Printing Reports

You can view and print the following reports:

- Orders Pending Results

  This report shows all orders for a specific patient that are missing test results.

- Pending Test

  This report shows the status of tests that have not been completed for a selected order.

- Unsolicited Test

  This report shows the results of a test that was added by the performing laboratory and is not on the original test order. An unsolicited test report is typically the result of the performing laboratory adding a reflex test to an order.

- Test Not Performed (TNP)

  This report shows the tests that have been cancelled with a result of test not performed (TNP).

- Test Utilization

  This report shows the type and number of tests that have been ordered for a site or for a location.

Printing an Orders Pending Results Report

This report shows all orders for a specific patient that are missing test results. This report is useful for identifying orders that are still pending without searching for those orders individually.

To print the Order Pending report, follow these steps:

1. On the **Patients** menu, click **Patient Search**.

   Tip: Alternatively, you can click **Patient Search** in the extended frameset.
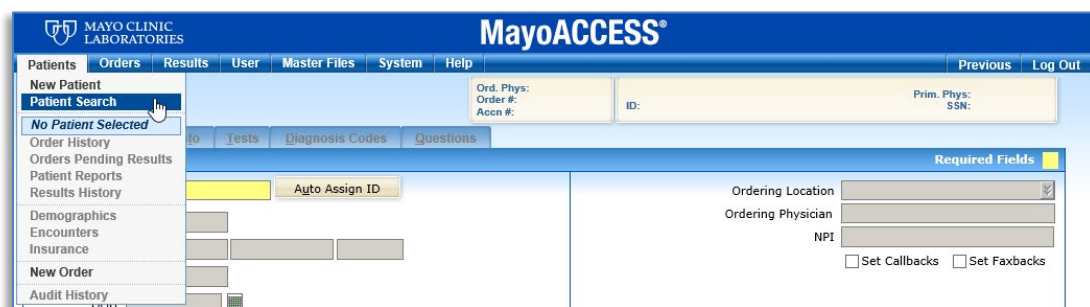
2. On the Patient Search page, in the **Patient** text box, enter either the ID number or the first few characters of the patient's last name.

3. Click **Search.**

   The patient records that match the ID number or characters that you entered are shown**.**

Tips:

- If you are unsure of the ID number or the spelling of the patient's last name, enter just the letters or numbers that you know. The search results contain all the patient records that match the numbers or letters that you specify. For example, if you enter DO in the **Patient** text box, and then click **Search,** all patients with last names or records that contain DO are shown.

- You can also select the **Recently Selected Patients** check box to display patient records that were recently opened.

4. Select the patient whose orders you want to view.

5. On the **Patients** menu, click **Orders Pending Results.**

    Tip: Alternatively, you can click **Orders Pending Results** in the extended frameset.

6. To print the order report for the selected patient, click the **Print Order Report** link on the Orders Pending Results page.
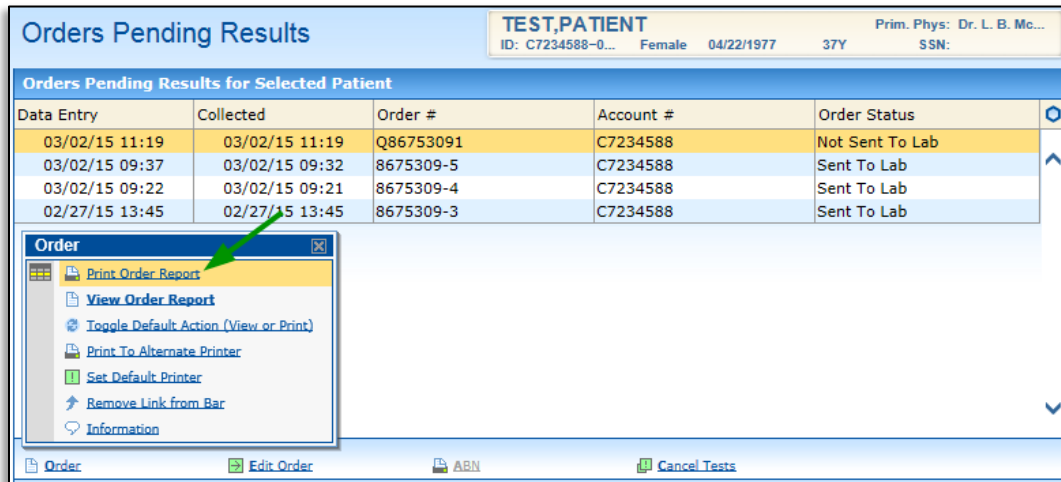
Printing the Pending Test Report

This report shows the status of tests that have not been completed for a selected order.

