



Notifications User's Guide

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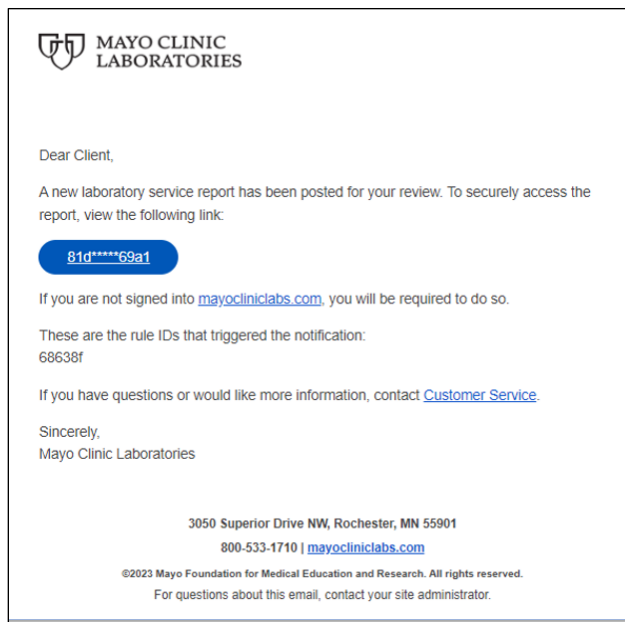
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Introduction

The Notifications functionality on [MayoClinicLabs.com](https://www.mayocliniclabs.com) lets you send notifications to specified email addresses when test results are available or orders are transmitted, and to specify the conditions under which you want notifications sent.

Each email contains a link that will, after the recipient logs into [MayoClinicLabs.com](https://www.mayocliniclabs.com), bring up the results report PDF or order details for the relevant order. Below is a sample email.



Important Note: To view the results report or order details from the notification email, a user must (a) be registered on [MayoClinicLabs.com](https://www.mayocliniclabs.com) and (b) have the **Email Notifications Results - View** permission, which authorizes the user to view results for this account.

If at any time you need additional assistance in using Notifications, please contact your Regional Service Representative/Specialist.

Registration

For instructions on how to register on [MayoClinicLabs.com](https://www.mayocliniclabs.com), see our [Frequently Asked Questions](#) page.

To request permission to access Notifications, contact [Customer Service](#).

Note: Acceptable browsers include Chrome, Edge, Firefox, and Safari.

Notifications User Roles

There are two roles associated with the Notifications functionality, each with its own permission:

- Managing notification rules. If you have the **Notification Rules Access** permission, you can create and edit the rules that generate notification emails.

- Viewing PDF result reports or order details. If you have the **Email Notifications Results – View** permission, you can click the link in a notification email to view the associated report or order details in PDF form.

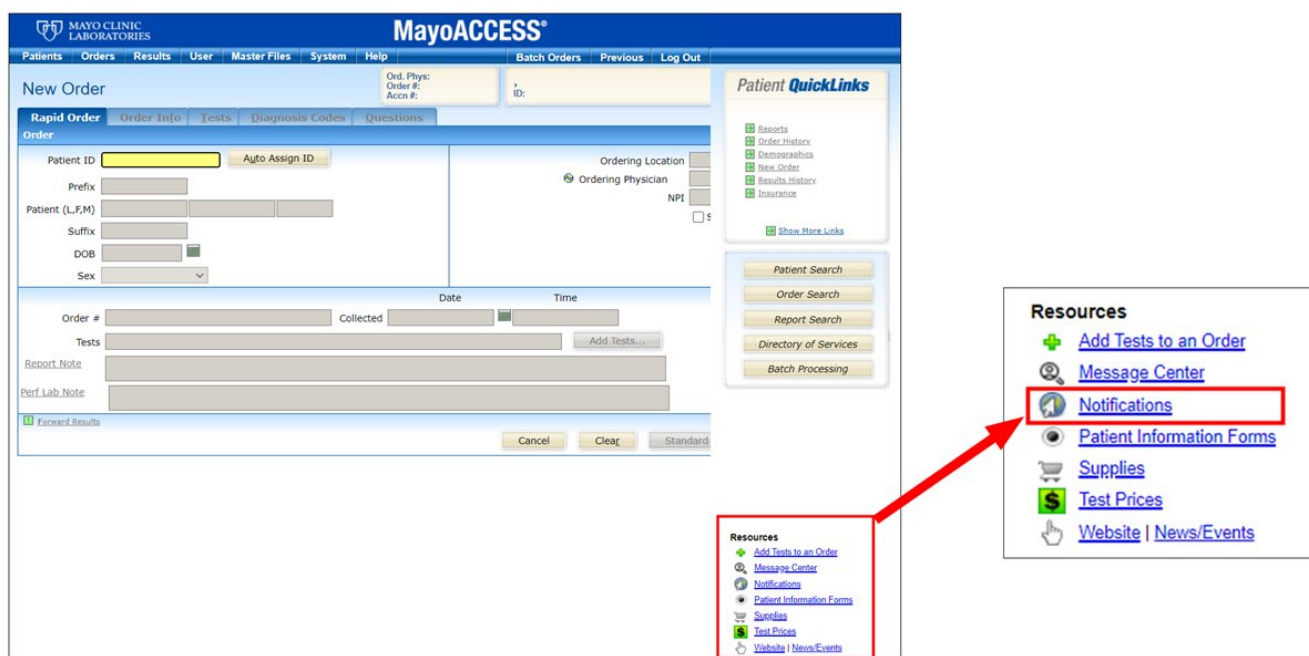
A user can have one or both roles; each role is specific to an account number. To have one or both of the above-mentioned permissions granted to a user, contact [Customer Service](#).

Accessing Notifications

There are two ways to access the Notifications functionality once you have completed registration and been given permissions:

Via MayoACCESS

You can access Notifications from within the MayoACCESS application by clicking the **Notifications** link in the **Resources** section of the extended frameset.



Via My Dashboard

1. On MayoClinicLabs.com, at top right, click **My Dashboard**.



If you have not already logged in, the login window appears.

2. Enter your **Professional Username** (email address) and **Password**.

Notes:

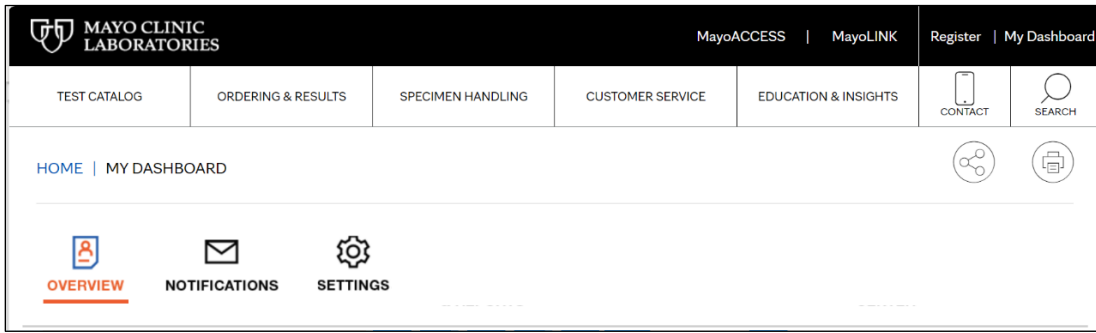
- Passwords are case sensitive.

To help ensure you type your password correctly, you can click the **SHOW** link at the right end of the **Password** field. Your password becomes fully visible, and the link text changes to **HIDE**.

To hide your password again, click the **HIDE** link. Your password is represented again by a series of dots, and the link text reverts to **SHOW**.

3. Click the **Log in** button.

Your **Dashboard** appears.



4. Click the **NOTIFICATIONS** icon.



Selecting accounts

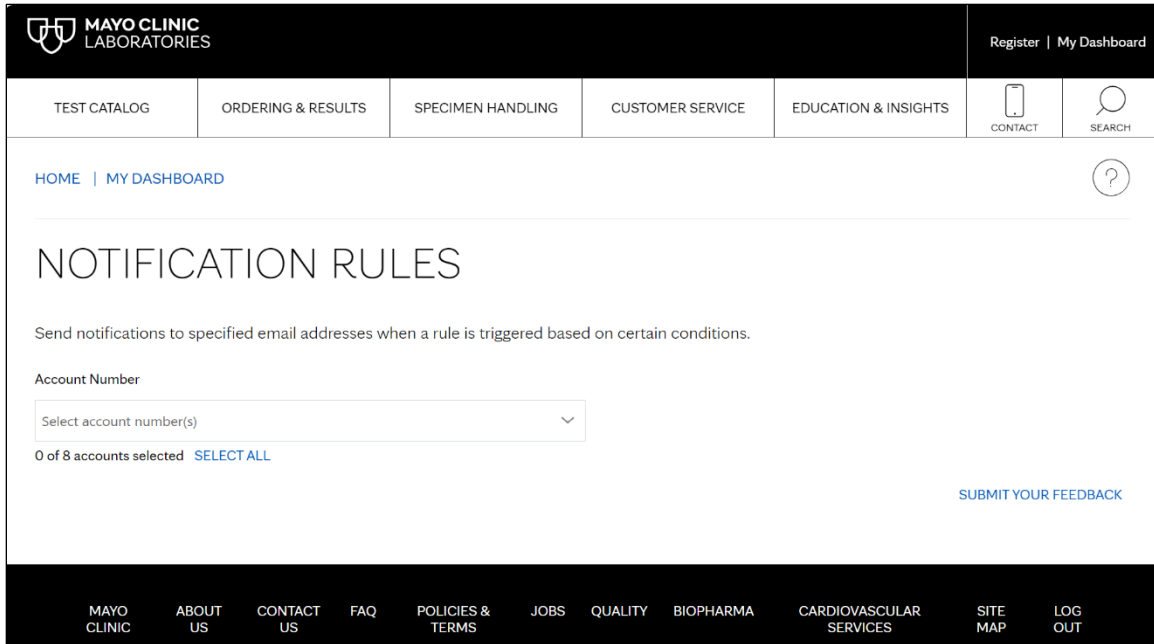
To use Notifications, you must select at least one of the Mayo Clinic Laboratories accounts you have access to in the application. The first page you will see depends on:

- How many accounts you have access to.
- Whether this is your first time logging into Notifications.
- If this is not your first time logging into the application, how many accounts were selected when you last logged out.

The example screenshots on the next several pages are of a user with access to eight accounts.

