

## 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 statuses 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 typically results from 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(s) and number of tests that have been ordered for a site or for a location.

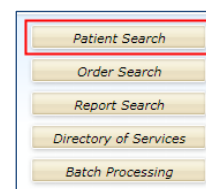
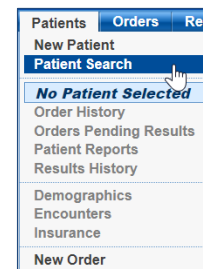
## Printing an Orders Pending Results Report

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

To print the Orders Pending Results Report:

1. Do one of the following:

- From the **Patients** menu, select **Patient Search** (right).
- In the extended frameset, click the **Patient Search** shortcut button (right).



The **Patient Search** page appears.

The screenshot shows the 'Patient Search' interface. At the top, there are navigation tabs: Patients, Orders, Results, User, Master Files, Help, and a 'Previous' button. Below the tabs is a search area with a 'Patient' text field, 'Search' and 'Clear' buttons, and a 'Recently Selected Patients' checkbox. A table with columns for Name, ID, SSN, DOB, Sex, and City is shown below. At the bottom, there are links for 'New Patient', 'Demographics', 'Insurance', and 'Show Deleted Patients', along with a 'New Order' button.

2. In the **Patient** text field, enter either the ID number or the first few characters of the patient's last name. See [step 3](#) of [Searching for a patient record](#) for tips.

3. Click the **Search** button. 

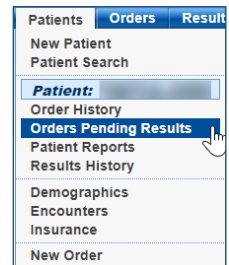
The patient records that match the ID number or characters that you entered are shown.

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

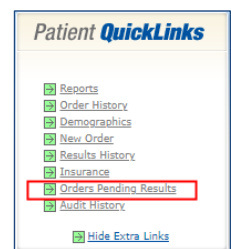
4. Select the patient whose orders you want to view.

5. Do one of the following:

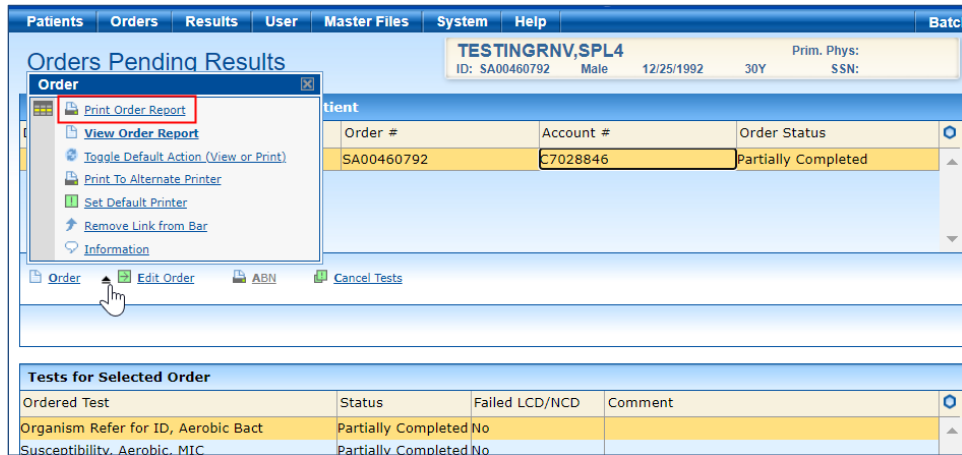
- From the **Patients** menu, select **Orders Pending Results** (right).



- In the extended frameset, at the bottom of the **Patient QuickLinks** section, click **Show Extra Links**, and then click **Orders Pending Results** (right).



- To print the order report for the selected patient, in the SmartLinks bar of the **Orders Pending Results** page, hover over the **Order** SmartLink and, in the pop-up menu, click the **Print Order Report** SmartLink.

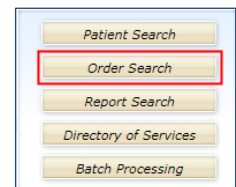
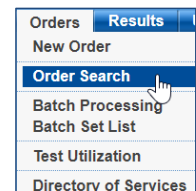


## Printing the Pending Test Report

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

To print the Pending Test Report:

- Do one of the following:
  - From the **Orders** menu, select **Order Search** (right).
  - In the extended frameset, click the **Order Search** shortcut button (right).



The **Order Search** page appears.

