

## Managing Test Results

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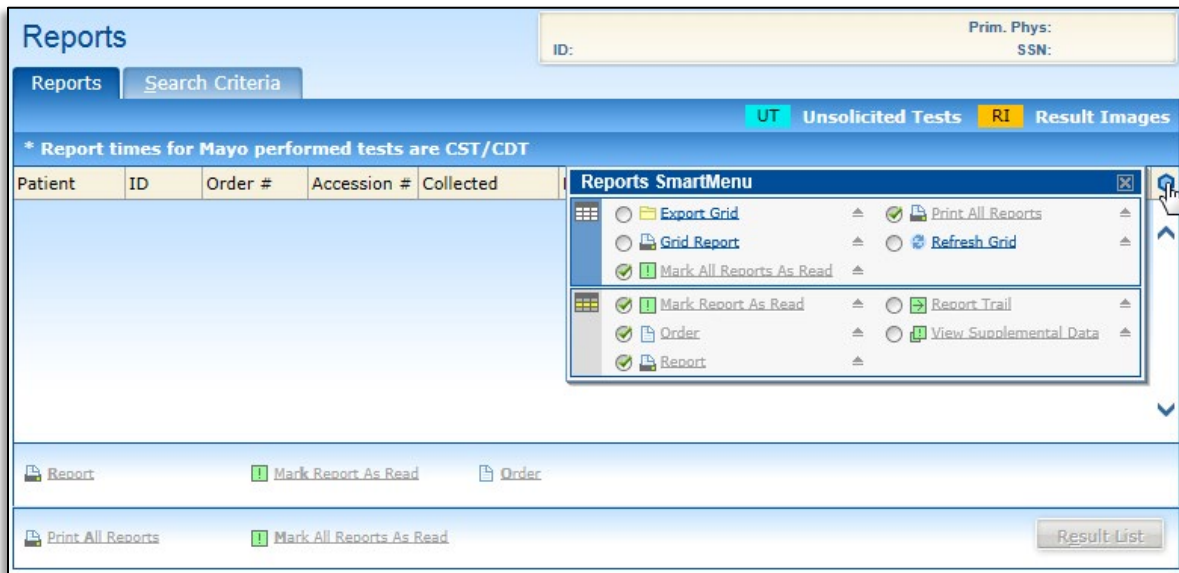
Test results are shown in a laboratory report. This section contains information about the following tasks:

- 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:

<b>Task</b>	<b>SmartLink</b>
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 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 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.



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

- 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 <b>Tip:</b> 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 <b>Tip:</b> Use the calendar icons to specify the dates.
Resulted Date Range	The range of dates during which the test results became available <b>Tip:</b> 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  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  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

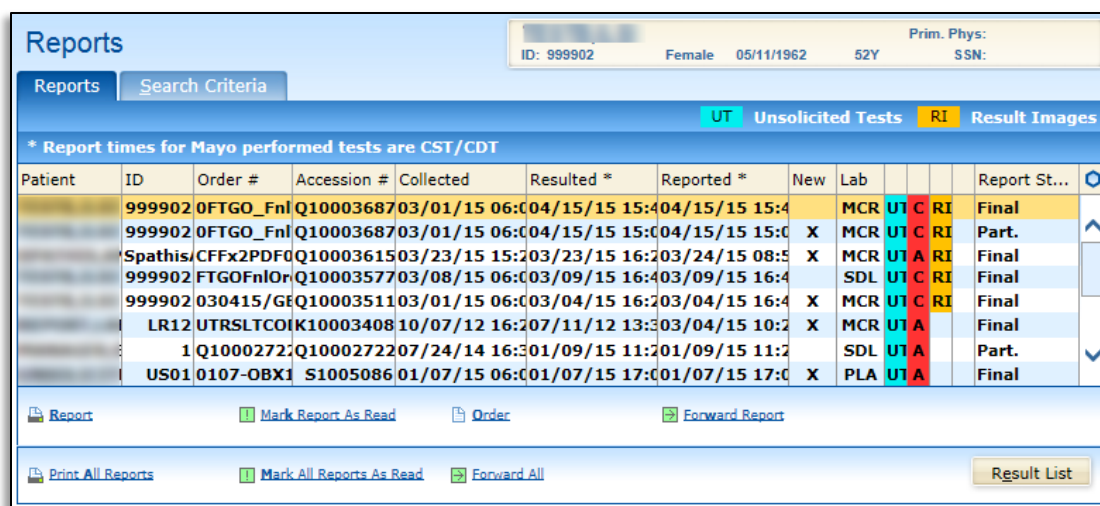
To print a report, follow these steps:

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
<b>UT</b>	The report contains results for unsolicited tests.
<b>C</b>	The report contains critical results.
<b>A</b>	The report contains abnormal results.
<b>RI</b>	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 [Searching for a Report](#) on page 78.
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.

Reports

SAMPLEREPOR,FHS12 N Prim. Phys:  
ID: SA00825172 Male 08/04/1981 39Y SSN:

Reports Search Criteria

UT Unsolicited Tests RI Result Images

\* Report times for Mayo performed tests are CST/CDT

Patient	ID	Order #	Accession #	Collected	Reported *	New	Lab					Report Status	PDF
SAMPLEREPOR	SA0082517	SA00825172	SA00825172	03/28/21 13:00	03/30/21 14:57	X	Y038	UT				Final	
SAMPLEREPOR	SA0082517	SA00825173	SA00825173	03/28/21 13:00	03/30/21 14:57	X	Y038	UT	A			Final	
TESTING,VALID	SA0082517	SA00825178	SA00825178	03/29/21 00:00	03/29/21 10:37	X	MCR	UT				Final	
TEST,IMPLEME	321	M167265282	M167265282	03/29/21 07:07	03/29/21 09:29	X	SDL		A			Final	
TESTING VALID	SA0082516	SA00825167	SA00825167	03/26/21 13:00	03/29/21 08:58	X	Y220	UT	A			Final	

Report Mark Report As Read Order

Print All Reports Mark All Reports As Read Result List

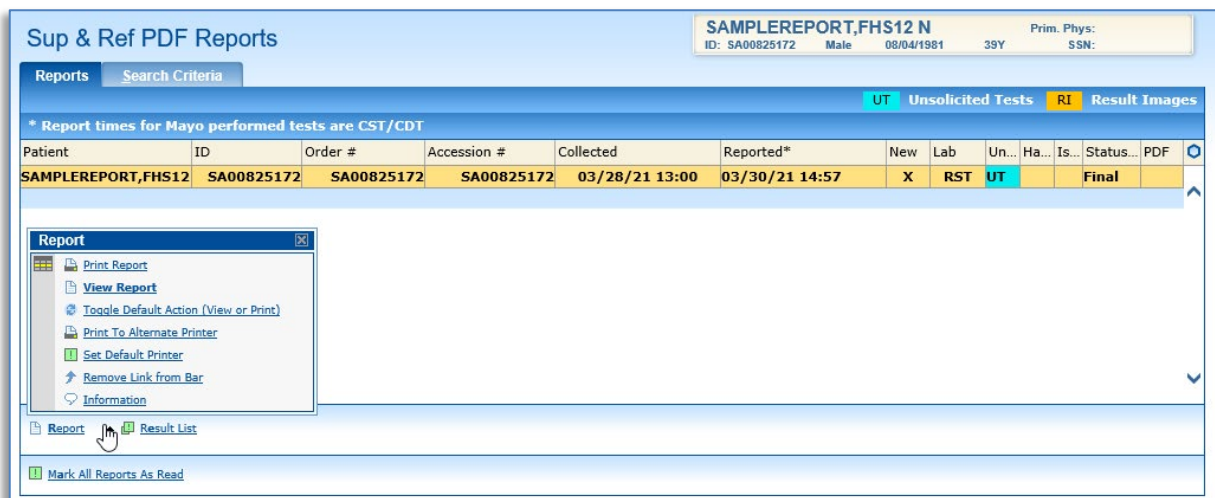
- To search for other reports, click the **Search Criteria** tab.

- 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 <b>Tip:</b> 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 <b>Tip:</b> 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.