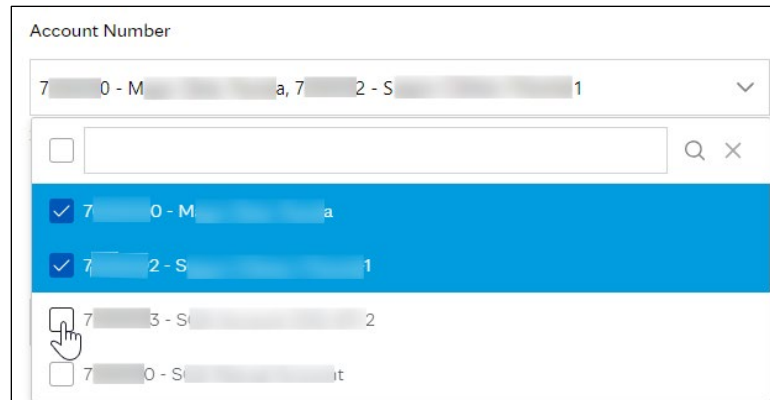
First login

If this is your first time logging into Notifications, you will be asked to select at least one account.

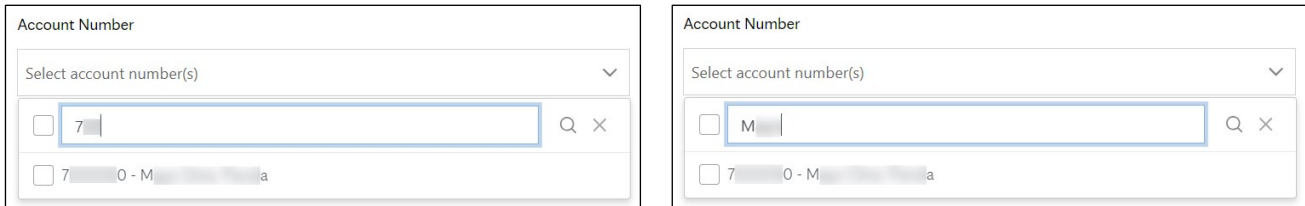


1. Do one of the following:

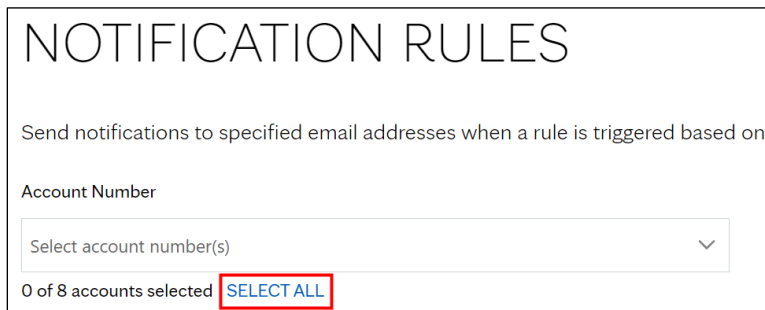
- From the **Account Number** drop-down menu, check the box to the left of each account you want to select. Once an account is selected, its name and number appear in the **Account Number** field.



- In the **Account Number** field, begin to type either an account number or name, and then select it from the autopopulated list below.



- To select all accounts to which you have access, below the **Account Number** field, click the **SELECT ALL** link.



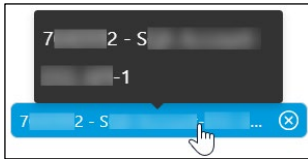
2. Once you have selected the desired account(s), click on the screen anywhere outside of the **Account Number** field.

Subsequent login

If this is not your first time logging into Notifications, the application displays the account(s) that were selected when you logged out of your last session:

- If not all of your accounts are selected:
 - Below the field, the words “**x of y accounts selected**” appear, in which x is the number of accounts you have selected and y is your total number of accounts.
 - To the right, a rectangular tile for each selected account appears, displaying the number and as much of the name as possible, followed by an ellipsis (...) if the name is long.





Tip: Hover over any account tile, which will turn **blue**, to bring up a tooltip displaying the complete account name and number (left).

- If all of your accounts are selected:
 - The **Account Number** field displays the words “**x items selected**” appear, in which x is your total number of accounts.
 - Below the field, the **All accounts selected** message ✔ All accounts selected appears.
 - To the right, a tile for each of your accounts is displayed.

NOTIFICATION RULES

Send notifications to specified email addresses when a rule is triggered based on certain conditions.

Account Number

8 items selected ▼

✔ All accounts selected

7 6 - D [redacted] r ⊗

7 1 - T [redacted] t... ⊗

7 6 - R [redacted] 2 ⊗

7 2 - S [redacted] A... ⊗

7 3 - S [redacted] A... ⊗

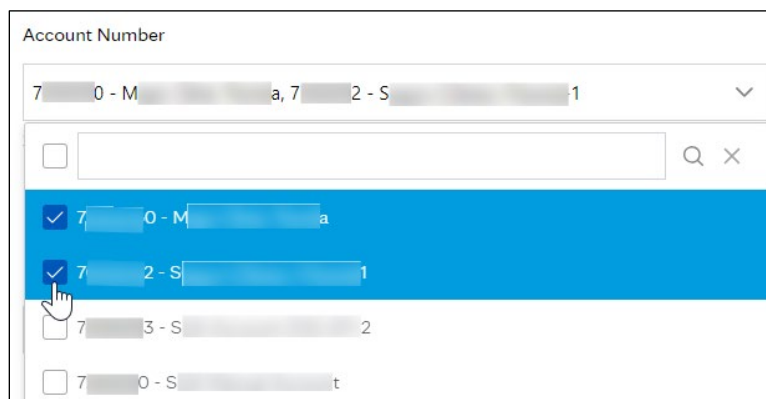
7 8 - A [redacted] T... ⊗

7 0 - S [redacted] t ⊗

7 8 - T [redacted] t ⊗

To change your account selection, do one of the following:

- Select additional accounts using one of the methods described above.
- Deselect accounts as desired by unchecking their boxes in the **Account Number** drop-down menu.



- Deselect an individual account by clicking the circled **X** at the right end of its tile (right).



Selecting accounts

When at least one account is selected, the full **NOTIFICATION RULES** landing page appears.

NOTIFICATION RULES

Send notifications to specified email addresses when a rule is triggered based on certain conditions.

Account Number

8 items selected 7 6 - D 7 1 - T 7 6 - R 2 7 2 - S A 7 3 - S A 7 8 - A T 7 0 - S t 7 3 - T t


All accounts selected

Only Display Active Rules

Global Filter EXPORT TO CSV

Name	Account Number	Rule ID	Modified By	Modified At	Notifications	Active	Actions
whatever i want kara said so	7040992	e5548d	Nathaniel Davidson	02-May-2024 13:36	0	✓	DETAILS CLONE TEST HISTORY
whatever i want	7040992	951595	Nathaniel Davidson	02-May-2024 13:25	1	✓	DETAILS CLONE TEST HISTORY
Partial results	7040992	1325c6	Laurel Meier	01-May-2024 08:19	4	✓	DETAILS CLONE TEST HISTORY
SQA_TransmittedAllOrders	7040992	3534fb	Orders Primary	25-Apr-2024 11:02	4503	✓	DETAILS CLONE TEST HISTORY
test	7040993	d4ef0c	Manjula Deevi	24-Apr-2024 21:26	0	✓	DETAILS CLONE TEST HISTORY
SQA_UIPerm	7040992	6d7fe4	Keerthana Kamatham	22-Apr-2024 16:57	165	✓	DETAILS CLONE TEST HISTORY
Rule - Order is transmitted - Original	7040992	b5ba5b	Manjula Deevi	19-Apr-2024 12:56	13	✓	DETAILS CLONE TEST HISTORY
Rule - Order is transmitted - Clone	7040992	f3627e	Manjula Deevi	19-Apr-2024 12:55	6	✓	DETAILS CLONE TEST HISTORY
SQA_OrderTransmitted_DONOTCHANGE	7040992	10a389	Keerthana Kamatham	16-Apr-2024 10:52	19	✓	DETAILS CLONE TEST HISTORY
SQA-Naga_OrderTransmitetd	7040992	598f53	Naga Kotta	12-Apr-2024 16:41	24	✓	DETAILS CLONE TEST HISTORY

1 - 10 of 249 Rules SUBMIT YOUR FEEDBACK

Note: At top right, the **Help** icon  links to the [Notifications page on MayoClinicLabs.com](#).

The Notification Rules List, a list of all rules that have been set for the selected account, appears at the bottom of the page in table form.

Global Filter EXPORT TO CSV

Name	Account Number	Rule ID	Modified By	Modified At	Notifications	Active	Actions
SQA_SanityChecks1020	704	66b618	Orders Primary	20-Oct-2023 10:56	8	✓	DETAILS CLONE TEST HISTORY
testtest-2310190919	704	18e272	Orders Primary	19-Oct-2023 12:21	0	✓	DETAILS CLONE TEST HISTORY
SQA_ManualOrder_Do Not Change	704	3ec652	Orders Primary	18-Oct-2023 16:43	23	✓	DETAILS CLONE TEST HISTORY
SQA_DONOTCHANGE	704	b75e95	Orders Primary	18-Oct-2023 16:20	729	✓	DETAILS CLONE TEST HISTORY
SQA_MultipleTestID's_ReportType	704	295cb7	Orders Primary	17-Oct-2023 14:54	9	✓	DETAILS CLONE TEST HISTORY
SQA_SupplementalWithPhysicianName	704	8cc0db	Orders Primary	17-Oct-2023 11:29	4	✓	DETAILS CLONE TEST HISTORY
SQA_ReferralReportType	704	62b4f1	Orders Primary	17-Oct-2023 10:57	6	✓	DETAILS CLONE TEST HISTORY
SQA_SupplementalReportType	704	Oba79b	Orders Primary	17-Oct-2023 10:56	5	✓	DETAILS CLONE TEST HISTORY
SQA_ReportTypes	704	a3d516	Orders Primary	17-Oct-2023 10:55	9	✓	DETAILS CLONE TEST HISTORY
Rule - Unsolicited Order	704	ebddfd	Orders Primary	17-Oct-2023 07:12	3	✓	DETAILS CLONE TEST HISTORY

11 - 20 of 35 Rules SUBMIT YOUR FEEDBACK

In this list, you can see:

- a. The names of all rules that have been set for the account.
- b. What **Account Number** the rule is applicable to.
- c. The **Rule ID** of each rule. Rule IDs are auto-assigned by the system.

- d. Who last modified each rule.
- e. When each rule was last modified (right).
- f. How many notification emails have been sent per rule.
- g. Whether any rule is **Active** (indicated with a green check mark).

Modified At ↑	Modified At ↓
24-Mar-2022 15:50	15-Dec-2022 15:35
21-Apr-2022 16:08	15-Dec-2022 15:31
02-Jun-2022 14:49	01-Dec-2022 14:58
16-Jun-2022 14:35	17-Nov-2022 15:28



Above the [Global Filter field](#), you can adjust the slider to **Only Display Active Rules** (left).

