

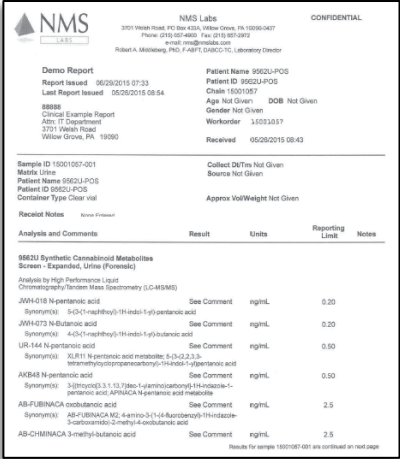
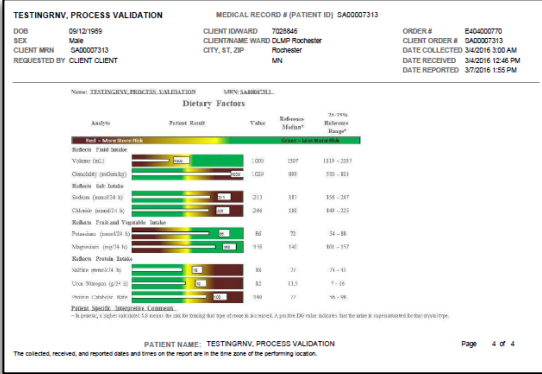


MayoACCESS™ PDF Reports

PDF reports are available for some tests. The purpose of the PDF report is to provide additional or alternative information for test results.

To see a list of the tests that generate PDF reports, go to www.mayocliniclabs.com. In the left navigation, click **Test Catalog > Test Setup Information**, and click the **PDF Reports** tab.

The following types of PDF reports are available:

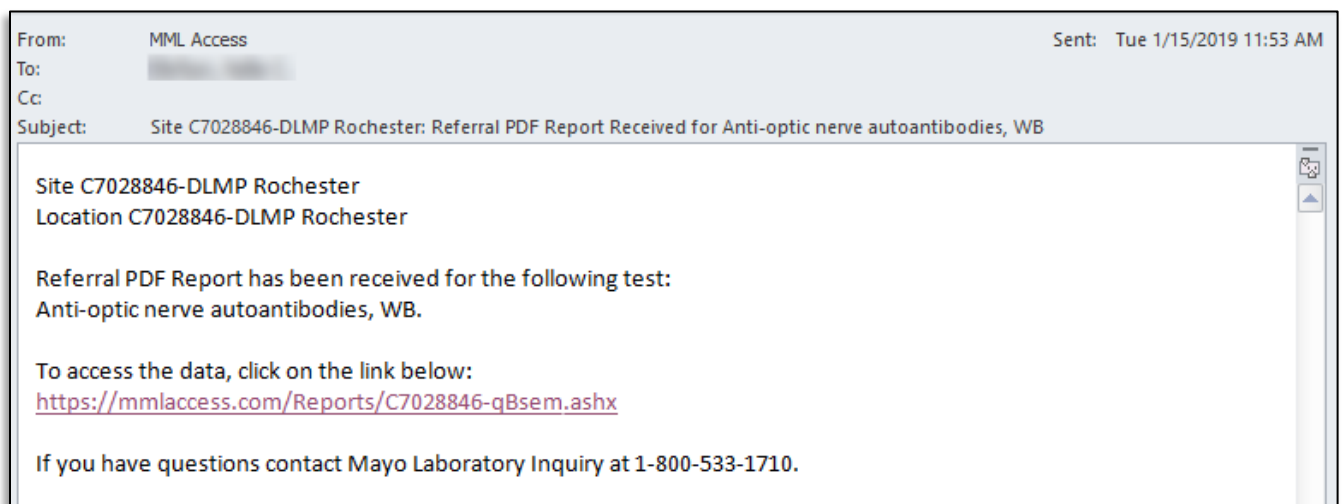
Report Type	Example
<p>Referral (Ref)</p> <p>Provides result reports sent by a referral laboratory. These result reports are attached to the MayoACCESS laboratory report.</p>	 <p>The screenshot shows a report from NMS Labs. It includes patient information: Patient Name 9962U-POG, Patient ID 9962U-POG, Chain 1001057, Age Not Given, DOB Not Given, Gender Not Given, Workorder 3.003.017, Received 06/29/2016 08:43. The analysis section is titled '9962U Synthetic Cannabinoid Metabolites Screen - Expanded, Urine (Forensic)' and lists several cannabinoids with their results in ng/mL. For example, JWH-018 N-pentanoic acid has a result of 0.20 ng/mL. Other cannabinoids listed include JWH-4773, UR-144, AKB48, AB-FUBINACA, and AB-CHMINACA.</p>
<p>Supplemental (Sup)</p> <p>Includes information in addition to what is contained in the MayoACCESS laboratory report. These reports include a combination of graphs, additional interpretation, pictures, and text. You can view an example of the additional information on the LLTOF test, Leukemia and Lymphoma, Technical Only Flow.</p>	 <p>The screenshot shows a report titled 'TESTGRNV_PROCESS VALIDATION'. It includes patient information: DOB 09/12/1989, SEX Male, CLIENT MNU SA0007313, REQUESTED BY CLIENT CLIENT. The report features a 'Dietary Factors' section with a bar chart comparing 'Patient Result' and 'Reference Range' for various nutrients. The chart shows values for Vitamins (A, B1, B2, B6, B12, C, D, E, K), Minerals (Calcium, Iron, Magnesium, Phosphorus, Potassium, Sodium, Zinc), and other factors like Protein, Fat, Fiber, and Sugar. The patient results are generally within or near the reference ranges.</p>
<p>Undefined (Und)</p> <p>Occurs if a PDF report is included with a test that does not normally include a PDF.</p>	