Collected	Order	Order Status	Name	ID	Acct	Phys	Type	SO
03/15/23 13:	SA01068967	Final	TESTING VALIDATION,FVTM	SA01068967	C7028846		Account	
03/14/23 11:	M182007993	Final	TEST,IMPLEMENTATION MCF321		C7028846	UNKNOWN, PROVIDI	Account	
03/14/23 10:	M182007981	Final	TEST,IMPLEMENTATION MCF321		C7028846	UNKNOWN, PROVIDI	Account	
03/14/23 11:	M182007975	Final	TEST,IMPLEMENTATION MCF321		C7028846	UNKNOWN, PROVIDI	Account	
03/14/23 10:	M182007929	Final	TEST,IMPLEMENTATION MCF321		C7028846	UNKNOWN, PROVIDI	Account	
03/15/23 08:	SA01068294	Final	ZRECD,SAMPLEREPORT	SA01068294	C7028846	client,client	Account	
03/14/23 00:	SA01068289	Final	TESTINGRNV,B2GMG	SA01068289	C7028846		Account	
03/14/23 00:	SA01068288	Final	TESTINGRNV,MB2GP	SA01068288	C7028846		Account	
03/14/23 00:	SA01068287	Final	TESTINGRNV,GB2GP	SA01068287	C7028846		Account	
03/14/23 00:	SA01068286	Final	TESTINGRNV,AB2GP	SA01068286	C7028846		Account	
03/14/23 13:	SA01068282	Final	TESTING VALIDATION,FMPP	SA01068282	C7028846		Account	
03/14/23 17:	SB123221	Cancelled	TEST,SAMPLEREPORT	C7028846-00013	C7028846	CLIENT	Account	
03/13/23 13:	SA01067863	Final	TESTING VALIDATION,FMPP	SA01067863	C7028846		Account	
03/13/23 13:	M181980197	Final	TESTING,F17HY CANCEL	C7028846-00013	C7028846	UNKNOWN, PHYSICI	Account	
03/12/23 00:	SA01067704	Final	TESTING,ZW341	SA01067704	C7028846		Account	
03/12/23 14:	SA01067608	Final	SAMPLEREPORT,FMPP2	SA01067608	C7028846		Account	
03/12/23 13:	SA01067604	Final	SAMPLEREPORT,FMPP2	SA01067604	C7028846		Account	
03/12/23 14:	SA01067546	Final	SAMPLEREPORT,FVTMA PRO	SA01067546	C7028846		Account	
03/12/23 13:	SA01067517	Final	CANNED,MESSAGE 2733	SA01067517	C7028846		Account	
03/09/23 15:	SA01067101	Final	SAMPLEREPORT,FVTMA	SA01067101	C7028846		Account	
03/09/23 14:	SA01067099	Final	SAMPLEREPORT,FVTMA	SA01067099	C7028846		Account	
03/08/23 13:	SA01066219	Final	SAMPLEREPORT,FAEAB	SA01066219	C7028846		Account	
03/09/23 11:	23-895646	Not Sent To Lab	test,test	C7028846-00013	C7028846	CLIENT,CLIENT	Account	
03/08/23 08:	SA01066106	Final	TESTING,PDSU	SA01066106	C7028846		Account	
03/06/23 02:	SA01064782	Final	RNVLABELS,MQFT4	SA01064782	C7028846		Account	

2. Select the order for which you want to print the Pending Test Report.

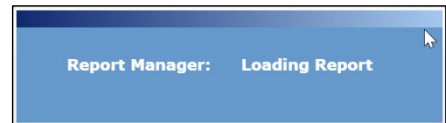
Collected	Order	Order Status	Name	ID	Acct	Phys	Type
12/29/22	456789	Sent To Lab	MR TEST,FRANK J,JR	C7028846-00	C7028	Kildare,James	Account

**Tip:** To find the order, you can click the **Search Criteria** tab and enter keywords into the appropriate fields. For instructions, see [Searching for an order](#).

