To access the Batch Processing screen, select one of three options:

1) Mouse over the Orders menu and select Batch Processing
2) Select the BATCH PROCESSING link in the Patient QuickLinks menu
3) Select the Batch Orders link at the top of the screen (this is visible only when there is a batch to be closed).
Mouse over the blue hexagon icon (○) to display the Smart Menu.

NOTE: The Smart Menu allows you to customize the toolbar below the Batch Processing screen.
Place a check in the Refresh Grid, Cancel Tests, Delete Order and Edit Order circles.

This places those functions in the toolbar below the Batch Processing screen. You are now able to refresh the screen when waiting for all tests to cross from your interface. Continue to click on Refresh Grid until all of the orders have crossed.
Batching Status allows you to quickly identify whether or not an order is ready to batch. There are three Batching Statuses: Ready (Green), Incomplete (Yellow) and Unbatchable (Red).
Green means that the order is Ready to be batched and sent to the laboratory.
Yellow means that the order is Incomplete.

The order is missing relevant information such as: answers to questions or required forms. Highlight that line, click on Unanswered Questions (in the toolbar below the Batch Processing screen) and provide the answers in the spaces provided. The batching status will change to Green.
Red means that the order is Unbatchable.

The order is missing relevant information such as: an unknown or obsolete test code received from the interface, missing collection date, Date of Birth, and/or Physician Name. Determine the cause, highlight the line and click on Edit Order to add missing information or to delete the incorrect test code and add the correct one.
There are two ways to select an order(s) to include in a batch.
1) Place a check mark in a box in the batch column, or
2) Select the Select All link.

NOTE: Unbatchables cannot be batched. The cause must be determined and corrected.
Place a check in the boxes for the tests to be batched, then click on Close Batch Set.
Batch sheets will print automatically.
Closing a Batch in MayoAccess

Complete

Try Again