You can sort the Notification Rules List by any column except **Actions** in one of two ways:

- Click the **bold** column header. The default sort order is ascending. Clicking the header again toggles the order to descending.
- Click to the right of the column header. A blue up-arrow appears, indicating the default ascending sort order. Click the arrow to toggle back and forth between sorting the list in ascending (right) or descending (far right) order.

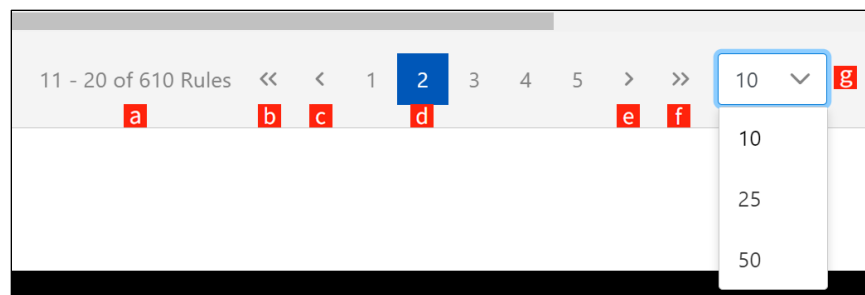
In the columns under **Actions**, you can:

Name ↑↓	Account Number ↑↓	Rule ID ↑↓	Modified By ↑↓	Modified At ↑↓	Notifications ↑↓	Active ↑↓	Actions
SQA_DONOTCHANGE	7040992	b75e95	Orders Primary	18-Oct-2023 16:20	729	<input checked="" type="checkbox"/>	DETAILS CLONE TEST HISTORY

31 - 1 of 1 Rules << < 1 > >> 10 ▾

- a. View and edit the **DETAILS** of any rule.
- b. **CLONE**, or copy, a rule to create a template for a new rule.
- c. **TEST** a rule to see if it is sending notifications as specified.
- d. View the **HISTORY** of changes to a rule.

Using the controls at the bottom of the Notification Rules List, you can:



- a. See how many rules there are in total for this account.

- b. Go to the first page of rules for this account.
- c. Go to the previous page of rules.
- d. See which page of rules you are on.
- e. Go to the next page of rules.
- f. Go to the last page of rules.
- g. Select how many rules per page you wish to view.

Notes:

- The numbers of rules and pages you see depend on your filtering selections.
- If there are not enough pages to display, the ellipses (three dots) that allow you to jump five pages ahead or back do not appear.

Finding a Notification Rule using the Global Filter

The **Global Filter** field (right) appears at top left of the Notification Rules List. Text entered into this field brings up results if it matches:

- Text included in the rule’s **Name, Rule ID, Modified By, or Modified At** parameters.
- Rules with at least one Value (as described in [step 5](#) of [Creating a Notification Rule](#)) that includes the string of characters you entered.

To find a rule in the Notification Rules List using the Global Filter:

1. In the **Global Filter** field, enter a **Rule ID**, keyword, key phrase, name of the person who last modified the rule, or string of characters within any Value for that rule.

For example, suppose you want to find results for tests ordered by Dr. Smith. You might try entering any string of letters within that name, such as `smit`, in the **Global Filter** field.

The Notification Rules List will automatically be filtered to show all rules for which any value contains that string.

Name ↑↓	Account Number ↑↓	Rule ID ↑↓	Modified By ↑↓	Modified At ↓↑	Notifications ↑↓	Active ↑↓	Actions
SQA_Accountselection9922	7040992	f4b2dd		01-Feb-2024 09:57	2	✓	DETAILS CLONE TEST HISTORY

1 - 1 of 1 Rules << < 1 > >> 10

For the rule shown in the screenshot above, if you click the **DETAILS** link under **Actions** at right, you see on the [NOTIFICATION RULE DETAILS page](#) that in one of the [Conditions](#) set for the rule, the Value set for **Physician Name** is “Smith.”

A configuration box for a notification rule condition. It includes a 'Data Field' dropdown set to 'Physician Name', a 'Condition to Match' dropdown set to 'Matches exactly', and a 'Values' text input field containing 'Smith'. A '+ OR' button is at the bottom left, and a red 'X' is at the top right.

For a second example, suppose you want to find results for tests for dog dander. You might try entering the corresponding Mayo Test ID, DOGD, in the **Global Filter** field.

The Notification Rules List will automatically be filtered to show any rule with one or more Values that include “DOGD”.

Name	Account Number	Rule ID	Modified By	Modified At	Notifications	Active	Actions
DOGD rule	7040992	3be2c4		12-Feb-2024 10:44	0	✓	DETAILS CLONE TEST HISTORY
Physician's Rule	7040992	922a8d		31-Jan-2024 15:30	0	✓	DETAILS CLONE TEST HISTORY

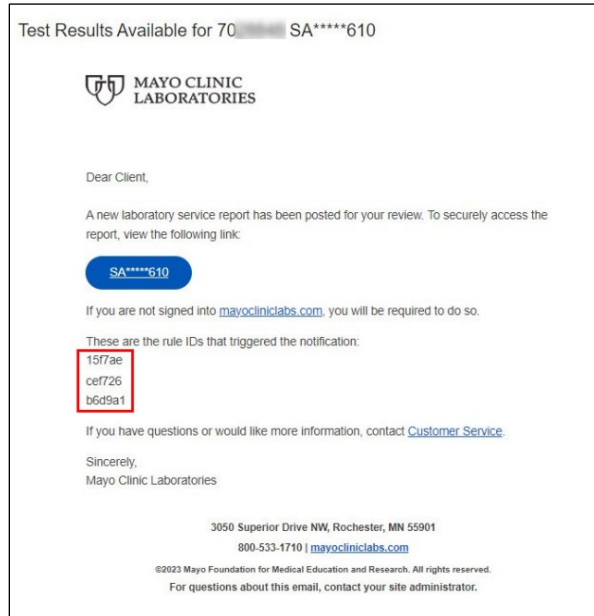
1 - 2 of 2 Rules << < 1 > >> 10


“DOGD rule” in the above screenshot includes that string of letters in its name. “Physician’s Rule” does not, but if you click its **DETAILS** link, the **NOTIFICATION RULE DETAILS** page shows that one of the rule’s Conditions is a Mayo Test ID of **DOGD**.

A configuration box for a notification rule condition. The 'Data Field' is 'Mayo Test ID' and the 'Condition to Match' is 'Matches exactly'. The 'Values' section contains two entries: 'CAT - Cat Epithelium, IgE' and 'DOGD - Dog Dander, IgE'. The second entry is highlighted with a red box. A '+ OR' button is at the bottom left, and red 'X' icons are at the top right of each value field.

Notes:


- The **Rule ID(s)** in the email notification, which indicate which rules triggered the notification, can help you find the rule in Notifications.

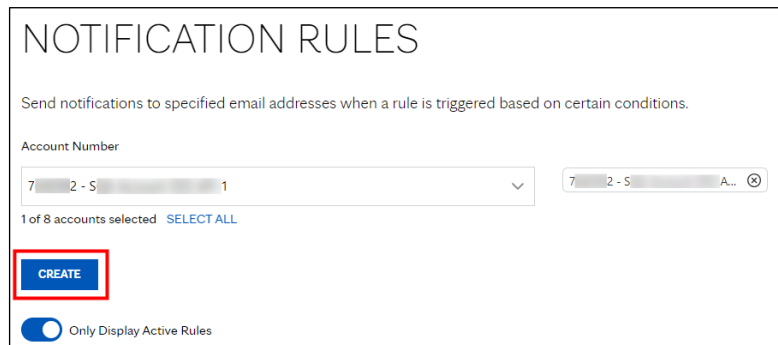


- In Global Filter search results, you can sort columns in ascending or descending order by clicking the column header or the blue up-arrow  that appears when you click to the right of a header, as [discussed above](#).

Creating a Notification Rule

To create a new notification rule:

1. On the **NOTIFICATION RULES** page, at top left below the **Account Number** field, click the **CREATE** button  (right).



The **NOTIFICATION RULE DETAILS** page appears.

HOME | MY DASHBOARD | NOTIFICATION RULES ?

NOTIFICATION RULE DETAILS

Specify the conditions that must be met and the email addresses that you want to receive a notification when the conditions are met.

Account Number

7 2 - S 1

7 2 - S A...

Name

Active

GET NOTIFIED

When

Results are available

CONDITIONS

Select a data field to build a rule:

Data Field ?

▼

ADD CONDITION

EMAIL RECIPIENTS

To view results, email recipients must be registered on mayocliniclabs.com and have the required business permissions. For more information, contact Customer Service.

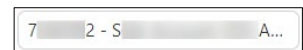
Search or type to add email recipients Selected Email Recipients

ADD

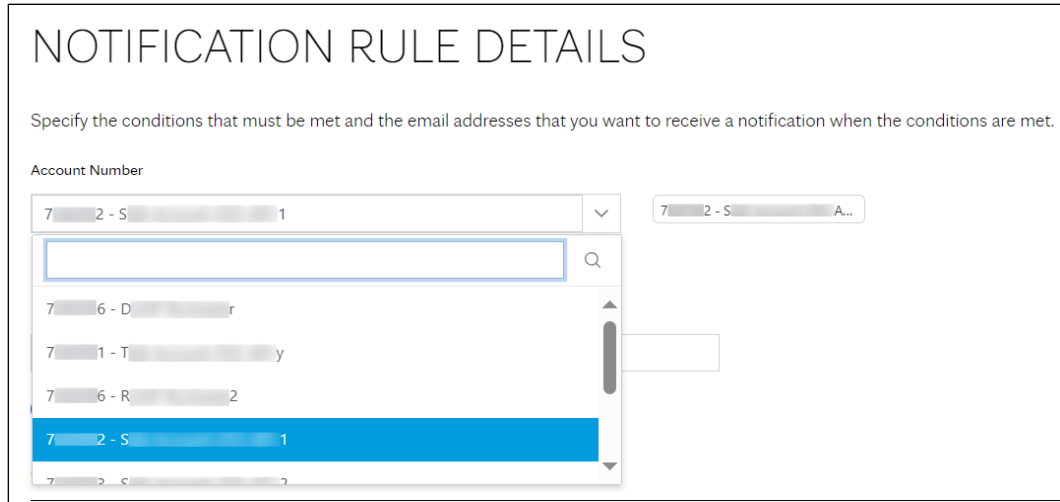
CREATE

CANCEL

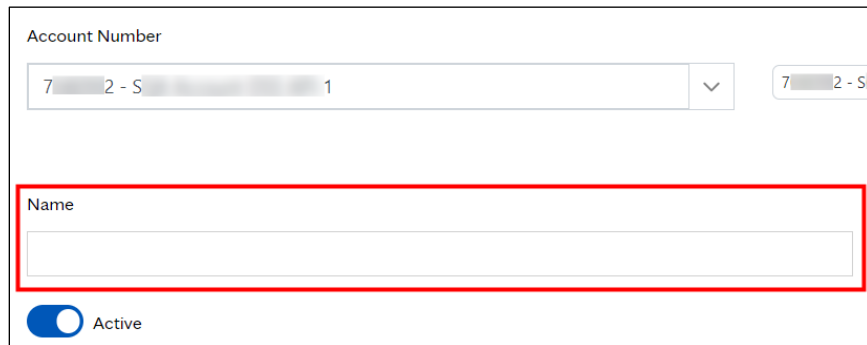
Note: On the **NOTIFICATION RULE DETAILS** page, you can have only one account selected at a time. The tile for that account therefore does not have a circled **X** at its right end (right).





