There are several ways to retrieve patient results. The following examples illustrate the most common search pathways using Order Search and Patient Search.

Order Search
1) Select “Order Search” from the Patient QuickLinks  OR
2) Select “Lab Order Search” from the drop-down menu under “Orders”
The Order Search screen contains all the orders listed in chronological order. This method allows you to see the status of the order in the Order Status column.

If the status is “Not Sent to Lab,” “Sent to Lab,” or “Received by Lab,” results are not available.

If the Order Status is “Final” or “Partial,” results are available.
To retrieve results for a specific patient, hover the mouse icon over the “Search Criteria” tab.
There are three ways to retrieve results.

Enter:
1) Patient Name (in the Patient field)  OR
2) Your laboratory’s LIS accession number (in the Order # field)  OR
3) Mayo’s accession number (in the Accn # field)
1) **Patient Name:** Enter the patient’s last name in the Patient box and press the down arrow to the right to open the drop-down menu.
1) Patient Name (cont): Highlight the correct patient name and select Search.
1) Patient Name (cont’d): You may also search for the patient by using the Medical Record #. Click on the symbol to the left of the Patient box until the X is in the ID bracket, then enter the MR #.

Note that the demographics for the patient you have selected will appear in the oval at the top of the screen.
2) **Your Accession #**: Enter your laboratory information system’s Accession # in the Order # box and select Search.
3) **Mayo Accession #**: Enter the Mayo accession # in the Accn # box and select Search.
Once you have retrieved the correct patient, you will see this screen. To view or print the results, click on the Report icon.

To view the ordered tests at the bottom of the screen, click “Show Me?”

To continue to the next slide, click “Next.”
You can see that the ordered tests are listed below the Order Search grid.
<table>
<thead>
<tr>
<th>Collected</th>
<th>Order</th>
<th>Order Status</th>
<th>Name</th>
<th>ID</th>
<th>Acct</th>
<th>Type</th>
<th>Phys</th>
<th>ABN Printed/Signed</th>
<th>P/S</th>
<th>Callback</th>
<th>CB</th>
<th>Faxback</th>
<th>FB</th>
<th>Stat Orders</th>
<th>SO</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/29/08</td>
<td>B8234572</td>
<td>Final</td>
<td>TESTING,110002</td>
<td>C79999998-00</td>
<td>C79999</td>
<td>Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hover the mouse icon over the blue hexagon menu (●) to open the Smart Menu.
Beside some of the menu choices, you will notice either an image of a piece of paper (View) or a printer (Print).

You can change the default setting of these choices (to either View or Print) by mousing over the menu item and clicking on the pop-up arrow. The bolded choice is the default. Select “Toggle Default Action (View or Print)” to change the default.
To view the report, click on Report (if that is your default action, otherwise select View Report from the arrow pop-up to display the results).
When viewing the report, you can select “Print Report” to print the report.
Another way to view results is by using Patient Search. The following two examples illustrate the most common search pathways.

**Patient Search**
1) Select “Patient Search” from the Patient QuickLinks  **OR**  
2) Select “Patient Search” from the drop-down menu under “Patients”
Enter the patient’s last name or Medical Record # in the Patient box and select Search. If you use the patient name, you will have to select the correct patient from the search results.

Highlight the correct patient and select “Order History” from the Patient QuickLinks.
View results for any orders that are in the Final or Partial status (such as the Creatinine Clearance in this example) by highlighting the first Final line, then clicking on Report in the menu bar.

To view the test ordered at the bottom of the screen, click “Show Me?”

To continue to the next slide, click “Next.”
You can see that the ordered tests are listed below the Order History grid.
How to Search for Patient Results in MayoAccess

Complete