3. In the SmartLinks Bar, click the **Pending Tests** SmartLink.

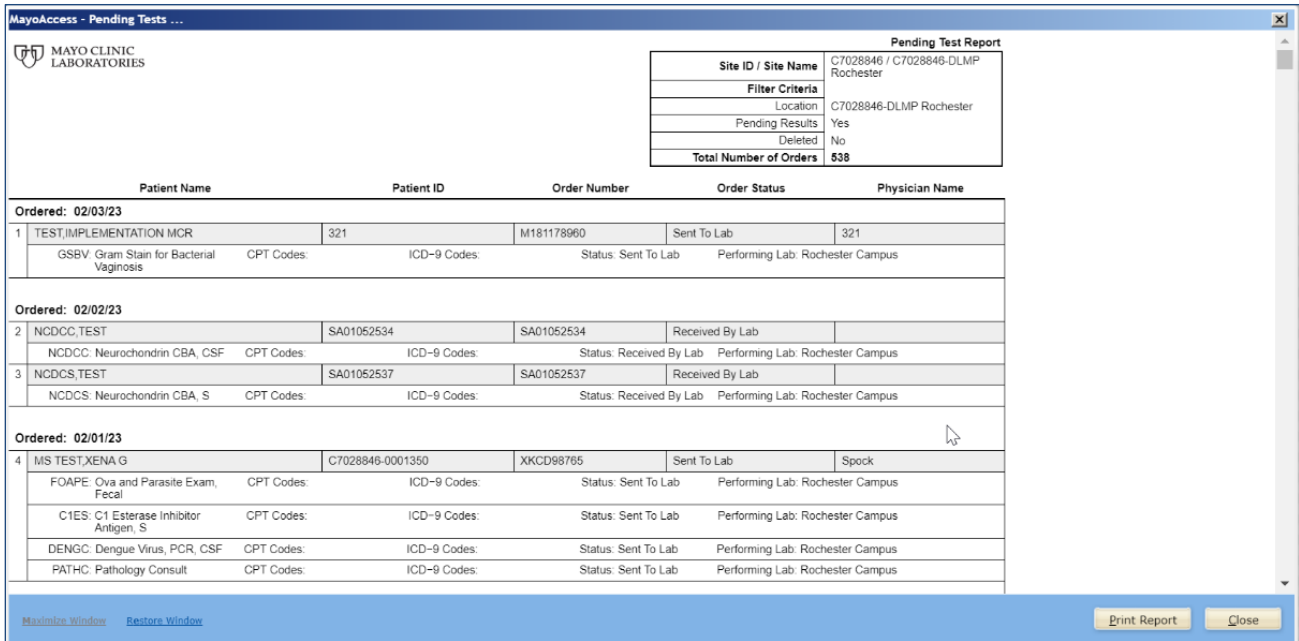
**Tip:** If the **Pending Tests** SmartLink does not appear in the SmartLinks Bar, it is available on the **Order Search SmartMenu** (right).

Pop-up messages indicate MayoACCESS's progress as it generates the report (right).

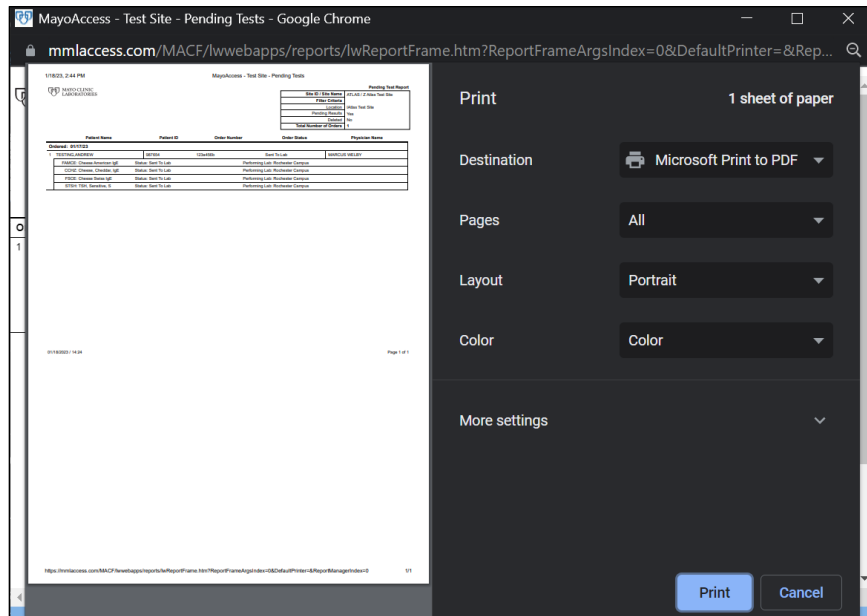


**Tip:** Check the **show report** box  **show report** to display the report PDF when it has been generated.

The Pending Test Report opens in a new window. The pending tests appear on the report first by order date, then by patient name.



- To expand the window to show the full report, at bottom left, click the **Maximize Window** link. [Maximize Window](#)
  - To contract the window, click the **Restore Window** link. [Restore Window](#)
4. To print the Test Report, at bottom right of the window, click the **Print Report** button. [Print Report](#)
- Your operating system's **Print** dialog box appears. From here, you can print the report.