2. If you have access to more than one account and want to select a different one, then do so from the **Account Number** drop-down menu.

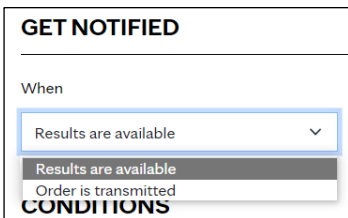


3. Enter a unique **Name** for the rule.



Notes:

- You cannot use the same name for more than one rule.
- A rule is automatically set to **Active** when it is created (right). To inactivate the rule, move the **Active** slider  to the left . You can change **Active** status at any time.



4. Under **GET NOTIFIED**, from the **When** drop-down menu (left), select either **Results are available** (default) or **Order is transmitted**.

5. Under **CONDITIONS**, select the desired option from the **Data Field** drop-down menu.

Note: To the right of the words “**Data Field**”, you can click the **Help** icon (?) to open [Appendix A: Notification Rule Conditions](#) in a new window for guidance.

Appendix A: Notification Rule Conditions

The **Data Field** drop-down menu offers numerous options for setting Notification Rule Conditions. This appendix explains each option and where you can find its value.

Note: For reasons of conciseness, this appendix shows only one place where the value for each **Data Field** option can be found. The values of certain options may be found in multiple places.

MAYO CLINIC LABORATORIES		Mayo Clinic Laboratories - Rochester Main Campus	CTM1235-Mayo Clinic-Order's Platf
Details for Order # M120928131		205 First Street SW Rochester, MN 55905	200 1st Street, 605C Rochester, MN 55901
Primary Order #			
PRINTED ON: 02/08/2023 AT 12:10			
Patient Name	Test, Leah	Patient ID	1111
Sex	Female	SSN	
Phone		DOB	02/07/1961
Guarantor		Relationship	
Address		Address	
Collected	09/15/2021 02:04	User Name	MCSELHEA,BAPI DGS
Order Status	Final	Source	Manual
Accession #	M170008131	Billing Type	Account
		Account #	CT241375
		Physician	TESTMARGARET
		NP	3174389603

Once you have selected a **Data Field** value, the **Condition to Match** field (whether or not it is editable) and/or the **Values** (optional) field may appear. A few example scenarios are below.

CONDITIONS

Select a data field to build a rule:

Data Field (?) Physician Name

Condition to Match

CONDITIONS

Select a data field to build a rule:

Data Field (?) Mayo Test ID

Condition to Match Matches exactly

Values

Notes:

- If you selected **Order is transmitted** in [step 4](#), your **Data Field** choices are limited to **Physician Name**, **Medical Record Number**, **Patient First Name**, **Patient Last Name**, **All Orders**, or **Mayo Test ID**.

The screenshot shows a configuration interface for a notification rule. At the top, under the heading "GET NOTIFIED", there is a "When" section with a dropdown menu currently set to "Order is transmitted". Below this is the "CONDITIONS" section, which prompts the user to "Select a data field to build a rule:". A "Data Field" dropdown menu is open, showing a list of options: "Order", "Physician Name", "Medical Record Number", "Patient First Name", "Patient Last Name", "All Orders", "Test", and "Mayo Test ID". A blue "ADD CONDITION" button is located below the dropdown. At the bottom of the form, the "EMAIL RECIPIENT" section is partially visible.

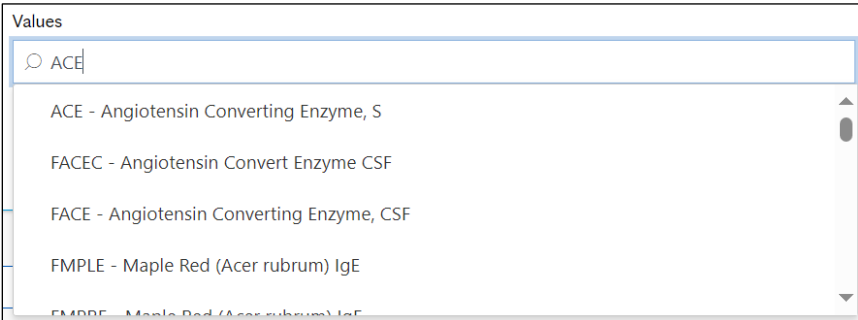
- The **Condition to Match** field value is dependent on the **Data Field** selection, and the **Values** field value is dependent on the **Condition to Match** selection.
- For the **Data Field** values **Mayo Test ID**, **Test Status**, **Report Type**, **Mayo Result ID**, and **Flag**, the **Condition to Match** value defaults to **Matches exactly** and cannot be changed.
- For the **Data Field** values **All Orders**, **Manual through Ordering Application**, **Unsolicited Order**, and **Unsolicited Test**, the **Condition to Match** and **Values** fields are not needed and do not appear.
- **Values** text is not case sensitive.
- If you are creating a rule for which **Data Field** is set to **Value** and **Condition to Match** is set to **Matches exactly**, be sure to test the rule. For email notifications to be sent,

the entry in the **Values** field must exactly match the reported value, including the placement of the decimal point and any digits that follow it.



The screenshot shows a configuration box for a notification rule. It contains three main sections: 'Data Field' with a dropdown menu set to 'Value'; 'Condition to Match' with a dropdown menu set to 'Matches exactly'; and 'Values' with a text input field containing '15.0'. Below these fields is a blue button labeled '+ OR'.

- When **Mayo Test ID** is selected as a **Data Field** value, as you enter a Test ID into the **Values** field, a drop-down menu of possible matches appears. Select the correct one.



The screenshot shows a search dropdown menu titled 'Values'. The search input contains 'ACE'. The dropdown list displays several test IDs: 'ACE - Angiotensin Converting Enzyme, S', 'FACEC - Angiotensin Convert Enzyme CSF', 'FACE - Angiotensin Converting Enzyme, CSF', 'FMPL - Maple Red (Acer rubrum) IgE', and 'FMPL - Maple Red (Acer rubrum) IgE'.

Suppose you want to create a rule to send notifications when your organization has ordered a specific test. This requires selecting **Order is transmitted** from the **When** drop-down menu (see [step 4](#)). Then, under Conditions:

CONDITIONS

Select a data field to build a rule:

Data Field ? Mayo Test ID a

Condition to Match Matches exactly

Values

HIVDR - HIV-1 Genotypic Drug Resistance, P b

+ OR

ADD CONDITION

- a. From the **Data Field** drop-down menu, select **Mayo Test ID**.

For **Mayo Test ID**, the **Condition to Match** value is automatically set to **Matches exactly**.

- b. In the **Values** text field, enter a Test ID, such as HIVDR.

Notes:


- If you are not certain of the Test ID, you can begin to enter the test name or possible characters from the ID, then select the correct result below the field.

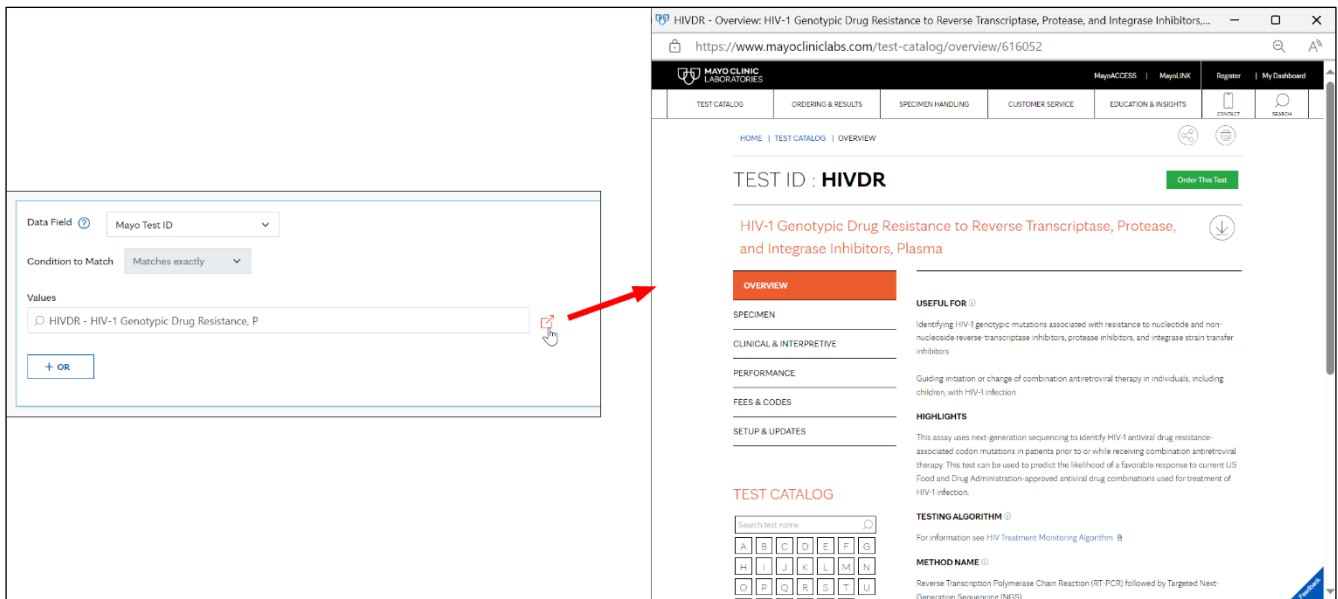
Values

HIVDR

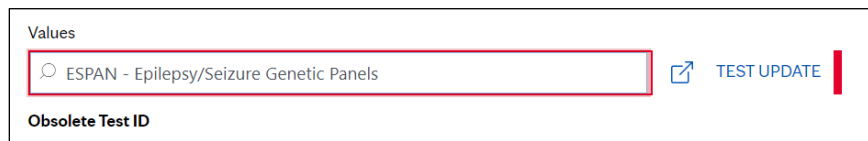
HIVDR - HIV Ab Confirm / Differentiation, S

HIVDR - HIV-1 Genotypic Drug Resistance, P

- Once you have entered or selected a Test ID, you can also click the **Open in New Browser Window** icon  to the right of the Values field to open the relevant Mayo Clinic Laboratories [Test Catalog](#) page in a new browser tab.