You can request to receive email notifications for any of the reports. Examples of the subject lines of these notifications are as follows:

- C7028846-DLMP Rochester: **Referral** PDF Report Received for Phospho Tau Analysis and Interp, CSF
- C7028846-DLMP Rochester: **Supplemental** PDF Report Received for Leukemia/Lymphoma; Tech Only Flow
- C7028846-DLMP Rochester: **Undefined** PDF Report Received for Almond, IgE

To subscribe to receive email notifications for any combination of these reports, or to update your current subscriptions, contact your Mayo Clinic Laboratories representative or [Customer Service](#).

The email notification contains a link to the PDF report. You must log in to the MayoACCESS application to view the report.



The following topic provides instructions for locating and printing PDF reports from within the MayoACCESS application.

Locating and Printing PDF Reports

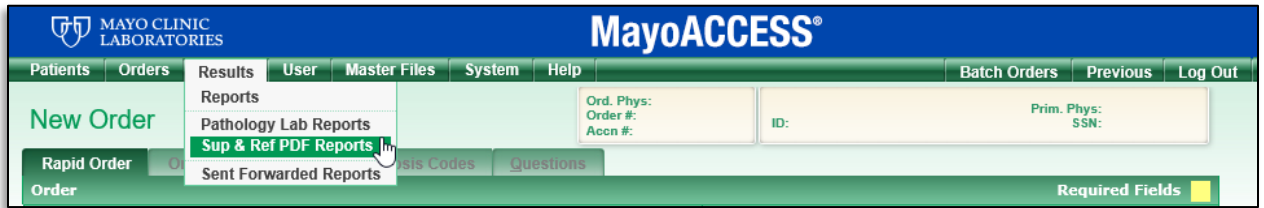
Use one of the following methods to access PDF reports:

- Locate and print supplemental and referral reports
- Locate and print all report types

Locating and Printing Supplemental and Referral PDF Reports

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

SAMPLEREP, FSCMS NORMAL Prim. Phys:

ID: SA00008061 Female 02/21/1988 28Y SSN:

