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.
	MayoACCESS MayoLINK
	Register Sign In
2.	Locate and highlight the "Orders" tab Found in the upper left-hand corner of MAYO Access.
	Laboratories
	Patients Orders Results User Master Files System Help
3.	Select "New Order" from the dropdown menu.

4.	1. Patient ID -T	ype in the patie	nt's medical re	ecord number	
	·	tient has had a p bighlighted are		O test; NAME, DOB and SEX wanually entered.	vill autofill. If not
	2. Ordering Ph	ysician- Select th	he correct orde	ering physician.	
	3. Order numb	er -There will b	e three specim	ens for the same patient for each i	ndividual tube.
	Ex. Lxx: specime	xxxxx <mark>-OJ</mark> , Lxxx	xxxxx- <mark>OI</mark> , Lxx e the order nu	e the barcode extension as part of t xxxxx-46. These extensions ident nber is the same for all three speci	ify the individual
	label. Th order wi	e second sample	e order numbe	e the soft order number from the l r will be from the 30 Aldosterone. e. The order numbers will con	The third sample
	labels.				
	4. Collected Da	te			
	5. Collect Time	- Be sure to ente	er the correct c	collection time for each specimen	
	MAYO CLINIC LABORATORIE			layoACCESS°	
	Patients Orders Re	esults User Master File Ord. Phys: Order #: Accn #:	es System Help , ID:	Prim. Phys: SSN:	
	Rapid Order Orde	er In <u>f</u> o <u>T</u> ests <u>D</u> iagn	osis Codes Questio	ns Required Fields	
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	Prefix Patient (L,F,M)			NPI	
	Suffix			Set Callbacks Set Faxbacks	
	DOB Sex				
				Date Time	
	Order # Lxxxxx Tests	<u>0x=xx</u>	Collected 12/	Add Tests	
	Report Note				
	Perf Lab Note				
	Forward Results		Cancel	Clear Standard Order Entry Continue	

C	Click Continue											
	MAYO LABOR	CLINIC ATORIES				Ν	layo	ACC	ESS	S®		
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	•			ld	Ca	ncel	Clea <u>r</u>	Sta	ndard O	rder Er	Itry	Continue
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7.	Click continue
	Patients Orders Results User Master Files System Help
	Ord. Phys: GRABLE, J D Order #: Lxxxxxxx-xx Accn #: doe,john ID: test Prim. Phys: Male Prim. Phys: 01/09/1995 Prim. Phys: 29Y
	Rapid Order Order Info Tests Diagnosis Codes Questions
	Order Tests From: O Directory of Sergices O Custom Profiles
	Keyword Include Obsolete Tests
	Short List Site Physician Specialty 25HDN 25-Hydroxyvitamin ENAE Ab to Extractable AFP Alpha-Fetoprotein, NAIFA Antinuclear Ab,
	CCP Cyclic Citrullinated EHRCP Ehrlichia Ab Panel HPV HPV with Genotyping INS Insulin, S
	PBDC Lead, Capillary, ROPG Measles (Rubeola) MMAS Methylmalonic Acid, MPPG Mumps Ab, IgG, S
	NICOS Nicotine and QFT4 QuantiFERON-Tb Gold RHUT Rheumatoid Factor, S SFGP Spotted Fever Group
	TAKRO Tacrolimus, B TTST Testosterone, Total, S TGRP Testosterone, Total TDP Thiamin (Vitamin B1), Ordered Test Code
	ALDS Delete
	Delete All Tests Directory of Services
	Forward Results Continue
	Image: WayoAccess - New Order - Work - Microsoft Edge —
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	Patients Orders Results Us Batch Orders The order is saved.
	Patient Name: doe john
	Rapid Order Order Info Pratein Name: doe, of the component of the co
	Keyword Accession Number: M195923397
	Short List Tests:
	25HDN 25-Hydroxyvitamin E ALDS - Aldosterone, S
	CCP Cyclic Citrullinated PBDC Lead, Capillary, F
	Aldosterone, S (Rochester Campus)

9.	Print and place the bar code sheet on Secretary desk.
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10.	Repeat steps 1-9 for the remaining samples.
10.	Repeat steps 1-7 for the remaining samples.
11.	Click the "Batch Processing" tab.
11.	
	Batch Processing

Patients Orders Results User Master Files System Help Batch Processing Order Filter Criteria Previously Batched Location C7000385-St Francis Medix Source Image: Colspan="2">Source Image: Colspan="2">Source Batching Status Image: Colspan="2">Source Image: Colspan="2">Source Image: Colspan="2">Colspan="2"Colspan="2">Colspan="2"Colspa="2"Colspa="2"Colspa="2"Colspan="2"Colspan="2"Colspan="2"Colspan="		OKATORIES				mayor			
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