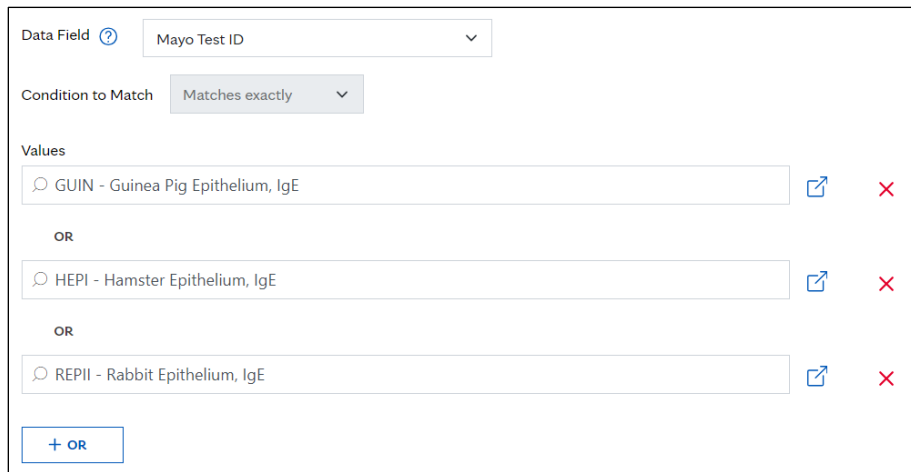


- If the Test ID you enter is obsolete:
 - The text field is bordered in red.
 - The words **Obsolete Test ID** appear below it.
 - A link to the [TEST UPDATE page](#) on MayoClinicLabs.com appears to the right of the **Values** area of the screen. See [step 4 of Managing Notification Rules with obsolete Mayo Test IDs](#) for instructions on using this link.
 - A bold red border appears to the right of the **TEST UPDATE** link.



To create your rule, you must enter a valid Test ID.

- Once you have entered a valid term in the **Values** field, you can add multiple alternative terms if needed. For each, click the **+ OR** button  and, in the new **Values** text field that appears, enter the alternative term.



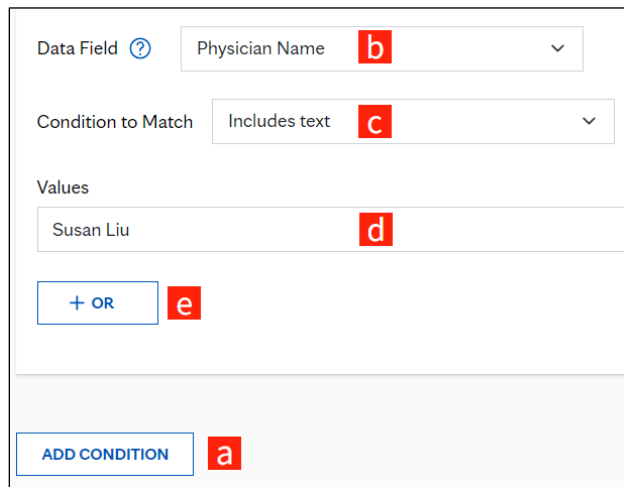
The screenshot shows a configuration window for a notification rule. At the top, the 'Data Field' is set to 'Mayo Test ID'. Below it, the 'Condition to Match' is set to 'Matches exactly'. Under the 'Values' section, there are three text input fields, each containing a search term followed by a description: 'GUIN - Guinea Pig Epithelium, IgE', 'HEPI - Hamster Epithelium, IgE', and 'REPII - Rabbit Epithelium, IgE'. To the right of each input field are two icons: a blue square with a white plus sign and the text '+ OR', and a red square with a white 'X'. At the bottom left of the 'Values' section is a blue button with a white plus sign and the text '+ OR'.

Note: When multiple “+ OR” Values have been set, a notification email is sent when any Values of the applicable rule are matched.

To delete an additional **Values** text field, click the red **X** to its right.

- If needed, add more Conditions to the rule by adding a new **Data Field** section and repeating all sub-steps of steps 5 and 6 for each.

Suppose you want to send notifications when results are available for either of two different tests, ordered by either of two different ordering physicians. Do the following:



The screenshot shows a configuration window for a notification rule. At the top, the 'Data Field' is set to 'Physician Name'. Below it, the 'Condition to Match' is set to 'Includes text'. Under the 'Values' section, there is one text input field containing 'Susan Liu'. At the bottom left of the 'Values' section is a blue button with a white plus sign and the text '+ OR'. At the bottom of the configuration window is a blue button with the text 'ADD CONDITION'. Red letters 'a' through 'e' are overlaid on the interface to indicate specific steps: 'a' is on the 'ADD CONDITION' button, 'b' is on the 'Physician Name' dropdown, 'c' is on the 'Includes text' dropdown, 'd' is on the 'Susan Liu' text field, and 'e' is on the '+ OR' button.

- Below the **Conditions** fields, click the **ADD CONDITION** button.
- From the **Data Field** drop-down menu, select **Physician Name**.
The **Condition to Match** and **Values** fields appear.

- c. From the **Condition to Match** drop-down menu, select either **Matches exactly** or **Includes text**.
- d. In the **Values** text field, enter the name of the first physician.
- e. Click the **+ OR** button.

- f. In the new **Values** text field, enter the name of the second physician.

- g. Below, click the **ADD CONDITION** button again.
- h. From the **Data Field** drop-down menu for the new Condition, select **Mayo Test ID**.
The **Condition to Match** drop-down menu defaults to **Matches exactly**.
- i. In the **Values** text field, enter the first Test ID.
- j. Click the **+ OR** button.
- k. In the new **Values** text field, enter the second Test ID.

Note: When multiple “**AND**” Conditions have been set, a notification email is sent only when all Conditions of the applicable rule are satisfied.

- In the **EMAIL RECIPIENTS** field, enter each of the email addresses you want notifications sent to. You can enter multiple addresses, including one for a distribution list.

As you **ADD** each **Email Recipient** address, it will be listed on the right under **Selected Email Recipients**. To remove an address from this list, click the red **X** to its left.

Once a rule is created and made **Active**, notifications based on that rule will be sent to all listed **Email Recipients**.

Notes:

- Important:** In the **Email Recipients** section, you can add any valid email address. However, to view the results report from the notification email, a user must be (a) able to log into [MayoClinicLabs.com](https://www.mayocliniclabs.com) and (b) authorized to view results for the account in question.

If the user associated with an email address you enter is not registered or does not have such authorization, the email address is highlighted in pink, and Notifications displays the **Permission Required** warning.

To the right of the warning, you can click the **Information** icon to bring up an explanatory pop-up above the **Selected Email Recipients** section. The pop-up reads in part, “*This user must register and/or contact the site administrator for permission to view results.*”

- If you enter the email address for a distribution list, each individual user in the list must be granted permission to view reports. Do not give this permission to the distribution email address. Include only the distribution email address, not the component email addresses for individual users, in the rule.

Every address on the distribution list will receive an email, even if the distribution list address itself appears under **Selected Email Recipients** highlighted in pink and with the **Permission Required** warning. Be aware, however, that policies set by your organization may affect distribution list recipients’ ability to receive Notifications emails.

9. After entering each address, click the **ADD** button.

EMAIL RECIPIENTS

To view results, email recipients must be registered on mayocliniclabs.com and have the required business permissions. For more information, contact [Customer Service](#).

Search or type to add email recipients Selected Email Recipients

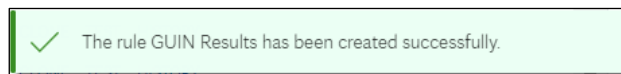
ADD

CREATE
CANCEL

10. After you have set all **Details** for the rule, at bottom left, click the **CREATE** button. If you do not want to set the rule, click the **CANCEL** button.

CREATE
CANCEL

The new rule appears in the Notification Rules List on the **NOTIFICATION RULES** page. At the bottom of the screen, a pop-up appears indicating that the rule has been created successfully.



Editing a Notification Rule

To edit a rule:

1. Go to the **NOTIFICATION RULES** page.
2. In the Notification Rules List, under **Actions**, click the **DETAILS** link for that rule.

COVID Test Results	70	e764e4	Orders Primary	13-Sep-2022 15:52	4	✓	DETAILS	CLONE	TEST	HISTORY
--------------------	----	--------	----------------	-------------------	---	---	-------------------------------------------------------------------	-----------------------	----------------------	-------------------------

The **NOTIFICATION RULE DETAILS** page for that rule appears.

3. Edit the rule's **Name**, **Active** status, **Conditions**, and/or **Email Recipients** as needed.

Note: The **When** drop-down menu selection cannot be changed.

4. To save your changes, at bottom left, click the **UPDATE** button. (To cancel your changes, click the **CANCEL** button.)

UPDATE
CANCEL

Cloning a Notification Rule

Use the **Clone** function to create a template for a new rule based on an existing one.

Important: Do not use the **Clone** function to edit an existing rule.

To **Clone** a rule:

1. In the Notification Rules List, under **Actions**, do one of the following:
 - Click the **DETAILS** link for the original rule.

COVID Test Results	70	e764e4	Orders Primary	13-Sep-2022 15:52	4	✓	DETAILS	CLONE	TEST	HISTORY
--------------------	----	--------	----------------	-------------------	---	---	----------------	-------	------	---------

Then, at the top of the **NOTIFICATION RULE DETAILS** page for that rule, click the **CLONE** link.

NOTIFICATION RULE DETAILS

Specify the conditions that must be met and the email addresses that you want to receive a notification when the conditions are met.

[HISTORY](#) | [TEST](#) | **[CLONE](#)** ←

Account Number
7 - 2 - S - 1

Name
COVID Test Results

- Click the **CLONE** link for the original rule.

COVID Test Results	70	e764e4	Orders Primary	13-Sep-2022 15:52	4	✓	DETAILS	CLONE	TEST	HISTORY
--------------------	----	--------	----------------	-------------------	---	---	---------	--------------	------	---------

The **NOTIFICATION RULE DETAILS** page for a clone of that rule appears.