Reports

UT Unsolicited Tests RI Result Images

* Report times for Mayo performed tests are CST/CDT

Patient	ID	Order #	Accession #	Collected	Reported *	New	Lab				Report St...	PDF	
SAMPLEREP	SA00008061	SA0000806	SA0000806	04/17/16 00:0	04/18/16 10:1	X	Y082	UT		RI	Final	Ref	
SAMPLEREP	SA00008061	SA0000806	SA0000806	04/17/16 00:0	04/18/16 10:1	X	Y082	UT		RI	Final	Ref	
TESTINGRNV	SA0000731	SA0000731	SA0000731	03/04/16 03:0	03/07/16 13:5	X	MCR	UT	A	RI	Final	Sup	
SAMPLEREP	SA0000701	SA0000701	SA0000701	02/16/16 13:0	02/26/16 07:4	X	MCR	UT		RI	Final	Sup	
SAMPLEREP	SA0000701	SA0000701	SA0000701	02/16/16 13:0	02/24/16 09:5	X	MCR	UT		RI	Final	Sup	
SAMPLEREP	SA0000701	SA0000701	SA0000701	02/16/16 13:0	02/24/16 09:1	X	MCR	UT		RI	Final	Sup	

[Report](#)
 [Mark Report As Read](#)
 [Order](#)

[Print All Reports](#)
 [Mark All Reports As R...](#)
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 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
Resulted Date Range	The range of dates during which the test results became available Tip: Use the calendar icons to specify the dates.
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 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 You can search for reports that you have not read, new reports that no one has read, abnormal reports, or finalized reports.

- 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.

The screenshot shows the 'Reports' page in the Mayo Clinic system. At the top, it displays 'SAMPLEREPORT, HMSNP REV' and patient information: ID: SA00007011, Female, 06/10/1966, 49Y, Prim. Phys: SSN: [redacted]. Below this is a search criteria bar and tabs for 'UT Unsolicited Tests' and 'RI Result Images'. A note states: '* Report times for Mayo performed tests are CST/CDT'. The main area is a table with columns: Patient, ID, Order #, Accession #, Collected, Reported *, New, Lab, Report St..., and PDF. Several rows are highlighted in yellow. A context menu is open over the 'Report' link in the bottom left, showing options: Print Report, View Report, Toggle Default Action (View or Print), Print To Alternate Printer, Set Default Printer, Remove Link from Bar, and Information. At the bottom of the page, there are links for 'Report', 'Mark Report As Read', 'Order', 'Print All Reports', 'Mark All Reports As R...', and a 'Result List' button.

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.

Locating and Printing All PDF Reports

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

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

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

The screenshot shows the Mayo Clinic MayoACCESS application interface. The top navigation bar includes 'Patients', 'Orders', 'Results', 'User', 'Master Files', 'System', and 'Help'. The 'Results' menu is expanded, showing options: 'Reports', 'Pathology Lab Reports', 'Sup & Ref PDF Reports', and 'Sent Forwarded Reports'. A mouse cursor is pointing at the 'Reports' option. Other elements include 'New Order', 'Rapid Order', 'Order', 'Batch Orders', 'Previous', 'Log Out', 'Ord. Phys: Order #: Accn #:', 'ID:', 'Prim. Phys: SSN:', 'Required Fields', and 'Questions'.

The Reports page is displayed.

The screenshot shows the MayoACCESS Reports page. At the top, there is a navigation bar with 'Patients', 'Orders', 'Results', 'User', 'Master Files', 'System', and 'Help'. The main header displays 'MayoACCESS®' and 'SAMPLE REPORT,F68KD A' with patient details: ID: SA00116052, Female, 12/31/1974, 44Y, Prim. Phys: SSN: [redacted]. Below the header, there are tabs for 'Reports' and 'Search Criteria'. A table lists several test results with columns for Patient, ID, Order #, Accession #, Collected, Reported *, New, Lab, UT, Unsolicited Tests, RI, Result Images, Report Status, and PDF. The table contains 6 rows of data. At the bottom, there are buttons for 'Report', 'Mark Report As Read', 'Order', 'Print All Reports', 'Mark All Reports As Read', and 'Result List'.