5. To close the Test Report window, at bottom right, click the **Close** button. [Close](#)

## Printing the Unsolicited Test Report

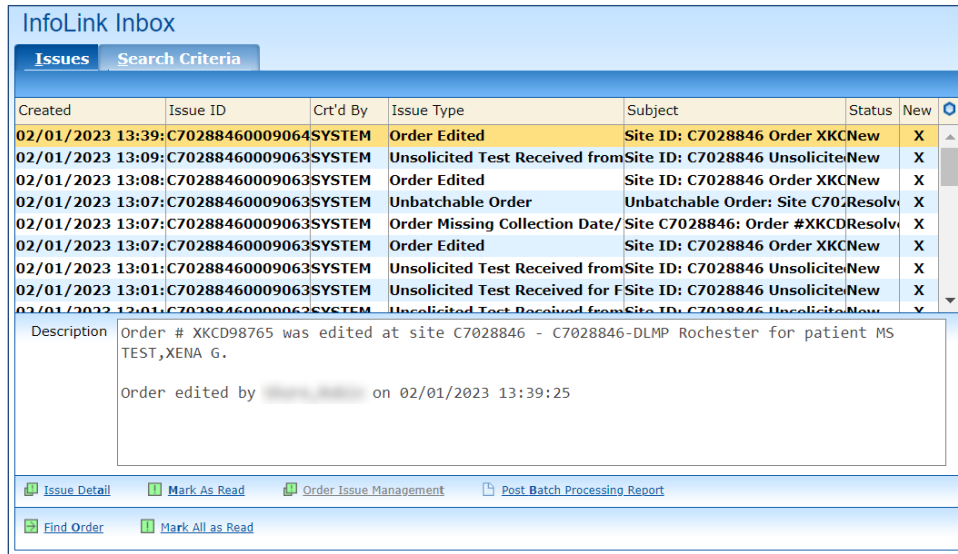
An unsolicited test is one that was added by the performing laboratory and is not on the original test order. You can view the results of an unsolicited test and manually forward those results to your Laboratory Interface System (LIS).

To print an Unsolicited Test Report:

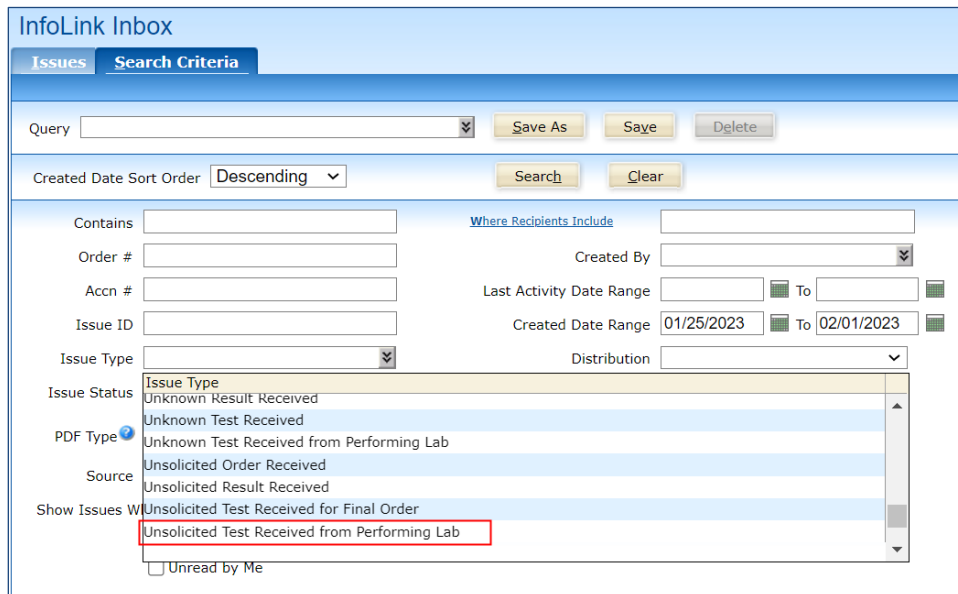
1. From the **User** menu, select **InfoLink Inbox** (right).



The **InfoLink Inbox** page appears.



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



3. In the second row from the top of the **Search Criteria** tab, click the **Search** button.

The **Issues** tab reappears, showing all orders of that issue type.

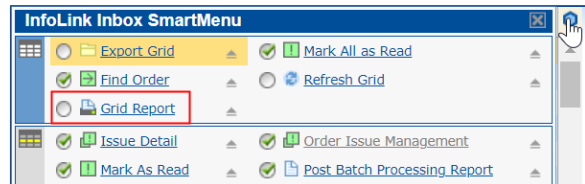
Created	Issue ID	Crt'd By	Issue Type	Subject	Status	New
02/01/2023 13:09	C70288460009063	SYSTEM	Unsolicited Test Received from	Site ID: C7028846 UnsoliciteNew	X	▲
02/01/2023 13:01	C70288460009063	SYSTEM	Unsolicited Test Received from	Site ID: C7028846 UnsoliciteNew	X	
02/01/2023 13:01	C70288460009063	SYSTEM	Unsolicited Test Received from	Site ID: C7028846 UnsoliciteNew	X	
02/01/2023 12:16	C70288460009063	SYSTEM	Unsolicited Test Received from	Site ID: C7028846 UnsoliciteNew	X	
02/01/2023 11:41	C70288460009062	SYSTEM	Unsolicited Test Received from	Site ID: C7028846 UnsoliciteNew	X	
02/01/2023 11:40	C70288460009062	SYSTEM	Unsolicited Test Received from	Site ID: C7028846 UnsoliciteNew	X	
02/01/2023 11:40	C70288460009062	SYSTEM	Unsolicited Test Received from	Site ID: C7028846 UnsoliciteNew	X	
02/01/2023 11:01	C70288460009062	SYSTEM	Unsolicited Test Received from	Site ID: C7028846 UnsoliciteNew	X	
02/01/2023 11:00	C70288460009062	SYSTEM	Unsolicited Test Received from	Site ID: C7028846 UnsoliciteNew	X	

Description: Unsolicited test Axonal, Autoimm/Paraneo, S with test code AIAES received for order # SA00059229 with accession # SA00059229 at site C7028846-C7028846-DLMP Rochester for patient, VALIDATION,TESTING (patient ID: SA00059229). Test was received on 02/01/2023 at 13:09 from Medical Laboratory Lab.