To print the Pending Test report, follow these steps:

1. On the **Orders** menu, click **Order Search**.

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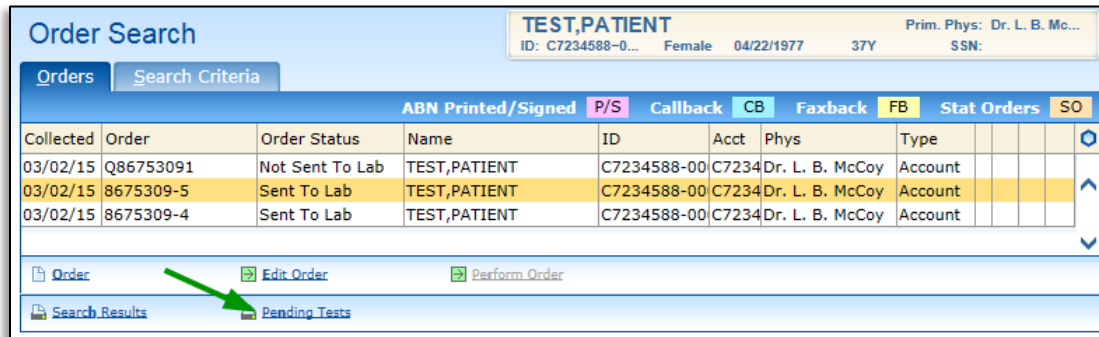

2. On the Order Search page, select the order for which you want to print the Pending Test report.

   Tip: Click the **Search Criteria** tab and use that page to locate the order. For instructions, see

3. To print the Pending Test report, click the **Pending Tests** link.

Tip: If the **Pending Tests** link is not shown on the Order Search page, it is available on the SmartMenu.

The Pending Test report is arranged by order date and patient name.
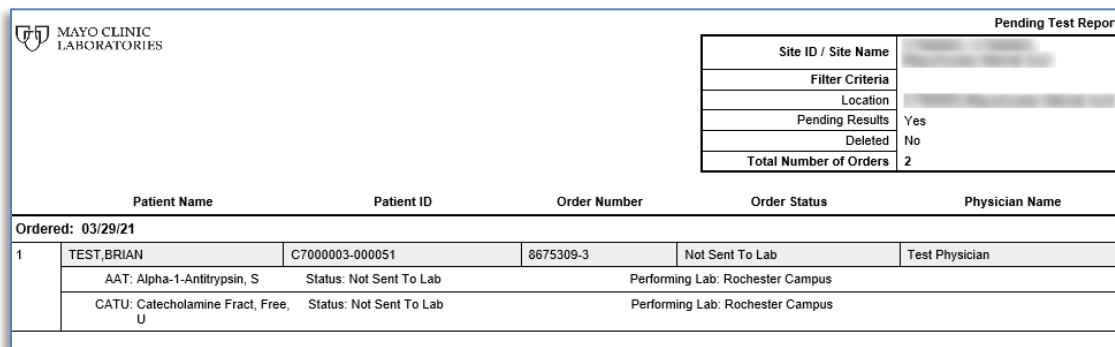
Printing the Unsolicited Test Report

An unsolicited test is a test that was added by the performing laboratory and is not on the original test order. You can view the results of an unsolicited test and manually forward the results to your Laboratory Interface System (LIS).

To print an unsolicited test report, follow these steps:

1. On the **User** menu, click **InfoLink Inbox**.

2. On the InfoLink Inbox page, click the **Search Criteria** tab.

3. From the **Issue Type** drop-down list, select Unsolicited Test Received from Performing Lab.

4. Click **Search**.

    All the orders with that issue type are shown on the Issues page.

5. To print the unsolicited test report, click the **Grid Report** link.

    Tip: If the **Grid Report** link is not shown on the InfoLink Inbox page, it is available on the SmartMenu.