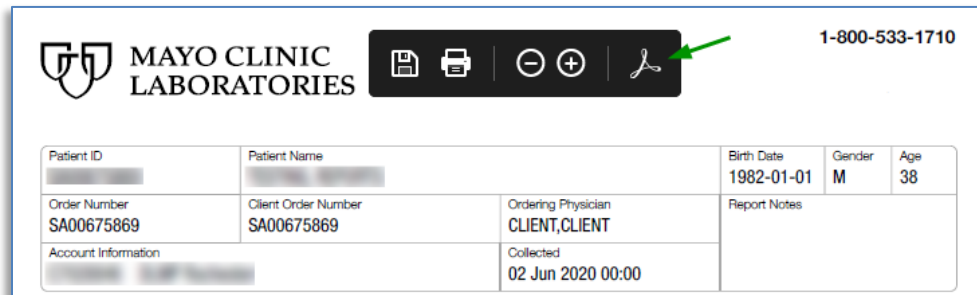


## Copying and Pasting Report Information from an Embedded Text File

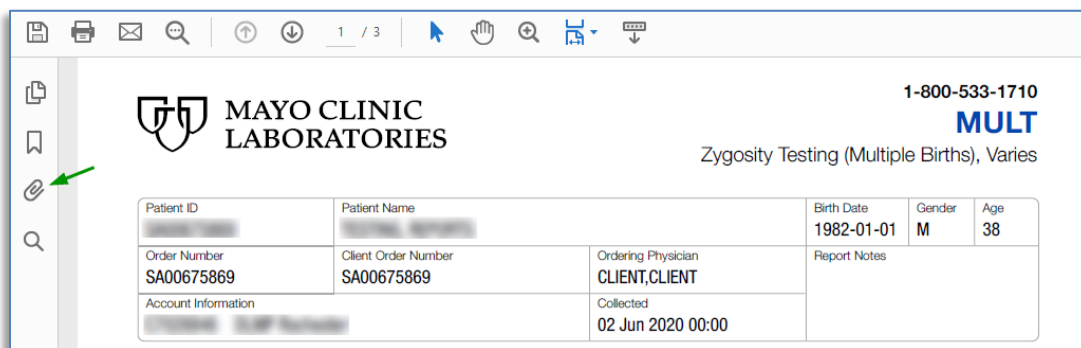
After opening your report, you can copy information from the report to paste into another application or system.

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

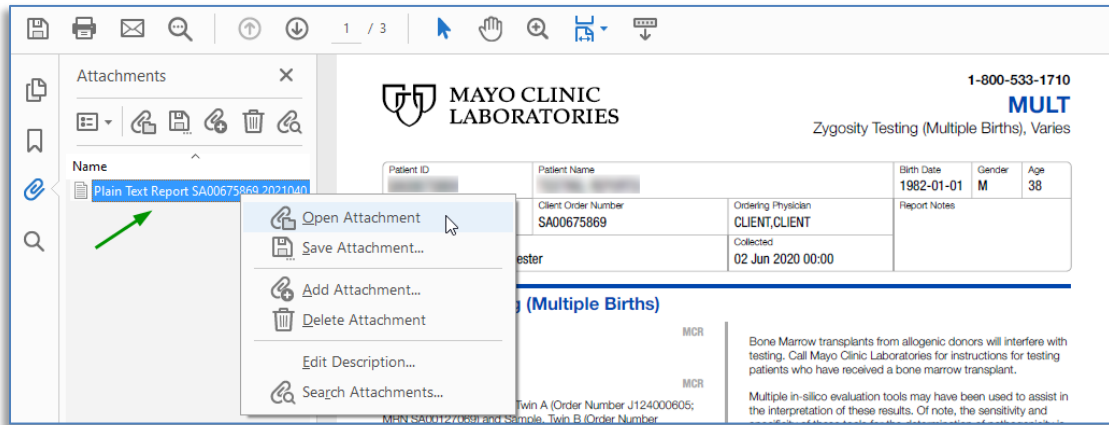
1. On the Adobe toolbar, click the Adobe icon.