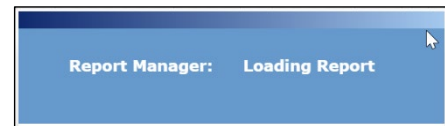
Test comments for Axonal, Autoimm/Paraneo, S-AIAES:

4. To print the Unsolicited Test Report, in the SmartLinks Bar, click the **Grid Report** SmartLink.

**Tip:** If the **Grid Report** SmartLink does not appear in the SmartLinks Bar, it is available on the **InfoLink Inbox SmartMenu** (right).

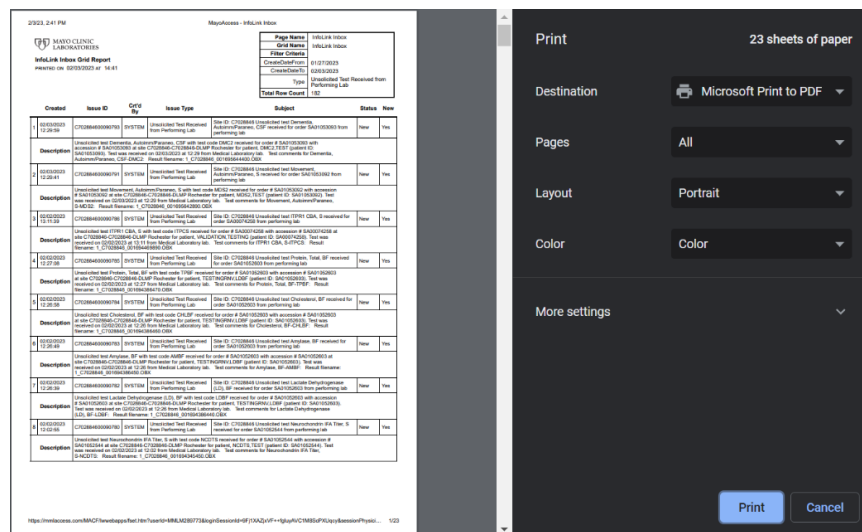


Pop-up messages indicate MayoACCESS's progress as it generates the report (right).



**Tip:** Check the **show report** box  **show report** to display the report PDF when it has been generated.

Your operating system's **Print** dialog box appears. From here, you can print the report.

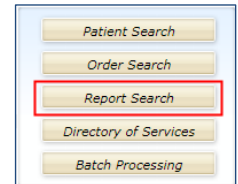


## Printing the Test Not Performed Report

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:

- Do one of the following:
  - From the **Results** menu, select **Reports** (right).
  - In the extended frameset, click the **Report Search** shortcut button (right).



The **Reports** page appears.

Reports										VALIDATION, TESTING			Prim. Phys:				
										ID: SA00059229	Male	06/15/2003	19Y	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					
VALIDATIONS	SA00059229	SA00059229	SA00059229	01/23 13:55	01/23 14:11	X	MCR	UT	A		Partial						
VALIDATIONS	SA0007425	SA0007425	SA0007425	01/23 12:40	01/23 13:00	X	SDL	UT	A		Partial						
VALIDATIONS	SA0084133	SA0084133	SA0084133	01/23 10:56	01/23 11:57	X	MCR	UT	A		Partial						
TEST,IMPLE	321M18110222	M18110222	M18110222	01/30/23 09:30	01/23 11:41	X	SDL				Final						
VALIDATIONS	SA0007425	SA0007425	SA0007425	01/23 08:24	01/23 09:29	X	SDL	UT			Partial						
TEST,IMPLE	321M18109666	M18109666	M18109666	01/31/23 12:00	01/31/23 15:17		MCR				Final						
TEST,IMPLE	321M18109664	M18109664	M18109664	01/31/23 12:00	01/31/23 15:16		MCR				Final						
TEST,IMPLE	321M18110204	M18110204	M18110204	01/31/23 08:00	01/31/23 14:32	X	SDL				Final						
TEST,IMPLE	321M18109531	M18109531	M18109531	01/30/23 10:00	01/31/23 14:28	X	MCR				Final						
TEST,IMPLE	321M18109574	M18109574	M18109574	01/31/23 11:40	01/31/23 12:16	X	MCR				Final						
TEST,IMPLE	321M18109567	M18109567	M18109567	01/31/23 11:40	01/31/23 12:15	X	MCR				Final						
TEST,IMPLE	321M18100749	M18100749	M18100749	01/26/23 09:30	01/30/23 09:39	X	SDL				Final						

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

[Print All Reports](#)   [Mark All Reports As Read](#)   [Result List](#)

- Click the **Search Criteria** tab.