Printing the Test Not Performed Report

The test not performed (TNP) report contains a list of tests that have been cancelled with a result of TNP from the performing laboratory. To print a TNP report, 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, click the **Test Not Performed** check box.

4. Clear the **New (no one has read)** check box.

5. Click **Search**.

   The TNP reports are shown on the Reports page.

6. To print a TNP report, click the **Report** link.

   Tip: If the **Report** link is not shown on the Reports page, it is available on the SmartMenu.

Printing a Utilization Report

A Utilization Report shows the type and number of tests that have been ordered for a site or for a location. To print a Utilization Report, follow these steps:

1. On the **Orders** menu, click **Test Utilization**.

2. On the Test Utilization page, click the **Search Criteria** tab.

3. On the Search Criteria page, specify any of the following criteria for the test utilization information that you want to print.

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

| Search Criteria	Description
Lab	The laboratory that performed the tests
Location	The location from which the tests were ordered
Keyword	The test for which you want to display utilization
Include Only Billable Procedures	Whether to search only for tests that were billable
Minimum Frequency	The threshold value for the number of times that a test was ordered. For example, enter **5** to display only those tests that were ordered 5 or more times.
Max Display Row	The total number of rows that you want to display in the results list
Report Type	Whether you want to show one row for each test code or one row for each ordered test
Account	The account that was used to order the test
Billing Type	The billing type that was specified when the test was ordered
Source	Whether the test was ordered from a Laboratory Information System (LIS) (integrated), from within the MayoACCESS application (manual), or was unsolicited (usually a reflex test)
Ordering Physician	The physician who ordered the test
Order Date Range	The range of dates during which the test was ordered **Tip:** Use the calendar icons to specify the dates.
Collected Date Range	The range of dates during which the specimens for the order were collected **Tip:** Use the calendar icons to specify the dates.

Search Criteria	Description
Resulted Date Range	The range of dates during which the test results became available **Tip:** Use the calendar icons to specify the dates.
Sort By	How the search results are displayed. For example, select **Frequency** to display the list of tests ordered starting with the most-ordered tests to the least-ordered tests.

Tip: To save your search criteria selections for future use, click **Save as**, and then enter a name for the query and click **OK**.

4. Click **Search**.

The tests that match the specified search criteria are shown.

5. To view the report, click the **View List** link**.**
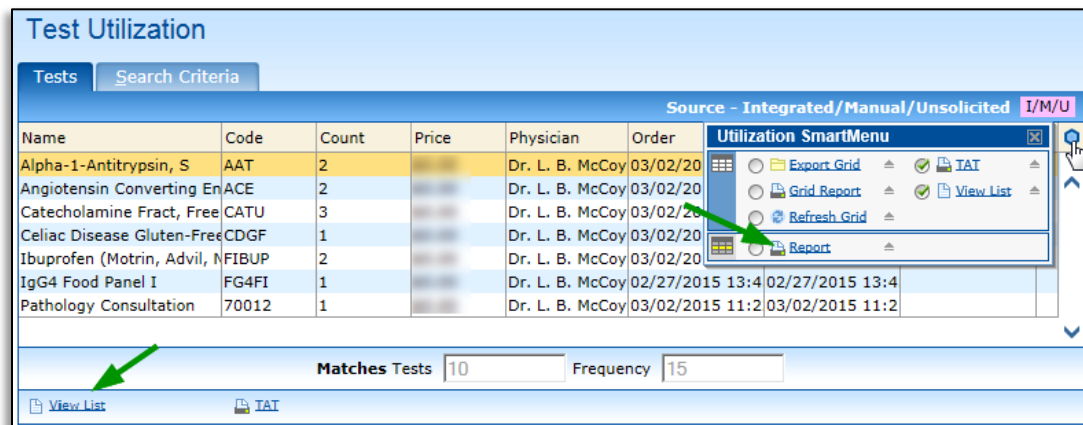
6. To print the report, click the **Report** link.

Tips:

- You can also use the **Export Grid** link to create a Microsoft Excel spreadsheet file that contains the test utilization search results.

- If these links are not shown on the Test Utilization page, they are available on the SmartMenu.