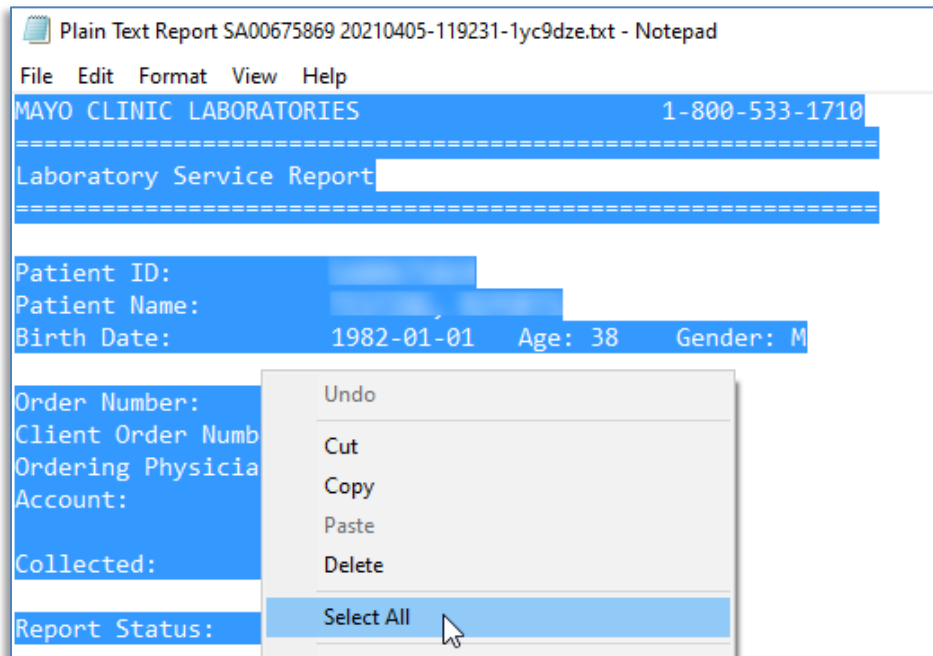
2. Click the attachments icon.



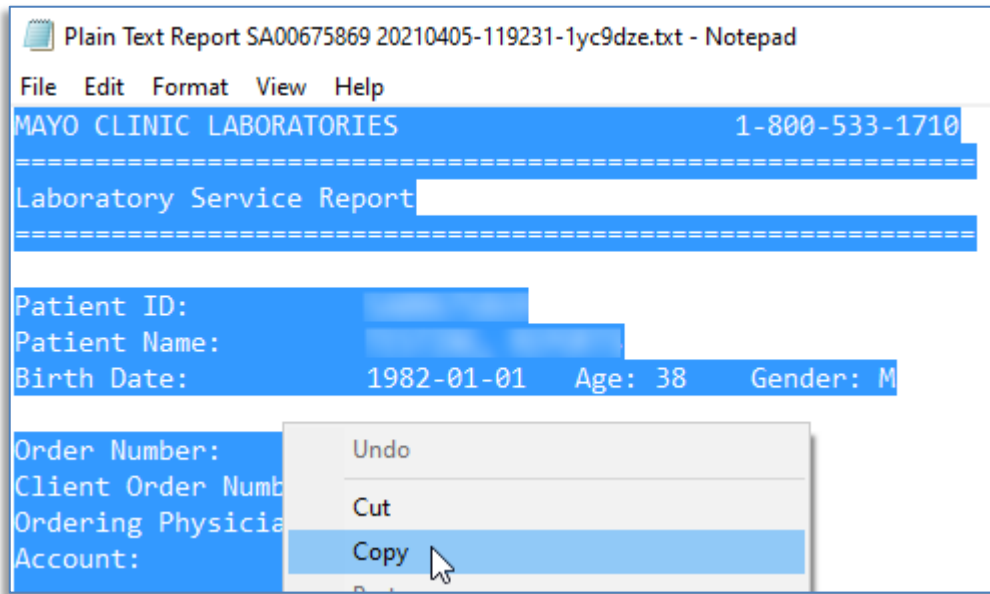
3. Right-click the Plain Text Report file and select **Open Attachment**. The file opens in the application assigned to open text files on your computer. For example, the file might open in Notepad.



- To select a portion of text, right-click and choose **Select All**, or manually select the text that you want to copy.

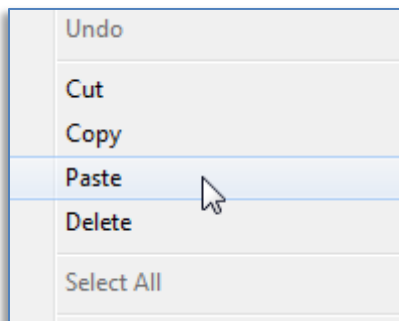


5. Right-click and select **Copy**.



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.