- At bottom left, in the **Only Display** section, clear the **New (no one has read)** box (right).

- At middle right, in the **Reports Containing** section, check the **Test Not Performed** box (right).

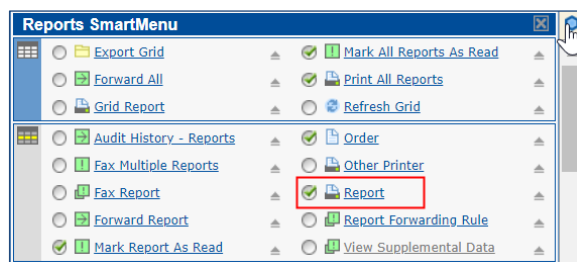
- At the bottom of the tab, click the **Search** button.

The **Reports** tab reappears, displaying the TNP Reports.

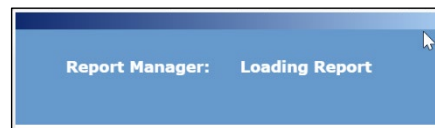
Patient	ID	Order #	Accession #	Collected	Reported *	New	Lab	Report St...	PDF
VALIDATIONS	SA00059229	SA00059229	SA0005922902/01/23	13:55	02/01/23 14:11	X	MCR UT A	Partial	
VALIDATIONS	SA0007425	SA0007425802/01/23	12:40	02/01/23 13:00	X	SDL UT A	Partial		
VALIDATIONS	SA0084133	SA0084133902/01/23	10:58	02/01/23 11:57	X	MCR UT A	Partial		
VALIDATIONS	SA0007425	SA0007425702/01/23	08:24	02/01/23 09:25	X	SDL UT	Partial		
TEST,IMPLEM	321M18109574M	1810957401/31/23	11:40	01/31/23 12:16	X	MCR	Final		
TEST,IMPLEM	321M18109567M	1810956701/31/23	11:40	01/31/23 12:15	X	MCR	Final		
REVISED,TR	SA0105(CSA0105057	SA0105057401/26/23	03:03	01/27/23 13:55	X	SDL UT	Final		
ABNORMAL,TR	SA0105(CSA0105057	SA0105057301/26/23	02:02	01/27/23 13:38	X	SDL UT	Final		
NORMAL,TR	SA0105(CSA0105057	SA0105057201/26/23	01:01	01/27/23 13:38	X	SDL UT	Final		
REVISED,TO	SA0105(CSA0105057	SA0105057101/26/23	03:03	01/27/23 13:37	X	SDL UT	Final		
ABNORMAL,TR	SA0105(CSA0105057	SA0105057001/26/23	02:02	01/27/23 13:37	X	SDL UT	Final		
NORMAL,TO	SA0105(CSA0105056	SA0105056901/26/23	01:01	01/27/23 13:36	X	SDL UT	Final		


- To print a TNP Report, at the left of the SmartLinks Bar, click the **Report** SmartLink.

 **Tip:** If the **Report SmartLink** does not appear in the SmartLinks Bar, it is available on the **Reports SmartMenu** (right).

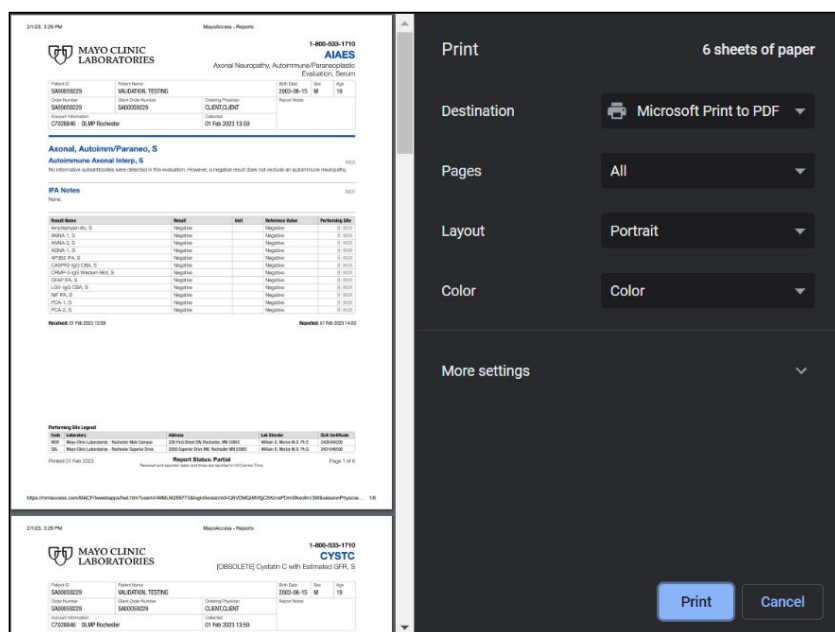


Pop-up messages indicate MayoACCESS's progress as it generates the report (right).