Patient	ID	Order #	Accession #	Collected	Reported *	New	Lab	UT	Unsolicited Tests	RI	Result Images	Report Status	PDF
SAMPLE REPOR	SA0011605	SA00116052	SA00116052	01/08/19 07:00	01/09/19 07:45	X	Y048	UT				Final	
SAMPLE REPOR	SA0011604	SA00116049	SA00116049	01/08/19 12:00	01/09/19 07:41	X	Y048	UT				Final	
SAMPLEREPOR	SA0011604	SA00116042	SA00116042	01/07/19 13:00	01/08/19 18:14	X	Y060	UT				Final	
TESTINGRNV,A	SA0011602	SA00116025	SA00116025	01/06/19 12:00	01/08/19 17:46	X	SDL	UT	A			Final	
TESTINGRNV,A	SA0011602	SA00116024	SA00116024	01/06/19 12:00	01/08/19 17:33	X	SDL	UT	A			Final	
TESTINGRNV,A	SA0011602	SA00116023	SA00116023	01/06/19 12:00	01/08/19 17:25	X	SDL	UT				Final	

2. Click the **Search Criteria** tab.

The screenshot shows the MayoACCESS Reports Search Criteria page. The header displays 'TESTING,TGRP' and patient details: ID: SA00007973, Female, 06/10/1966, 49Y, Prim. Phys: SSN: [redacted]. Below the header, there are tabs for 'Reports' and 'Search Criteria'. The page contains various search filters: Patient, Ordering Location, Reported Date Range (04/06/2016 To 04/13/2016), Resulted Date Range (01/04/2016 To 04/13/2016), Resulted Time Range, Report Status (Final), Source, Ordering Account, Issue Type (Supplemental PDF Re), PDF Type (dropdown menu with options: Enhanced, Referral, Supplemental, Undefined), Ordering Physician, Contains Unsolicited Test, Order #, Accession #, Reports Containing (Test Not Performed, Cancelled test, Updated result), Sort Reports By (Report Date), Forwarded to ES, Search, and Clear buttons. At the bottom, there is a 'Save Search Criteria as Default' button.

3. On the Search Criteria page, specify the search criteria as follows:

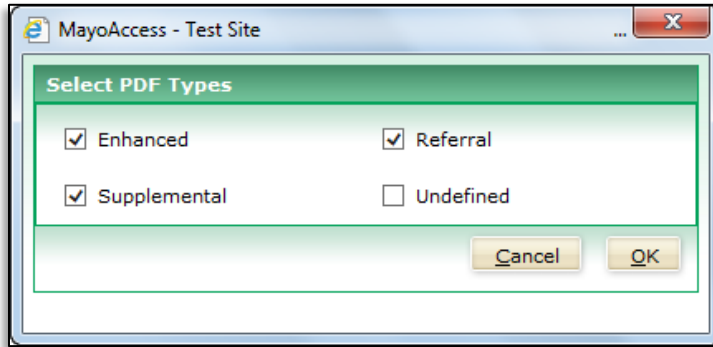
a. Specify the range of dates during which the report became available

Tip: Use the calendar icons to specify the dates.

b. From the **Issue Type** drop-down list, select Supplemental PDF Report Loaded. This option includes all PDF reports: supplemental, enhanced, and referral.

c. To select a single PDF type, from the **PDF Type** drop-down list, select the PDF type. Options include: enhanced, referral, supplemental, and undefined.

- d. To select multiple PDF types, click Custom.



- e. Select the PDF types that you want to view and then click **OK**.
 - f. In the **Only Display** list, select the types of reports that you want to display.
 - g. **Optional:** To search for previously viewed reports, clear the **New (no one has read)** check box.
4. Click **Search**.

