

**KAISER MEDICAL CARE PROGRAM
ORANGE COUNTY AREA
POLICIES AND PROCEDURES**

TITLE:	CLINICAL LABORATORY P& P MANUAL	INDEX NO:	07-350-01
SECTION:	SPECIMEN PROCESSING		
SUBJECT:	MAYO MEDICAL LABS SEND-OUT SPECIMENS	REVISION DATE	

MAYO MEDICAL LABS SEND-OUT SPECIMENS

POLICY

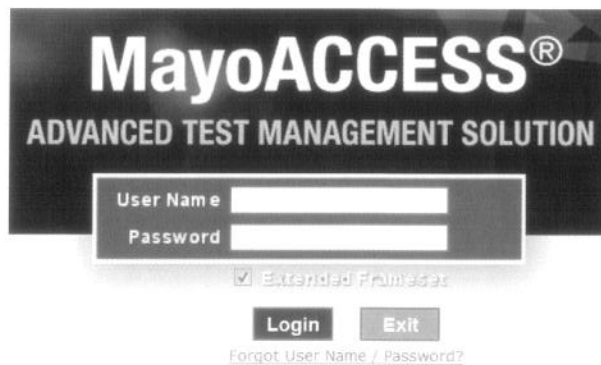
All samples sent to Mayo Medical Labs are accessioned using the Mayo Access website. If the system is down, a Manual form is completed and sent with the sample.
Account # C7030834.

SAFETY

All specimens should be handled as though capable of transmitting infectious diseases. Wear appropriate personal protective equipment when handling patient samples.
Refer to Laboratory Safety Policy and Procedure Manual Infection Control Section.

PROCEDURE

Step	Action
1.	Go to Mayo Medical Labs website, http://mayomedicallaboratories.com/
2.	Sign in with your KP email and password. Note: For first time users, you'll need to Register to get access.
3.	When you're logged in, click on Mayo Access on the right side of the page.
4.	Log in to Mayo Access using your assigned Username .



5.	After logging in, the screen will default to the New Lab Order Screen .
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6. Type in the **Patient's MRN** in the Patient ID field highlighted in yellow. Note: If the patient has a sample previously sent to Mayo, it will fill in the patient demographics.

7. If it's a new patient, fill in all the required fields highlighted in yellow. For the **Order number**- use patient's MRN and the current date (e.g. 1234567-12022015).
8. Click on **Add Tests** to open the Test Catalog. Type in the keywords and select the test. It will show you the sample requirement etc. Click on **Add Test to Order**. A window stating that the test is successfully added to the order will appear. Click **OK**, then click **OK** again.

9. You'll see the Test Mnemonic (e.g.PAVAL) in the New Lab Order Screen. You can select additional tests by following step 9.

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| 10. | Click on Continue . The system will process the order and a small window will pop up with the Mayo accession number and your order number. Click OK . Once you click OK, it will automatically print 2 labels. |
| 11. | Affix one label to the sample tube and the other label to the manifest. |
| 12. | Click on Batch processing . You should see the test order you created and it should be on a Ready status (green). |



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| 13. | Click on the box under Batch to select your order then click on Close Batch set . It would automatically print 2 copies of manifest. One copy goes with the sample. Make sure to fold the paper so that the barcode is facing you. The other copy should be filed in the Mayo Send Out Tests Binder (red). |
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Batch Processing

Order Filter Criteria: Location: C7030834-Kaiser Perms, Source: [dropdown], Batching Status: [dropdown], Search, Clear

Previously Batched: [checkbox], sort by: Order #, Location, Name

Order #	Location	Collected	ID	Name	Batching Status	Source	Accession #	Batch
1234567-1203	C7030834-Ka	12/02/15 08:00	1234567	doe,jane	Ready	Manual	M127118755	<input checked="" type="checkbox"/>

Order, Edit Order, Unanswered Questions, Select All, Deselect All

Missing Information: [dropdown]

Billing Type: Account, Preview Batch Set, Set of Labels, Missing Information Report

Close Batch Set, Label Set Count: 0, Print Missing Information Report

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| 14. | Call the Mayo Courier line for pick up. 1-800-582-8807 . Log the time of your call on the manifest to be kept in the binder. Place the samples in the appropriate containers for pick-up. |
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Reprinting Specimen Labels

Step	Action
1.	Click on Order Search.



2.	Select the test you want to reprint the label for then click on Specimen Labels. Labels will print automatically.
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