 **Tip:** Check the **show report** box  **show report** to display the report PDF when it has been generated.

The **Print** dialog box for your operating system appears. From here, you can print the TNP Report.

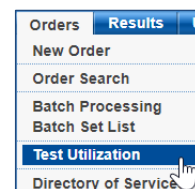


## Printing a Utilization Report

A Utilization Report shows the types and number of tests that have been ordered for a site or location.

To print a Utilization Report:

1. From the **Orders** menu, select **Test Utilization** (right).



The **Test Utilization** page appears.

Test Utilization							
Tests		Search Criteria					
Source - Integrated/Manual/Unsolicited							I/M/U
Name	Code	Count	Physician	Ordered Date	Collected Date	Resulted Date	
Amylase, BF	AMBF	1		02/02/2023 12:24	02/02/2023 00:00	02/02/2023 12:27	
Angiotensin Converting Enzyme, S	ACE	2	Kildare,James	01/31/2023 10:11	01/30/2023 08:00		
C1 Esterase Inhibitor Antigen, S	C1ES	1	Spock	02/01/2023 13:02	02/01/2023 08:00		
Cat Epithelium, IgE	CAT	3	89201	01/31/2023 14:17	01/31/2023 15:18		
Cheese, Mold, IgE	MCHZ	1	Kildare,James	01/31/2023 10:11	01/30/2023 08:00		
Cholesterol, BF	CHLBF	1		02/02/2023 12:24	02/02/2023 00:00	02/02/2023 12:27	
Class I Ab Single Ag Bead, S	SABI	2	60157	01/31/2023 12:08	01/31/2023 12:00	01/31/2023 15:13	
Class II Ab Single Ag Bead, S	SABII	2	60157	01/31/2023 12:10	01/31/2023 12:00	01/31/2023 15:14	
Dementia, Autoimm/Paraneo, CSF	CSFDMC2	1		02/03/2023 12:27	02/03/2023 05:00	02/03/2023 12:36	
Dengue Virus, PCR, CSF	DENGCS	1	Spock	02/01/2023 13:02	02/01/2023 08:00		
Dog Dander, IgE	DOGD	2	Kildare,James	01/31/2023 14:06	01/31/2023 15:06		
Food Allergy Panel 05A	PR05A	1	Testing, 123	01/31/2023 14:17	01/31/2023 08:00	01/31/2023 14:29	
Food Allergy Pediatric Panel 06A	PR06A	1	Testing, 123	01/31/2023 14:21	01/30/2023 09:30	02/01/2023 11:34	
Gram Stain for Bacterial Vaginosis	GSBV	1	321	02/03/2023 12:10	02/03/2023 12:10		

Matches Tests 24      Frequency 33

[View List](#)   [TAT](#)

2. Select the **Search Criteria** tab.

Tests		Search Criteria	
<b>Lookup By</b>			
Query <input type="text"/>		<input type="button" value="Save As"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>	
Lab <input type="text"/>		Report Type: <input checked="" type="radio"/> Show One Row Per Test Code <input type="radio"/> Show One Row Per Ordered Test	
Location <input type="text" value="Atlas Test Site"/>		Account <input type="text"/>	
Keyword <input type="text"/>		Billing Type <input type="text"/>	
<input type="checkbox"/> Include Only Billable Procedures		Source <input type="text"/>	
<b>Optional</b> Minimum Frequency <input type="text"/>		Ordering Physician <input type="text"/>	
Max Display Row <input type="text"/>		Order Date Range <input type="text" value="01/11/2023"/> To <input type="text" value="01/18/2023"/>	
		Collected Date Range <input type="text"/> To <input type="text"/>	
		Resulted Date Range <input type="text"/> To <input type="text"/>	
		Sort By <input type="text" value="Test"/>	
		<input type="button" value="Search"/> <input type="button" value="Clear"/>	




3. Do one of the following:



- Select a previously saved search from the **Query** drop-down menu at top left.


Query

- Specify any of the following test utilization criteria you want printed on the report.

Search Criteria	Description
<b>Lab</b>	The laboratory that performed the tests.
<b>Location</b>	The location where the tests were ordered.