The laboratory reports that include the specified PDF reports are shown. The orange result images (RI) icon shows that a PDF report is attached. The type of PDF is displayed in the PDF column. PDFs that contain multiple report formats are labeled as **Mul**.

Patient	ID	Order #	Accession #	Collected	Reported *	New	Lab	UT	RI	Report St...	PDF
SAMPLEREP	SA0000701	SA0000701	SA0000701	02/17/16 13:00	02/24/16 10:00	X	MCR	UT	RI	Final	Enh
TESTINGRNV	SA0000710	SA0000710	SA0000710	02/23/16 08:00	02/24/16 09:50	X	MCR	UT	RI	Final	Enh
SAMPLEREP	SA0000701	SA0000701	SA0000701	02/16/16 13:00	02/24/16 09:50	X	MCR	UT	RI	Final	Enh
SAMPLEREP	SA0000701	SA0000701	SA0000701	02/16/16 13:00	02/24/16 09:50	X	MCR	UT	RI	Final	Sup
SAMPLEREP	SA0000700	SA0000700	SA0000700	02/16/16 13:00	02/24/16 09:50	X	MCR	UT	RI	Final	Enh
SAMPLEREP	SA0000702	SA0000702	SA0000702	02/17/16 13:00	02/24/16 09:10	X	MCR	UT	RI	Final	Enh
SAMPLEREP	SA0000701	SA0000701	SA0000701	02/16/16 13:00	02/24/16 09:10	X	MCR	UT	RI	Final	Sup
TESTINGRNV	SA0000690	SA0000690	SA0000690	02/14/16 13:00	02/15/16 15:00	X	MCR	UT	RI	Final	Enh
TESTINGRNV	SA0000684	SA0000684	SA0000684	02/10/16 13:00	02/15/16 14:50	X	MCR	UT	RI	Final	Enh
TESTINGRNV	SA0000684	SA0000684	SA0000684	02/10/16 13:00	02/15/16 14:40	X	MCR	UT	RI	Final	Enh

- 5. Select the report that you want to view or print.

Note: The selected report will be highlighted yellow.

6. Click the **Report** link.

Reports SAMPLEREP, HMSNP REV Prim. Phys:
ID: SA00007011 Female 06/10/1966 49Y 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 St...	PDF
SAMPLEREP	SA00007011	SA0000701	SA0000701	02/17/16 13:0	02/24/16 10:0	X	MCR UT	Final	Enh
TESTINGRN	SA00007011	SA0000710	SA0000710	02/23/16 08:0	02/24/16 09:5		MCR UT	Final	Enh
SAMPLEREP	SA00007011	SA0000701	SA0000701	02/16/16 13:0	02/24/16 09:5	X	MCR UT	Final	Enh
SAMPLEREP	SA00007011	SA0000701	SA0000701	02/16/16 13:0	02/24/16 09:5	X	MCR UT	Final	Sup
SAMPLEREP	SA00007000	SA0000700	SA0000700	02/16/16 13:0	02/24/16 09:5	X	MCR UT	Final	Enh
				0702	02/17/16 13:0		MCR UT	Final	Enh
				0702	02/17/16 13:0	X	MCR UT	Final	Enh
				0701	02/17/16 13:0	X	MCR UT	Final	Enh
				0701	02/16/16 13:0	X	MCR UT	Final	Sup
				0700	02/16/16 13:0		MCR UT	Final	Enh
				0701	02/16/16 13:0		MCR UT	Final	Enh
				0690	02/14/16 13:0	X	MCR UT	Final	Enh
				0684	02/10/16 13:0	X	MCR UT	Final	Enh
				0684	02/10/16 13:0	X	MCR UT	Final	Enh

Report

- Print Report
- View Report
- Toggle Default Action (View or Print)
- Print To Alternate Printer
- Set Default Printer
- Remove Link from Bar
- Information

Report Mark Report As Read Order

Print All Reports Mark All Reports As R... Result List

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.