NOTIFICATION RULE DETAILS

Specify the conditions that must be met and the email addresses that you want to receive a notification when the conditions are met.

Account Number
7 - 2 - S - 1

Name

Active

GET NOTIFIED

When
Results are available

CONDITIONS

Select a data field to build a rule:

Data Field ? Mayo Test ID

Condition to Match Matches exactly

Values
COVOO - SARS Coronavirus 2 RNA, PCR, V

EMAIL RECIPIENTS

To view results, email recipients must be registered on mayocliniclabs.com and have the required business permissions. For more information, contact [Customer Service](#).

Search or type to add email recipients Selected Email Recipients

X

Note: The **Name** field is blank, no links appear at the top of the page, and the **When** drop-down menu selection cannot be changed.

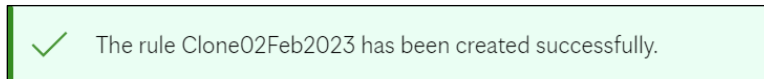
- In the **Name** field, enter a unique name for the cloned rule.

Important Note: It is recommended that rule names clearly indicate the Test ID and notification type so that rules can be easily found using the Global Filter. See [Finding a Notification Rule using the Global Filter](#) above on how rule names affect Global Filter searches.

3. Edit the cloned rule's **Conditions** as appropriate.
4. Add **Email Recipients** for the cloned rule by entering each email address into the field and then clicking the **ADD** button after each. For detailed instructions, see [Creating a new Notification Rule, step 5](#).
5. After you have set all **Details** for the cloned rule, click the **CREATE** button. (To cancel the cloned rule, click the **CANCEL** button.)



The cloned rule appears in the Notification Rules List on the **NOTIFICATION RULES** page. At the bottom of the screen, a pop-up appears indicating that the cloned rule has been created successfully (right).



Managing Notification Rules with obsolete Mayo Test IDs

A Mayo Test ID included in an existing Notification Rule may become obsolete. In this event, it is recommended that you [clone the rule](#) and replace the obsolete Test ID with a replacement Test ID (if available) in the cloned rule. This ensures that the original rule with the obsolete Test ID will continue to send notification emails until all orders for the obsolete test are complete, and that notification emails will be sent for the replacement Test ID.

If the selected account has Notification Rules with obsolete Test IDs:

- A pink banner message with a bold red left border appears below the **Account Number** drop-down menu, warning you of this and recommending you clone each such rule and enter a replacement Test ID.

- In the Notifications Rules List, those rules are highlighted in pink with a red left border.

NOTIFICATION RULES

Send notifications to specified email addresses when a rule is triggered based on certain conditions.

Account Number

7****2 - S****-1

7****2 - S****A...

RULES WITH OBSOLETE TEST IDS

There are rules no longer sending notifications because they contain obsolete Test IDs. It is recommended that you clone these rules and enter the replacement Test ID to receive notifications when results are available for the replacement test.

CREATE

Only Display Active Rules

EXPORT TO CSV

Name ↑↓	Account Number ↑↓	Rule ID ↑↓	Modified By ↑↓	Modified At ↓	Notifications ↑↓	Active ↑↓	Actions
Obsolete2Test	704	8882c9		20-Feb-2024 09:56	19	✓	DETAILS CLONE TEST HISTORY
Obsolete_timmer_4amcst	704	54c060		09-Nov-2023 11:35	0	✓	DETAILS CLONE TEST HISTORY
ObsoleteTest_timmer_4amcst	704	2cf99d		09-Nov-2023 11:33	0	✓	DETAILS CLONE TEST HISTORY
Obsolste-test_timmer_4amCST	704	d0fd35		08-Nov-2023 14:12	0	✓	DETAILS CLONE TEST HISTORY
Rule - Obsolete Test ID	704	12dd00		16-Oct-2023 17:56	21	✓	DETAILS CLONE TEST HISTORY

When a Test ID in a rule for any account to which you have access becomes obsolete, you will receive an email notification.

Action Needed: Obsolete Test ID in Notification Rule for 7*****

**MAYO CLINIC
LABORATORIES**

Dear Client,

The following notification rule contains an obsolete Test ID. If you want to receive notifications when results are available for the replacement Test ID, it is recommended that you clone this rule for the replacement Test ID, in needed.

To access the rule, click the following link:

d88c60

If you are not signed into mayocliniclabs.com, you will be required to do so.

If you have questions or would like more information, contact [Customer Service](#).

Sincerely,
Mayo Clinic Laboratories

3050 Superior Drive NW, Rochester, MN 55901
800-533-1710 | mayocliniclabs.com

©2023 Mayo Foundation for Medical Education and Research. All rights reserved.
For questions about this email, contact your site administrator.

Cloning a rule with an obsolete Test ID

To clone a Notification Rule with an obsolete Mayo Test ID.

1. Use one of the following four options:
 - a. Click the link (right) in the email notification shown above.
 - b. In the Notification Rules List, under **Actions**, click the **DETAILS** link for the original rule.



Rule - Obsolete Test ID	70	12dd00		16-Oct-2023 17:56	19	✓	DETAILS	CLONE	TEST	HISTORY
-------------------------	----	--------	--	-------------------	----	---	----------------	-------	------	---------

If you use either option **a** or **b**, the **NOTIFICATION RULE DETAILS** page for the original rule appears.

NOTIFICATION RULE DETAILS

Specify the conditions that must be met and the email addresses that you want to receive a notification when the conditions are met.

[HISTORY](#) | [TEST](#) | [CLONE](#)

Account Number
7 - 2 - S - 1

Name

Active
INACTIVATE

This rule contains an obsolete Test ID. It is recommended that you [CLONE](#) this rule for the replacement test ID so that you continue to receive notifications until all orders for the obsolete Test ID are final. The new rule will send notifications for the replacement Test ID. When all orders for the obsolete Test ID are final, you can [INACTIVATE](#) this rule.

GET NOTIFIED

When

CONDITIONS

Select a data field to build a rule:

Data Field ?

Condition to Match

Values
 [TEST UPDATE](#)

Obsolete Test ID

- c. In the pink banner message above the **Conditions** section, click the **CLONE** link.

This rule contains an obsolete Test ID. It is recommended that you **CLONE** this rule for the replacement test ID so that you continue to receive notifications until all orders for the obsolete Test ID are final. The new rule will send notifications for the replacement Test ID.

- d. In the Notification Rules List, under **Actions**, click the **CLONE** link for the original rule.

Rule - Obsolete Test ID	70	12dd00		16-Oct-2023 17:56	19	✓	DETAILS	CLONE	TEST	HISTORY
-------------------------	----	--------	--	-------------------	----	---	---------	--------------	------	---------

- e. On the **NOTIFICATION RULES** page, under **Actions**, click the **CLONE** link for the original rule. Then, at the top of the **NOTIFICATION RULE DETAILS** page, click the **CLONE** link.

NOTIFICATION RULE DETAILS

Specify the conditions that must be met and the email addresses that you want to receive a notification when the conditions are met.

HISTORY | TEST | **CLONE** ←

Account Number
7-2-S-1

Name
Rule - Obsolete Test ID

Active

INACTIVATE

This rule contains an obsolete Test ID. It is recommended that you **CLONE** this rule for the replacement test ID so that you continue to receive notifications until all orders for the obsolete Test ID are final. The new rule will send notifications for the replacement Test ID. When all orders for the obsolete Test ID are final, you can **INACTIVATE** this rule.

The **NOTIFICATION RULE DETAILS** page for a clone of the rule appears/.

NOTIFICATION RULE DETAILS

Specify the conditions that must be met and the email addresses that you want to receive a notification when the conditions are met.

Account Number
7 - 2 - S - 1

Name

Active

GET NOTIFIED

When
Results are available

CONDITIONS

Select a data field to build a rule:

Data Field

Condition to Match

Values
 [TEST UPDATE](#)

Obsolete Test ID

EMAIL RECIPIENTS

To view results, email recipients must be registered on [mayocliniclabs.com](https://www.mayocliniclabs.com) and have the required business permissions. For more information, contact [Customer Service](#).

Search or type to add email recipients Selected Email Recipients

✖ [Permission Required](#)

Note: On the **NOTIFICATION RULE DETAILS** page for the cloned rule:

- The **HISTORY**, **TEST**, and **CLONE** links do not appear at the top.
- The **Name** field is blank.

- The **When** drop-down menu selection cannot be changed.
 - The **Values** field is highlighted in pink.
 - The **TEST UPDATE** link appears to the right of the **Values** field.
 - A bold red border appears to the right of the **TEST UPDATE** link.
 - The words **Obsolete Test ID** appear below the **Values** field.
2. Enter a unique **Name** for the rule. For detailed instructions, see [step 2](#) of [Creating a Notification Rule](#).
 3. Under **Conditions**, in the **Values** field, enter the replacement Test ID.
 4. To find information about the obsolete test, including any recommended alternative tests:
 - a. Click the **TEST UPDATE** link.
The [TEST UPDATES](#) page on MayoClinicLabs.com opens in a new browser tab.
 - b. In the search results, at the end of the table row, click the **Notice** link.

HOME | TEST CATALOG | TEST UPDATES

TEST UPDATES

All Tests

ESPAN

More Options

Search

Export Table: CSV PDF

Posted	Effective	Performing Location	Test ID	Test Name	Change Type	Files
2022-05-02	2022-06-02	Rochester	ESPAN 603346	Epilepsy/Seizure Genetic Panels by Next-Generation Sequencing (NGS), Varies	Obsolete Test	Notice

Show Rows 10

An attachment opens that contains more information, including any recommendations on alternative tests for the obsolete Test ID, if appropriate.

5. On the **NOTIFICATION RULE DETAILS** page, to save your changes, click the **CREATE** button at bottom left. (To cancel your changes, click the **CANCEL** button.)



Note: The original rule with the obsolete Test ID will continue to send notification emails until all orders for the test in question are complete. Once all notifications have been received, the rule with the obsolete Test ID should be inactivated, as described in the next section.

Inactivating a rule with an obsolete Test ID

To inactivate a Notification Rule with an obsolete Mayo Test ID:

1. In the Notification Rules List, under **Actions**, click the **DETAILS** link for that rule.

Rule - Obsolete Test ID	70	12dd00		16-Oct-2023 17:56	19	✓	DETAILS	CLONE	TEST	HISTORY
-------------------------	----	--------	--	-------------------	----	---	----------------	-------	------	---------

The **NOTIFICATION RULE DETAILS** page for that rule appears.

NOTIFICATION RULE DETAILS

Specify the conditions that must be met and the email addresses that you want to receive a notification when the conditions are met.