Search Criteria	Description
<b>Keyword</b>	You can select an item from the drop-down menu, or you can enter a test code and press the <b>Enter</b> key.
<b>Include Only Billable Procedures</b>	Whether to search only for tests that were billable.
<b>Minimum Frequency</b>	The threshold value for the number of times a test was ordered. For example, enter "5" to display only those tests that were ordered five or more times.
<b>Max Display Row</b>	The total number of rows you want to display in the results list.
<b>Report Type</b>	Whether you want to show one row for each test code or one row for each ordered test.
<b>Account</b>	The account that was used to order the test.
<b>Billing Type</b>	The billing type that was specified when the test was ordered.
<b>Source</b>	Whether the test was ordered from a Laboratory Information System (LIS; integrated) or from within MayoACCESS (manual), or was unsolicited (usually a reflex test).
<b>Ordering Physician</b>	The physician who ordered the test.
<b>Order Date Range</b>	The range of dates during which the test was ordered. Use the calendar icons  to specify the dates.
<b>Collected Date Range</b>	The range of dates during which the specimens for the order were collected. Use the calendar icons  to specify the dates.
<b>Resulted Date Range</b>	The range of dates during which the test results became available. Use the calendar icons  to specify the dates.
<b>Sort By</b>	How the search results are displayed.  For example, select <b>Frequency</b> to display the list of tests ordered starting with the most-ordered tests and ending with the least-ordered tests.

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

4. At bottom right of the tab, click the **Search** button. 

The **Tests** tab reappears, displaying the tests matching the specified search criteria.

Test Utilization								
Tests		Search Criteria		Source - Integrated/Manual/Unsolicited				I/M/U
Name	Code	Count	Physician	Ordered Date	Collected Date	Resulted Date		
Oak, IgE	OAK	2	Test, Spock	05/02/2016 12:11	05/02/2016 12:11	05/24/2016 07:41		

Matches Tests  Frequency

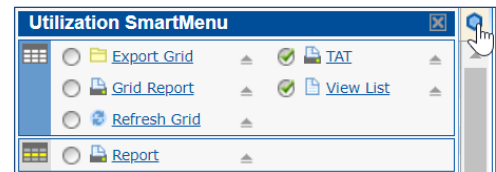
[View List](#) [TAT](#)

5. To view a report, highlight it and, at the left of the SmartLinks Bar, click the **View List** SmartLink. [View List](#)

6. To print a report, highlight it and, in the SmartLinks Bar, click the **Report** SmartLink. [Report](#)

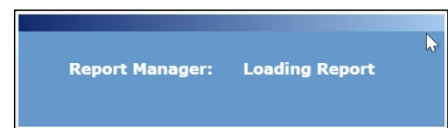
**Tips:**

- If the **View List** and **Report** SmartLinks do not appear in the SmartLinks Bar, they are available on the **Utilization SmartMenu** (right).



- You can also click the **Export Grid** SmartLink [Export Grid](#), either in the SmartLinks Bar or on the **SmartMenu**, to create a Microsoft Excel spreadsheet file containing the test utilization search results.

Pop-up messages indicate MayoACCESS's progress as it generates the report (right).



**Tip:** Check the **show report** box  [show report](#) to display the report PDF when it has been generated.

The **Print** dialog box for your operating system appears. From here, you can print the Utilization Report.

2/3/23, 3:38 PM MayoAccess - Test Utilization

Filter Criteria
Date Range
LIB
LOCATION
Spec ID
Test
Total Number of Frequency
Total Number of Marbles

**Utilization Report**  
PRINTED ON: 02/03/2023 AT: 15:38

Test	Test Code	Frequency
1 Amilase, BF	AMBP	1
2 Aspartate Aminotransferase, S	ACE	2
3 C1 Esterase Inhibitor Antigen, S	C1ES	1
4 Cat Epithelium, IgE	CAT	3
5 Cheese, Milk, IgE	MCH2	1
6 Cholesterol, BF	CHLBF	1
7 Class I A2 Single Ag Bead, S	SAB1	2
8 Class I A2 Single Ag Bead, S	SAB2	2
9 Dermatitis, Atopic/Perano, CSF	DMC2	1
10 Dengue Virus, PCR, CSF	DENG2	1
11 Dig Dimer, IgE	DDGD	2
12 Food Allergy Panel (SA)	FRSA	1
13 Food Allergy Pediatric Panel (SA)	FRSA	1
14 Gram Stain for Bacterial Vaginos	GSBY	1
15 Lactate Dehydrogenase (LD), BF	LDHF	1
16 Mic Circulat Child Hoop HemOnc	ZW29	1
17 Mic Quantitative Testing	ZW13	1
18 Measurement, Autism/Persno, S	MS22	1
19 Neuro-Onc Expanded Panel	NONCP	1
20 One and Panels Exam, Facial	FCAPF	1
21 One and Panels, Microscopy, F	FCAP	1
22 One and Panels, Microscopy, Vires	FCAPV	4
23 Pathology Consult	PATHC	1
24 Protein, Total, BF	TPBF	1

**Print** 1 sheet of paper

Destination Microsoft Print to PDF

Pages All

Layout Portrait

Color Color

More settings v

Print
Cancel