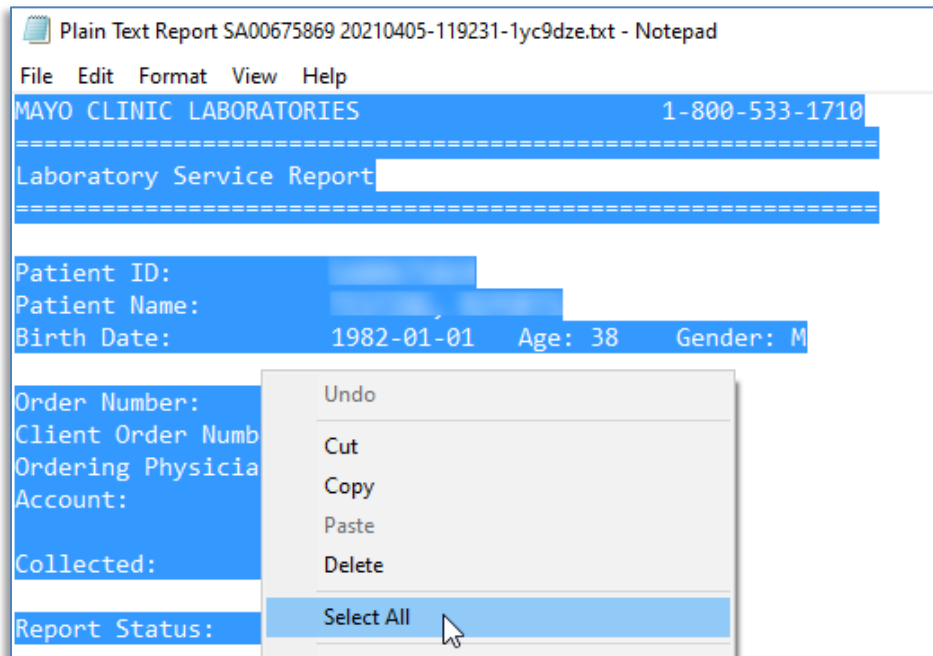
5. Right-click and select **Copy**.
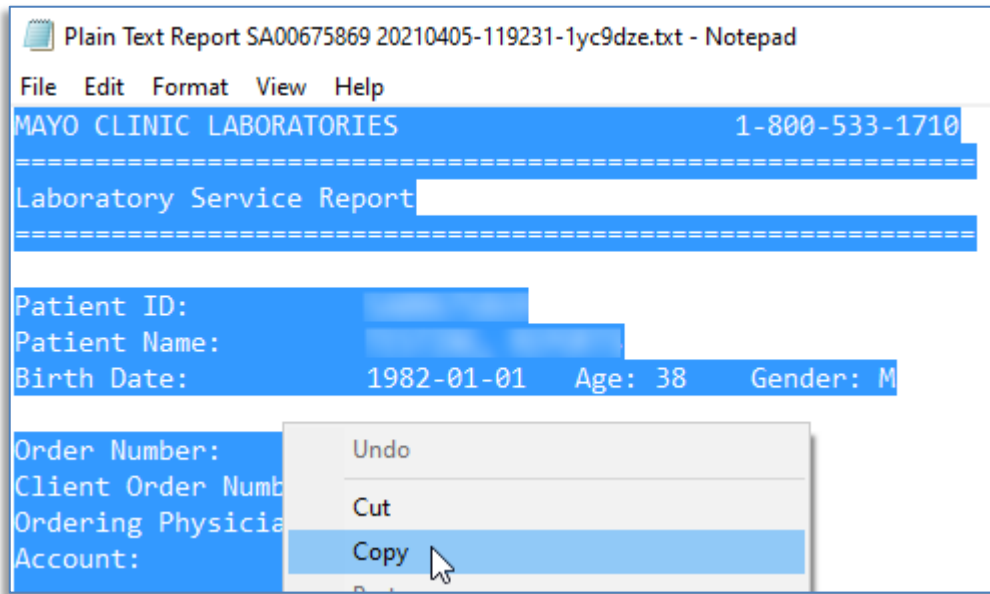


6. Right-click and select **Paste** to paste the copied data into your application or system.

**Note:** You might need to change the format of the text so that it displays properly after you paste it into your application or system. For example, you can set the font to Courier New.
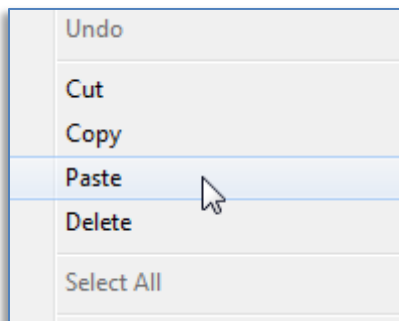
## Forwarding All Results to Your Laboratory Information System

You can forward test results from the MayoACCESS application to your Laboratory Information System (LIS). In the MayoACCESS application, your LIS is known as an *electronic system (ES)*. You can forward both results that have not been forwarded and results that were previously forwarded to your LIS.

