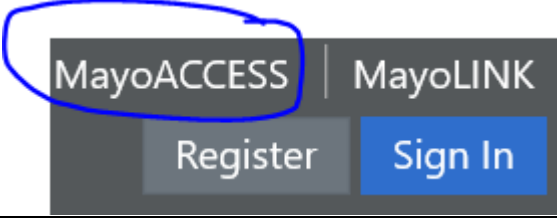



ACTHS/ALDOS STIM TEST

Purpose: You must order these tests MANUALLY in MAYO Access. DO NOT transmit in Soft, no Manifest will print.

Procedure: Placing new orders in MAYO Access for ACTHS/ALDOS STIM TEST specimens and batching them out only in Mayo Access.

Step	Action
1.	Login to MAYO Access. 
2.	Locate and highlight the “Orders” tab Found in the upper left-hand corner of MAYO Access. 
3.	Select “New Order” from the dropdown menu.

4.

1. **Patient ID** -Type in the patient's medical record number

A) If the patient has had a previous MAYO test; NAME, DOB and SEX will autofill. If not ALL, the highlighted areas must be manually entered.

2. **Ordering Physician**-Select the correct ordering physician.

3. **Order number** -There will be three specimens for the same patient for each individual tube.

A) When ordering in Mayo Access include the barcode **extension** as part of the order number. Ex. Lxxxxxxx-**OJ**, Lxxxxxxx-**OI**, Lxxxxxxx-**46**. These extensions identify the individual specimens to Mayo since the order number is the same for all three specimens. If this does not occur, then Mayo will cancel test.

B) The first sample order number will be the soft order number from the Base Aldosterone label. The second sample order number will be from the 30 Aldosterone. The third sample order will be from the 60 Aldosterone. **The order numbers will come from the soft labels.**

4. **Collected Date**

5. **Collect Time**- Be sure to enter the correct collection time for each specimen

The screenshot shows the MayoACCESS 'New Order' interface. At the top, there are navigation tabs: Patients, Orders, Results, User, Master Files, System, and Help. Below this is the 'New Order' header with fields for 'Ord. Phys: Order #: Accn #' and 'Prim. Phys: SSN:'. The main form area has tabs for 'Rapid Order', 'Order Info', 'Tests', 'Diagnosis Codes', and 'Questions'. The 'Order Info' tab is selected. The form contains several input fields: 'Patient ID' (test), 'Prefix', 'Patient (L,F,M)', 'Suffix', 'DOB', 'Sex', 'Ordering Location' (C7000385-St Francis Medical), 'Ordering Physician', 'NPI', 'Set Callbacks', and 'Set Faxbacks'. There are also fields for 'Order #', 'Date', and 'Time'. At the bottom, there are buttons for 'Cancel', 'Clear', 'Standard Order Entry', and 'Continue'.

5. Click Continue

The screenshot shows the 'New Order' form in MayoACCESS. The patient information is 'doe,john', ID: test, Male, 01/09/1995, 29Y. The ordering location is 'C7000385-St Francis Medical' and the ordering physician is 'GRABLE, J D'. The order number is 'Lxxxxxxx-xx', collected on '12/18/2024' at '13:01'. The 'Continue' button is circled in red.

6. **Keyword field-** Place 8557 in the field

Select 8557 ALDS, Aldosterone, S

Click continue

The screenshot shows the 'New Order' form with the 'Tests' tab selected. The keyword '8557' is entered in the search field. The test 'ALDS, Aldosterone, S' is selected from the list. The 'Continue' button is highlighted.

Keyword	Test Code	Test Name	Lab
8557	ALDS	Aldosterone, S	Rochester Campus

7. Click continue

Patients Orders Results User Master Files System Help

New Order

Ord. Phys: GRABLE, J D
Order #: Lxxxxxx-xx
Acqn #:

doe,john
ID: test Male 01/09/1995 29Y Prim. Phys: SSN:

Rapid Order Order Info Tests Diagnosis Codes Questions

Order Tests From: Directory of Services Custom Profiles

Keyword Include Obsolete Tests

Short List Site Physician Specialty

<input type="checkbox"/> 25HDN 25-Hydroxyvitamin...	<input type="checkbox"/> ENAE Ab to Extractable...	<input type="checkbox"/> AFP Alpha-Fetoprotein,...	<input type="checkbox"/> NAIFA Antinuclear Ab,...
<input type="checkbox"/> CCP Cyclic Citrullinated...	<input type="checkbox"/> EHRCP Ehrlichia Ab Panel	<input type="checkbox"/> HPV HPV with Genotyping,...	<input type="checkbox"/> INS Insulin, S
<input type="checkbox"/> PBDC Lead, Capillary,...	<input type="checkbox"/> ROPG Measles (Rubeola)...	<input type="checkbox"/> MMAS Methylmalonic Acid,...	<input type="checkbox"/> MPPG Mumps Ab, IgG, S
<input type="checkbox"/> NICOS Nicotine and...	<input type="checkbox"/> QFT4 QuantiFERON-Tb Gold...	<input type="checkbox"/> RHUT Rheumatoid Factor, S	<input type="checkbox"/> SFGP Spotted Fever Group...
<input type="checkbox"/> TAKRO Tacrolimus, B	<input type="checkbox"/> TTST Testosterone, Total, S	<input type="checkbox"/> TGRP Testosterone, Total...	<input type="checkbox"/> TDP Thiamin (Vitamin B1),...

