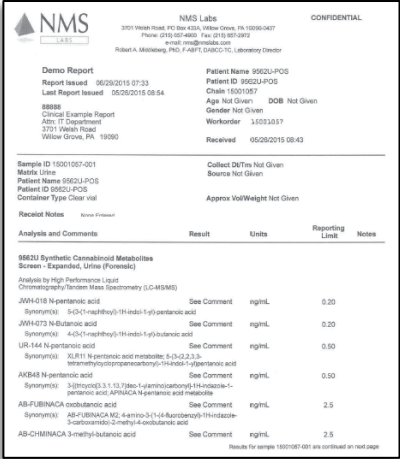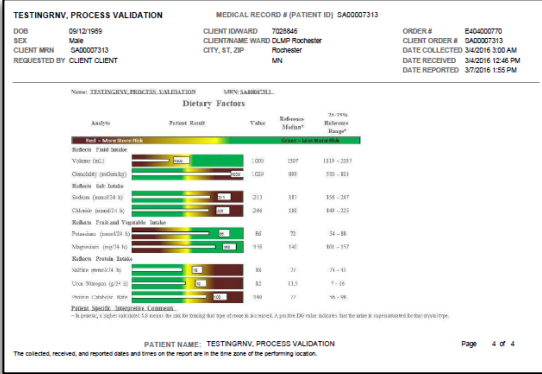# MayoACCESS™ PDF Reports

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.
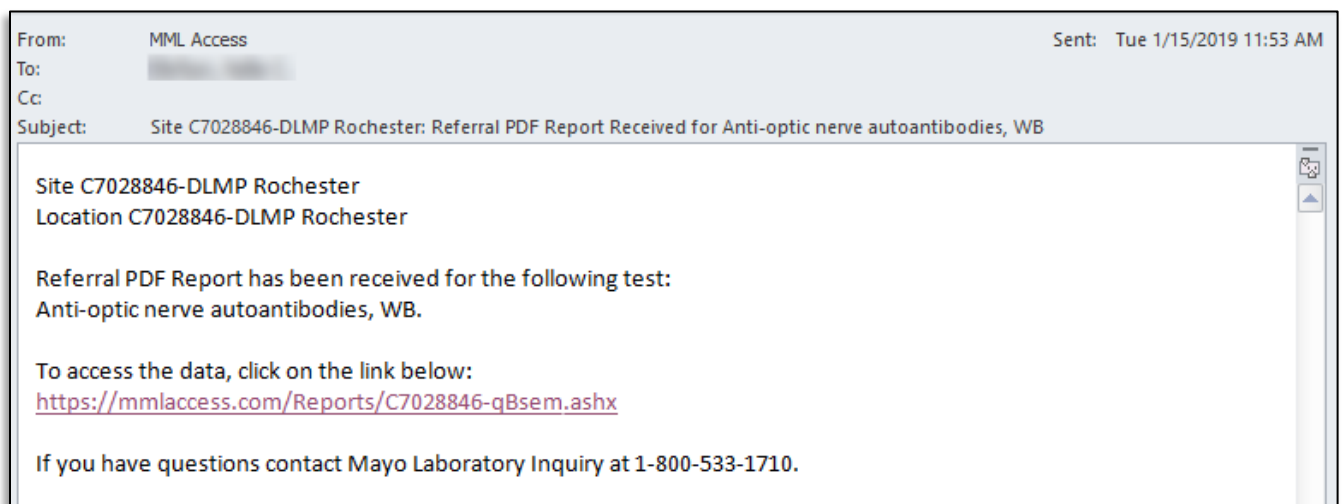
The following types of PDF reports are available:

Report Type	Example
Referral (Ref) Provides result reports sent by a referral laboratory. These result reports are attached to the MayoACCESS laboratory report.	
Supplemental (Sup) 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.	
Undefined (Und) Occurs if a PDF report is included with a test that does not normally include a PDF.	

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.

From:	MML Access		Sent: Tue 1/15/2019 11:53 AM
To:			
Cc:			
Subject:	Site C7028846-DLMP Rochester: Referral PDF Report Received for Anti-optic nerve autoantibodies, WB		

Site C7028846-DLMP Rochester
Location C7028846-DLMP Rochester

Referral PDF Report has been received for the following test:
Anti-optic nerve autoantibodies, WB.

To access the data, click on the link below:
https://mmlaccess.com/Reports/C7028846-qBsem.ashx

If you have questions contact Mayo Laboratory Inquiry at 1-800-533-1710.

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

Locating and Printing PDF Reports

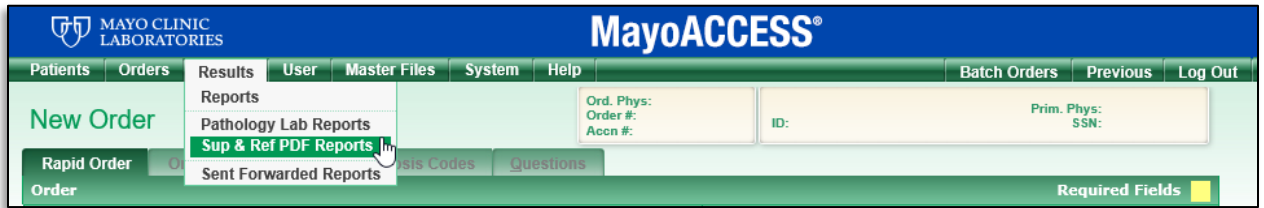Use one of the following methods to access PDF reports:

- 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.

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 **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.

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.

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 Reports page is displayed.

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

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.
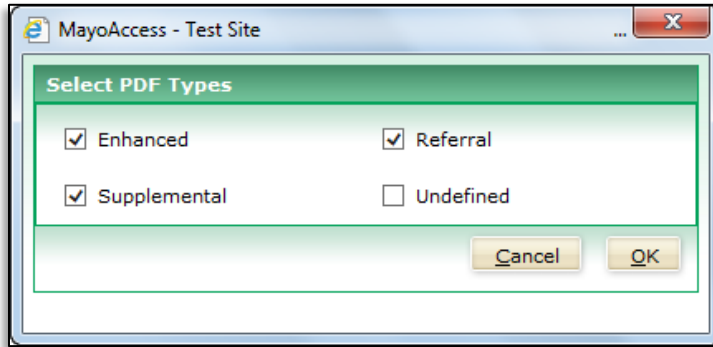
e. Select the PDF types that you want to view and then click **OK**.

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**.

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.