[HISTORY](#) | [TEST](#) | [CLONE](#)

Account Number
7 - 2 - S - 1

Name
Rule - Obsolete Test ID

Active

INACTIVATE

This rule contains an obsolete Test ID. It is recommended that you [CLONE](#) this rule for the replacement test ID so that you continue to receive notifications until all orders for the obsolete Test ID are final. The new rule will send notifications for the replacement Test ID. When all orders for the obsolete Test ID are final, you can [INACTIVATE](#) this rule.

GET NOTIFIED

When
Results are available

CONDITIONS

Select a data field to build a rule:

Data Field ? Mayo Test ID

Condition to Match Matches exactly

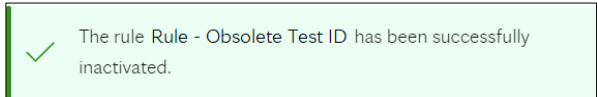
Values
 [TEST UPDATE](#)

Obsolete Test ID

2. Toward the top of the page, below the [Active slider](#), click the **INACTIVATE** button.



You are returned to the **NOTIFICATION RULES** landing page. At bottom right, a message appears, indicating that the rule has been successfully inactivated (right).



Notes:

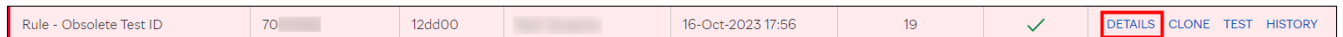
- The **INACTIVATE** button appears only on **NOTIFICATION RULE DETAILS** pages of rules with obsolete Test IDs.
- You cannot use the **Active** slider (right) to inactivate rules with obsolete Test IDs. If you adjust the slider, that creates a change that requires saving the page, but you cannot save changes to the **NOTIFICATION RULE DETAILS** when a Test ID for the rule is obsolete. Note that the **UPDATE** button at bottom right of the page is greyed out.



Reactivating a rule with an obsolete Test ID

If the rule is inadvertently inactivated, you will be able to reactivate it. To do so:

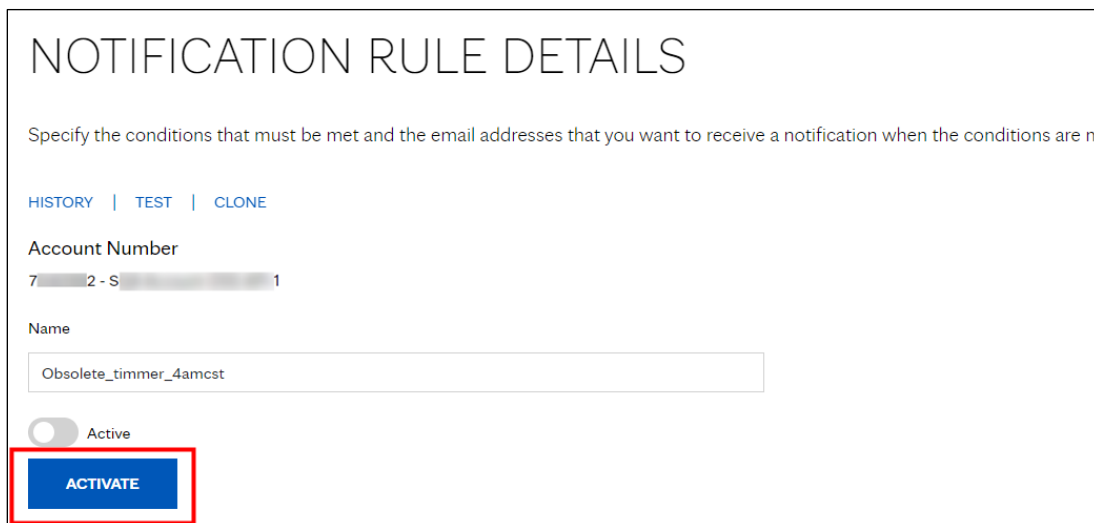
1. In the Notification Rules List, under **Actions**, click the **DETAILS** link for that rule.



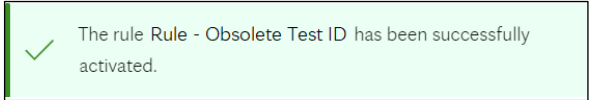
Tip: Make sure the [Only Display Active Rules filter](#) on the landing page is turned off (left).

The **NOTIFICATION RULE DETAILS** page for that rule appears.

2. Toward the top of the page, below the **Active slider**, click the **ACTIVATE** button.



You are returned to the **NOTIFICATION RULES** landing page. At bottom right, a message appears, indicating that the rule has been successfully activated (right).



Note: You will not be able to save any other changes to the rule without changing the Test ID.

Changing a Notification Rule's status

You can make a notification rule **Active** or disable it at any time.

To change a rule's status:

1. In the Notification Rules List, under **Actions**, click the **DETAILS** link for that rule.

COVID Test Results	70	e764e4	Orders Primary	13-Sep-2022 15:52	4	✓	DETAILS CLONE TEST HISTORY
--------------------	----	--------	----------------	-------------------	---	---	-----------------------------------

The **NOTIFICATION RULE DETAILS** page for that rule appears.

2. Move the **Active** slider to the right to make the rule **Active** (right), or to the left to inactivate it .

Name

COVID Test Results

Rule Id: e764e4

Active

3. To save your changes, at bottom left, click the **UPDATE** button (right). (To cancel your changes, click the **CANCEL** button.)

UPDATE CANCEL

Testing a Notification Rule

To test whether a rule is sending notifications as specified:

1. Go to the **NOTIFICATION RULES** page.
2. In the Notification Rules List, under **Actions**, click the **TEST** link for that rule.

COVID Test Results	70	e764e4	Orders Primary	13-Sep-2022 15:52	4	✓	DETAILS CLONE TEST HISTORY
--------------------	----	--------	----------------	-------------------	---	---	-----------------------------------

The **TEST NOTIFICATION RULE** page appears.

HOME | MY DASHBOARD | NOTIFICATION RULES ?

TEST NOTIFICATION RULE

Test the function of a rule by specifying existing conditions to determine whether the rule is triggered.

Account Number
7-2-S-1

Name
SQA_DONOTCHANGE

Conditions
Trigger When Results are available
 Test Status (Partial, Final) Matches exactly Final

OPEN

Only Display Matching Orders

Hide/Show Columns EXPORT TO CSV

If search results do not contain the orders you are looking for, search all orders or change date range. X

Matches	Order Information	Patient Information	Tests	Physician Name	Matching Conditions	Not Matching Conditions	Report
✓	OTestCancel092324 Q100440884	Testa, Chuck 1 04/16/1987	ACE: Angiotensin Converting Enzyme, S GLURA: Glucose, Random, S	John	<input type="checkbox"/> Test Status (Partial, Final) <input checked="" type="checkbox"/> Matches exactly <input type="checkbox"/> Final		
✓	TestCancel092324 Q100440883	Testa, Chuck 1 04/16/1987	ACE: Angiotensin Converting Enzyme, S	Smith	<input type="checkbox"/> Test Status (Partial, Final) <input checked="" type="checkbox"/> Matches exactly <input type="checkbox"/> Final		
✓	00TestCancel092324 Q100440881	Test, Dss-1 C. 11 10/12/2020	GLURA: Glucose, Random, S	1	<input type="checkbox"/> Test Status (Partial, Final) <input checked="" type="checkbox"/> Matches exactly <input type="checkbox"/> Final		
✓	001120240920-992-00a1 Q100440536	Dossier, Steele 0111DOSSIER 09/08/1987	ACE: Angiotensin Converting Enzyme, S GLURA: Glucose, Random, S	Anthony Testing Md	<input type="checkbox"/> Test Status (Partial, Final) <input checked="" type="checkbox"/> Matches exactly <input type="checkbox"/> Final		
✓	000FinalSanityChecks240918 Q100439872	Test, Dss-1 C. 11 10/12/2020	ACE: Angiotensin Converting Enzyme, S	John Doe	<input type="checkbox"/> Test Status (Partial, Final) <input checked="" type="checkbox"/> Matches exactly <input type="checkbox"/> Final		
✓	0Cancel091824 Q100439871	Test, Dss-1 C. 11 10/12/2020	ACE: Angiotensin Converting Enzyme, S	John	<input type="checkbox"/> Test Status (Partial, Final) <input checked="" type="checkbox"/> Matches exactly <input type="checkbox"/> Final		
✓	0critical091824 Q100439870	Test, Dss-1 C. 11 10/12/2020	GLURA: Glucose, Random, S	1	<input type="checkbox"/> Test Status (Partial, Final) <input checked="" type="checkbox"/> Matches exactly <input type="checkbox"/> Final		
✓	0Final090524 Q100436114	Test, Dss-1 C. 11 10/12/2020	ACE: Angiotensin Converting Enzyme, S	1	<input type="checkbox"/> Test Status (Partial, Final) <input checked="" type="checkbox"/> Matches exactly <input type="checkbox"/> Final		
✓	CriSemiOfVPNSouth0731 Q100425234	Test, Dss-1 C. 11 10/12/2020	GLURA: Glucose, Random, S ACT: Actinomyces Culture	Joe	<input type="checkbox"/> Test Status (Partial, Final) <input checked="" type="checkbox"/> Matches exactly <input type="checkbox"/> Final		
✓	RevOfVPNSouth0731 Q100425232	Test, Dss-1 C. 11 10/12/2020	ACE: Angiotensin Converting Enzyme, S	John	<input type="checkbox"/> Test Status (Partial, Final) <input checked="" type="checkbox"/> Matches exactly <input type="checkbox"/> Final		

1 - 10 of 44 Orders << < 1 2 3 4 5 > >> 10

On this page, you can view the Conditions that were set for this rule.

3. Test the rule as needed.

If you click the **OPEN** bar above the Orders List, a section containing parameter text fields is expanded below the **Conditions** section, and the **OPEN** bar becomes the **CLOSE** bar.

The screenshot shows a configuration window for a notification rule. At the top, there are three tabs: 'Mayo Test ID', 'Matches exactly', and 'ACE'. Below this, there are several input fields for search criteria:

- Patient Name:** Three stacked text boxes for 'Last Name', 'First Name', and 'Middle Name Initial'.
- Medical Record Number:** A single text box for 'Medical Record Number'.
- Date Of Birth:** A single text box for 'Date Of Birth'.
- Order Number:** A single text box for 'Order Number or Mayo Accession Number'.
- Test:** A single text box for 'Test Name or ID'.
- Physician Name:** A single text box for 'Physician Name'.
- Order Date:** A date range selector showing '05/31/2024 - 08/29/2024' with a calendar icon and a plus sign.

At the bottom of the form is a blue 'SEARCH' button. Below the search button is a blue bar with a 'CLOSE' button and an upward-pointing arrow. At the very bottom, there is a toggle switch labeled 'Only Display Matching Orders' which is currently turned on.