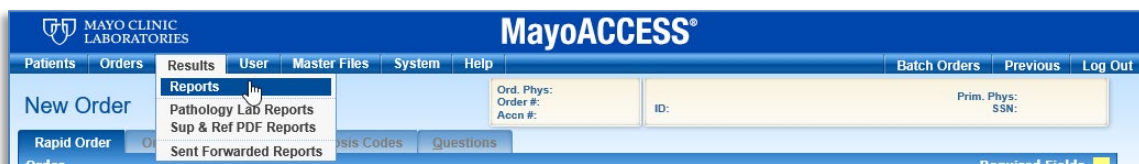
## Forwarding All Results to Your Laboratory Information System

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.



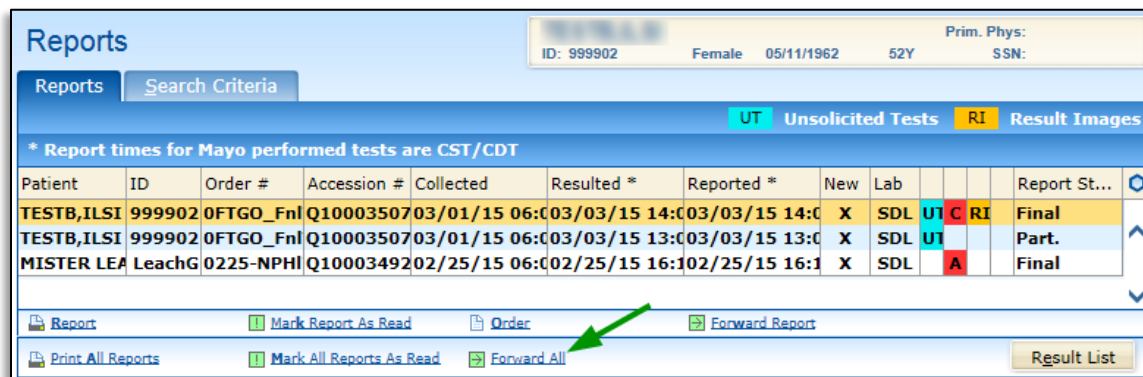
2. On the Reports page, click the **Search Criteria** tab.
3. On the Search Criteria page, specify search criteria to locate the reports that you want to forward.

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

4. Click **Search**.

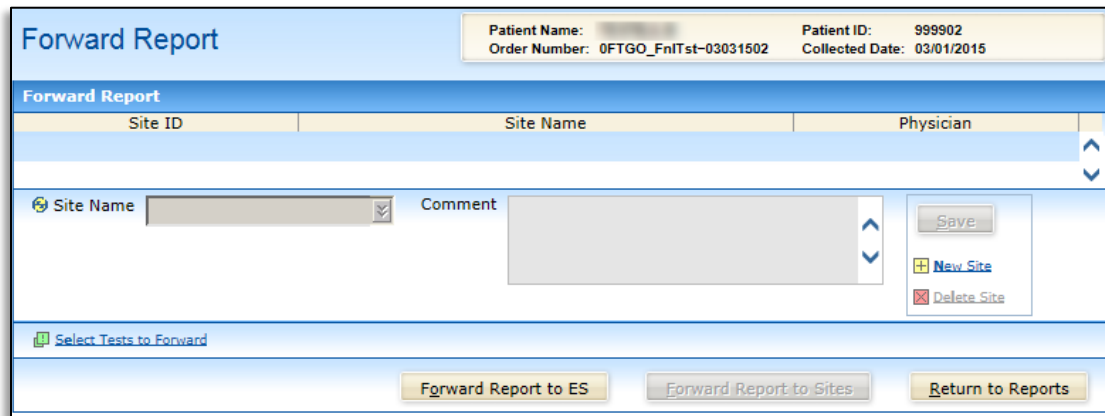
The laboratory reports that match the search criteria are shown.