Ordered Test Code

Aldosterone, S (Rochester Campus)	ALDS	Delete
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Delete All Tests Directory of Services Forward Results Cancel Continue

8. Select the 'Ok' and 'Continue' tab.

MayoAccess - New Order - Work - Microsoft Edge

https://www.mmlaccess.com/MACF/lwwebapps/fset.htm?userId=STF10344&loginSessionId=gciMUaT0.

MAYO CLINIC LABORATORIES

Patients Orders Results Us Batch Orders

New Order

Rapid Order Order Info

Order Tests From: Directory of Services Custom Profiles

Keyword

Short List

<input type="checkbox"/> 25HDN 25-Hydroxyvitamin...	<input type="checkbox"/> E
<input type="checkbox"/> CCP Cyclic Citrullinated...	<input type="checkbox"/> E
<input type="checkbox"/> PBDC Lead, Capillary,...	<input type="checkbox"/> F
<input type="checkbox"/> NICOS Nicotine and...	<input type="checkbox"/> C
<input type="checkbox"/> TAKRO Tacrolimus, B	<input type="checkbox"/> T

Aldosterone, S (Rochester Campus) ALDS Delete

www.mmlaccess.com says

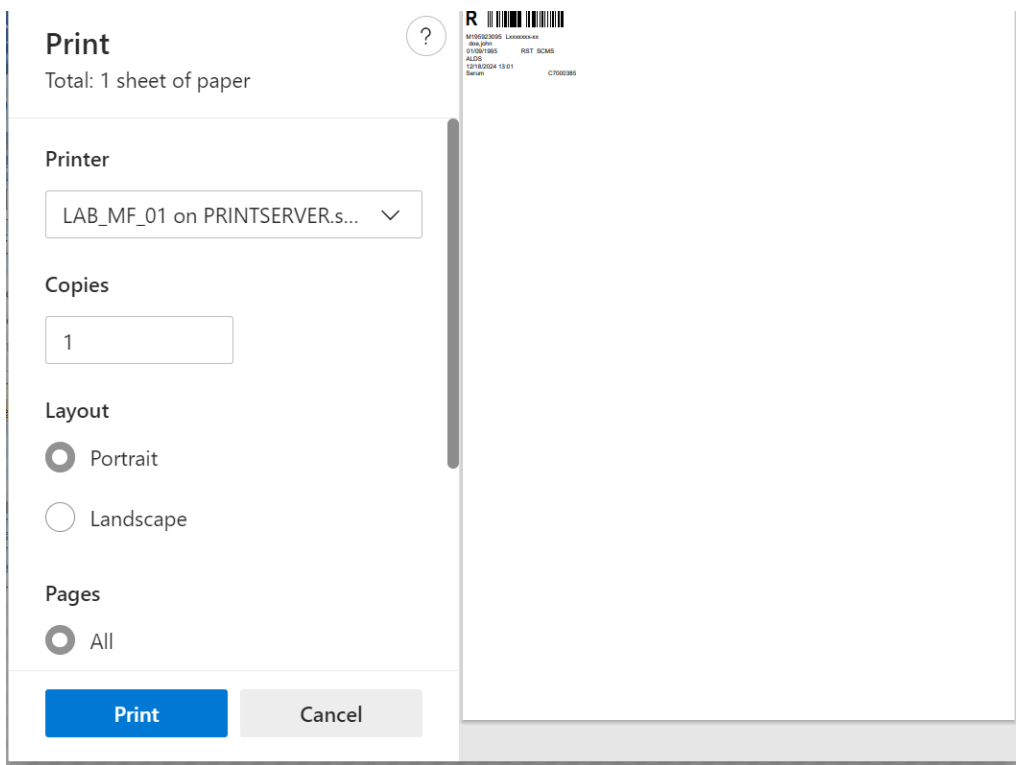
The order is saved.

Patient Name: doe,john
Order Number: Lxxxxxx-0J
Accession Number: M195923397

Tests:
ALDS - Aldosterone, S

OK

9. Print and place the bar code sheet on Secretary desk.



10. Repeat steps 1-9 for the remaining samples.

11. Click the “Batch Processing” tab.



12. Make sure the “Batching Status” is “Ready” and click your orders you created.

LABORATORIES
Mayo Clinic

Patients Orders Results User Master Files System Help

Batch Processing

Order Filter Criteria **Previously Batched** PB

Location: C7000385-St Francis Medi Source: sort by: Order #
 Location
 Name

Batching Status: Search Clear

Order #	Location	Collected	ID	Name	Batching Status	Source	Accession #	Batch
Lxxxxxxx-0I	C7000385-S	12/17/24 13:31	test	doe, john	Ready	Manual	M195923319	<input checked="" type="checkbox"/>
Lxxxxxxx-0J	C7000385-S	12/17/24 14:01	test	doe, john	Ready	Manual	M195923397	<input checked="" type="checkbox"/>
Lxxxxxxx-xx	C7000385-S	12/18/24 13:01	test	doe, john	Ready	Manual	M195923095	<input checked="" type="checkbox"/>

Refresh Grid Order Edit Order Unanswered Questions Cancel Tests Select All Deselect All

Unresolved Issues

Billing Type:

Preview Batch Set Set of Labels Unresolved Issues Report

Close Batch Set

Label Set Count:

Print Unresolved Issues Report

13. Click “Close Batch Set.”

14. Package Mayo specimens with batch sheet.