To forward all test results to your LIS, follow these steps:

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

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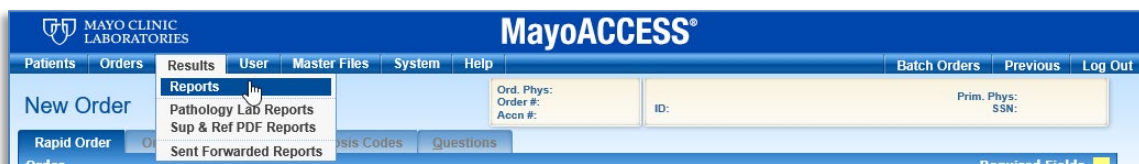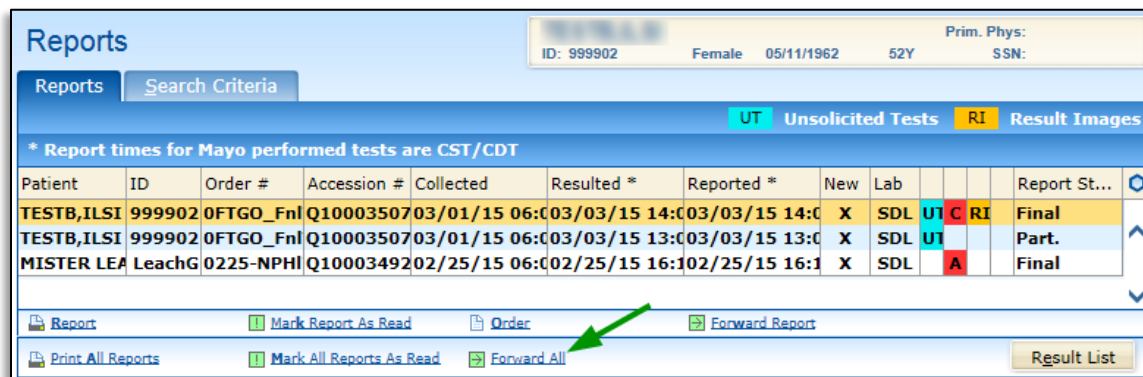


2. On the Reports page, click the **Search Criteria** tab.

3. On the Search Criteria page, specify search criteria to locate the reports that you want to forward.

   For instructions, see [Searching for a Report](#) on page 78.

4. Click **Search**.

   The laboratory reports that match the search criteria are shown.

5. Click the **Forward All** link.



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6. On the Forward Report page, click **Forward Reports to ES**.



The results are queued to be forwarded to your LIS, and a message is shown.

7. Click **OK**.

The results are forwarded to your LIS. If the results were previously forwarded, the following message is shown:

```
There are no results to be forwarded for this report that match your
search criteria:
```

**Note**: There might be instances where your LIS cannot receive the forwarded results. For example, if a test is not built in the LIS or if the order is not present in the LIS, the LIS cannot receive the forwarded results.

To forward results that were previously forwarded, follow the steps in .

## Forwarding Individual Test Results to Your Laboratory Information System

You can forward results for an individual test from the MayoACCESS application to your Laboratory Information System (LIS). In the MayoACCESS application, your LIS is known as an *electronic system (ES)*. You can forward both results that have not been forwarded and results that were previously forwarded to your LIS.

To forward individual test results to your LIS, follow these steps:

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

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



2. On the Reports page, click the **Search Criteria** tab.

3. On the Search Criteria page, specify search criteria to locate the reports that you want to forward.

   For instructions, see

4. Click **Search**.

   The laboratory reports that match the search criteria are shown.

5. Select the laboratory report that you want to forward to your LIS.

6. Click the **Forward Report** link.



7. On the Forward Report page, click the **Select Tests to Forward** link.



8. In the Test for Forwarding dialog box, in the Forward column, select the check box next to the test results that you want to forward.

   **Tip**: You can click the **Select All** link if you want to forward all the test results.

9. Click **OK**.

10. On the Forward Report page, click **Forward Report to ES**.



The results are queued to be forwarded to your LIS and a message is shown.

11. Click **OK**.

The results are forwarded to your LIS.

**Note**: There might be instances where your LIS cannot receive the forwarded results. For example, if a test is not built in the LIS or if the order is not present in the LIS, the LIS cannot receive the forwarded results.