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



Patient	ID	Order #	Accession #	Collected	Resulted *	Reported *	New	Lab				Report St...
TESTB,ILSI	999902	0FTGO_Fnl	Q10003507	03/01/15 06:00	03/03/15 14:00	03/03/15 14:00	X	SDL	UT	C	RI	Final
TESTB,ILSI	999902	0FTGO_Fnl	Q10003507	03/01/15 06:00	03/03/15 13:00	03/03/15 13:00	X	SDL	UT			Part.
MISTER LEA	LeachG	0225-NPHI	Q10003492	02/25/15 06:00	02/25/15 16:10	02/25/15 16:10	X	SDL	A			Final

- 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.

- 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](#) on page 89.

## 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:

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

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



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

- 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.

- Click **Search**.

The laboratory reports that match the search criteria are shown.

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

- Click the **Forward Report** link.

The screenshot shows the 'Reports' interface. At the top, there are tabs for 'Reports' and 'Search Criteria'. Patient information is displayed: ID: 999902, Female, 05/11/1962, 52Y, Prim. Phys: SSN: [redacted]. There are buttons for 'UT Unsolicited Tests' and 'RI Result Images'. A note states: '\* Report times for Mayo performed tests are CST/CDT'. Below is a table with columns: Patient, ID, Order #, Accession #, Collected, Resulted \*, Reported \*, New, Lab, Report St... The table contains three rows of data. Below the table are several action links: 'Report', 'Mark Report As Read', 'Order', 'Forward Report' (highlighted with a green arrow), 'Print All Reports', 'Mark All Reports As Read', and 'Result List'.

Patient	ID	Order #	Accession #	Collected	Resulted *	Reported *	New	Lab	Report St...
	999902	0FTGO_Fnl	Q10003507	03/01/15 06:00	03/03/15 14:00	03/03/15 14:00	X	SDL UT C RI	Final
	999902	0FTGO_Fnl	Q10003507	03/01/15 06:00	03/03/15 13:00	03/03/15 13:00	X	SDL UT	Part.
	LeachG	0225-NPHI	Q10003492	02/25/15 06:00	02/25/15 16:10	02/25/15 16:10	X	SDL A	Final

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

The screenshot shows the 'Forward Report' page. At the top, patient information is displayed: Patient Name: [redacted], Patient ID: 999902, Order Number: 0FTGO\_FnlTst-03031502, Collected Date: 03/01/2015. Below this is a table with columns: Site ID, Site Name, Physician. There is a 'Site Name' dropdown menu and a 'Comment' text area. To the right are buttons for 'Save', 'New Site', and 'Delete Site'. At the bottom left, there is a link 'Select Tests to Forward' (highlighted with a green arrow). At the bottom right, there are buttons for 'Forward Report to ES', 'Forward Report to Sites', and 'Return to Reports'.

- 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.

**Test for Forwarding**

Tests for selected Order #0FTGO\_FnlTst-03031502 Keys

Test Code	Test Name	Status	Diagnosis Codes	Lab	Sent to ES	Forward
ZW83	Misc Focus Diagnostics, Inc.	Final		Mayo Clinic Laboratories - Roche	Yes	<input type="checkbox"/>
TSTL2	Test Flow - Single Test 2 (Test F	Final		Mayo Clinic Laboratories - Roche	Yes	<input checked="" type="checkbox"/>
TSTFS	Test Flow - Single (Test Flow - G	Final		Mayo Clinic Laboratories - Roche	Yes	<input type="checkbox"/>

Select All  Deselect All

Results for Selected Test

Result Code	Result Name	Resulted Date	Result Value	Units	Ref. Range	Date Sent to ES	Send to ES
ZR83	Result	03/03/2015	1.5			03/03/2015	Yes
ZF83	Flag	03/03/2015	H			03/03/2015	Yes
ZV83	Reference Value	03/03/2015	0-35			03/03/2015	Yes

Result Notes

Cancel OK

9. Click **OK**.

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

**Forward Report**

Patient Name: [Redacted] Patient ID: 999902  
 Order Number: 0FTGO\_FnlTst-03031502 Collected Date: 03/01/2015

Site ID	Site Name	Physician

Site Name  Comment

Save  
 + New Site  
 - Delete Site

Select Tests to Forward

Forward Report to ES Forward Report to Sites Return to Reports

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.