Using these parameter fields, you can search for orders that would have triggered email notifications based on the rule.

When the **TEST NOTIFICATION RULE** page initially loads, the [Orders List](#) at the bottom of the page displays orders from the last 90 days for the selected account that match the rule's Conditions. However, you can also test a rule against:

- The last 30 days.
- Any 365-day range of orders within the last 5 years.
- The last 180 days.
- The last year (rolling 12 months).

TEST NOTIFICATION RULE

Test the function of a rule by specifying existing conditions to determine whether the rule is triggered.

Account Number
7-2-S-1

Name
SQA_TestingPermissionRevoke

Conditions
Trigger When: Results are available
Mayo Test ID: Matches exactly ACE

Patient Name:
Last Name
First Name
Middle Name Initial



Medical Record Number:
Medical Record Number

Date Of Birth:
Date Of Birth

Order Number:
Order Number or Mayo Accession Number

Test:
Test Name or ID


Physician Name:
Physician Name


Order Date:
05/31/2024 - 08/29/2024  


SEARCH

To test whether the rule would have sent notifications for orders within a certain date range, in the parameter field section:

- In the **Order Date** subsection at bottom, click the plus sign icon (left).
- The date picker expands (below).

05/08/2024 - 08/06/2024 

From
05/08/2024 

To
08/06/2024 


LAST 30 DAYS

LAST 90 DAYS

LAST 180 DAYS

LAST YEAR

c. Do one of the following:


- Click each of the calendar icons  and, from the pop-up calendar, select the start and end dates of the desired range (right).
- Manually enter a date into each of the two date fields.

Dates can be manually entered with or without slashes, and with the full year or only its last two digits. For example, any of 013121, 01312021, or 01/31/2021 will produce the date 01/31/2021.

Notes:

- If the number of the date or month is less than 10, you must include a zero at the start.
- You cannot use hyphens instead of slashes.

For example, entering either 13121 or 01-31-2021 returns the **This field is required** error message.

From
05/08/2024 


< May 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

You can also enter any of the following shortcuts into a date field:

- T: Today's date
- T-1: Yesterday's date
- T-X: X number of days before today

Example: If today is 8/5/2024, and you enter T-6 into the date field, the date picker returns a date of 7/30/2024.

d. At the bottom of the section, click the **SEARCH**  button.

To test whether the rule would have sent notifications for a specific order:

- a. In the appropriate text field(s), enter any of the following (right):
- **Patient Name (Last Name, First Name, and/or Middle Name [or] Initial)**
 - **Medical Record Number**
 - **Date Of Birth**
 - **Order Number**
 - **Test name or ID**
 - **Physician Name**

b. At the bottom of the section, click the **SEARCH** button.



TEST NOTIFICATION RULE

Test the function of a rule by specifying existing conditions to determine whether the rule is triggered.

Account Number
7-2-S-1

Name
SQA_TestingPermissionRevoke

Conditions
Trigger When Results are available
Mayo Test ID Matches exactly ACE

Patient Name:



Medical Record Number:


Date Of Birth:

Order Number:
 a

Test:

Physician Name:

Order Date:
  

b 

At the bottom of the page, the Orders List displays all orders that match both your search parameters and the rule's Conditions. The parameter section at the top is collapsed.

TEST NOTIFICATION RULE

Test the function of a rule by specifying existing conditions to determine whether the rule is triggered.

Account Number
7-2-S-1

Name
AllOrders_SQA- Do Not Change

Conditions
Trigger When Results are available
All Orders

Only Display Matching Orders

You cannot export more than 4000 orders. Change the date range or filter your results.

Hide/Show Columns EXPORT TO CSV

If search results do not contain the orders you are looking for, search all orders or change date range. ×

Matches	Order Information	Patient Information ↑↓	Tests ↑↓	Physician Name ↑↓	Matching Conditions	Not Matching Conditions	Report
✓	1524d70af32c4593ad9 Q100442825	Smith, Jane b00ef2d2f7d645bf 10/20/1980	CELL: Celiac Associated HLA-DQ Typing	Presidente, The	All Orders		
✓	dcf84a436b22498087f Q100442824	Smith, Jane 473a7da12fbc4ec6 10/20/1980	CELL: Celiac Associated HLA-DQ Typing	Fakelastname, Fakefirstname	All Orders		
✓	dac893001d6d4aa083d Q100442823	Smith, Jane 41c79056079b4afd 10/20/1980	CELL: Celiac Associated HLA-DQ Typing	Fakelastname, Fakefirstname	All Orders		
✓	6816a370c7134b9c845 Q100442822	Smith, Jane 913a79f2c4974389 10/20/1980	CELL: Celiac Associated HLA-DQ Typing	Fakelastname, Fakefirstname	All Orders		
✓	d026facdfb6e4f67b53 Q100442821	Smith, Jane 987654321081Func 10/20/1980	CELL: Celiac Associated HLA-DQ Typing	Fakelastname, Fakefirstname	All Orders		
✓	469886353ec54b6a8eb Q100442820	Smith, Jane e52be5a5cf14b86 10/20/1980	CMM; HODGE:	Fakelastname, Fakefirstname	All Orders		
✓	975bec4c68d4e99af4 Q100442819	Smith, Jane d6d2741e5ad74049 10/20/1980	PATHC: Pathology Consult ANIDE: Organism Ref for ID, Anaerobic Bact	Fakelastname, Fakefirstname	All Orders		
✓	7e0317ab946d4f9cbd4 Q100442818	Smith, Jane 13bd1f0eef634419 10/20/1980	PATHC: Pathology Consult AMYA: Amyloid A (SAA) IHC, Tech Only	Fakelastname, Fakefirstname	All Orders		
✓	2f5d7d6c452245ataf0 Q100442817	Smith, Jane 464836148d3fd451b 10/20/1980	PATHC: Pathology Consult	Fakelastname, Fakefirstname	All Orders		
✓	b536be0e7a254000814 Q100442816	Smith, Jane b2bed4ce553b4f3 10/20/1980	ANIDE: Organism Ref for ID, Anaerobic Bact FPOS: Posaconazole (POS)	Fakelastname, Fakefirstname	All Orders		

21 - 30 of 11859 Orders << < 1 2 3 4 5 >> 10

The **Only Display Matching Orders slider** is toggled on by default. If you did not toggle it off before clicking the **SEARCH** button, then immediately above the Orders List, a message appears, instructing you to search all orders or change the date range if the search results do not contain the orders you are looking for.

If search results do not contain the orders you are looking for, search all orders or change date range. ×

When **Only Display Matching Orders** is toggled on, the Orders List shows all orders matching your search criteria, distinguishing those that match your rule Conditions from those that do not (as described in the next section).

Orders List

Matches

In the **Matches** column:

- Orders with a green check mark met all Conditions of the rule and would have triggered email notifications.

Matches	Order Information	Patient Information ↑↓	Tests ↑↓
✓	1524d70af32c4593ad9 Q100442825	Smith, Jane b00ef2d2f7d645bf 10/20/1980	CELL: Celiac Associated HLA-DQ Typing
✓	dcf84a436b22498087f Q100442824	Smith, Jane 473a7da12fbc4ec6 10/20/1980	CELL: Celiac Associated HLA-DQ Typing
✓	dec893001d6d4aa083d Q100442823	Smith, Jane 41c79056079b4afd 10/20/1980	CELL: Celiac Associated HLA-DQ Typing
✓	6816a370c7134b9c845 Q100442822	Smith, Jane 913d75f2c4974389 10/20/1980	CELL: Celiac Associated HLA-DQ Typing

- If there is no check mark, not all of the rule's Conditions were met, and therefore no notifications would have been sent.

If applicable, when shown, the **Matching Conditions** column indicates the rule Conditions that are met for that order (right).

Mayo Test ID
Matches exactly
ACE

Value
Less than
15

If applicable, when shown, the **Not Matching Conditions** column indicates the rule Conditions that are not met for that order (right).


Mayo Test ID
Matches exactly
ACE

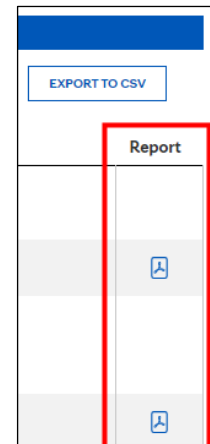
Value
Less than
15

The screenshot below, in which both the **Matching Conditions** and **Not Matching Conditions** columns are displayed, shows three orders that do not meet both the Conditions set for a rule that governs notifications for canceled tests (**Mayo Test ID — Matches Exactly: ACE** and **Value — Less than: 15**), and two orders that do meet both Conditions.

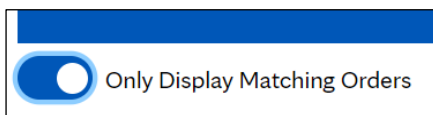
Matches	Order Information	Patient Information ↑↓	Tests ↑↓	Physician Name ↑↓	Matching Conditions	Not Matching Conditions
✓	bccc735f726d4407860 Q100442798	Smith, Jane 845621fca3504362 10/20/1980	ACE: Angiotensin Converting Enzyme, S CUS: Copper, S ZNS: Zinc, S VITE: Vitamin E, S	Fakelastname, Fakefirstname	Mayo Test ID Matches exactly ACE	
	c9c4900232e04a7db7a Q100442797	Smith, Jane d1f58534342d43fc 10/20/1980	CEL: Celiac Associated HLA-DQ Typing	Fakelastname, Fakefirstname		Mayo Test ID Matches exactly ACE
	394802e48f25454784a Q100442796	Smith, Jane 662fe3a47bae4347 10/20/1980	CEL: Celiac Associated HLA-DQ Typing	Fakelastname, Fakefirstname		Mayo Test ID Matches exactly ACE
	19e76f247967439f9b3 Q100442795	Smith, Jane e2ee544d570b4393 10/20/1980	CEL: Celiac Associated HLA-DQ Typing CBC: CBC with Differential, B	Fakelastname, Fakefirstname		Mayo Test ID Matches exactly ACE
✓	8b63af09d1564e6e882 Q100442815	Smith, Jane 038f254c42c24f96 10/20/1980	COVOO: SARS Coronavirus 2 RNA, PCR, V ACE: Angiotensin Converting Enzyme, S AAT: Alpha-1-Antitrypsin, S	Fakelastname, Fakefirstname	Mayo Test ID Matches exactly ACE	


Report column

At far right of the Orders List, the **Report** column displays a PDF icon  (right) if the corresponding order has a results report. Click the icon to open the report.



Only Display Matching Orders



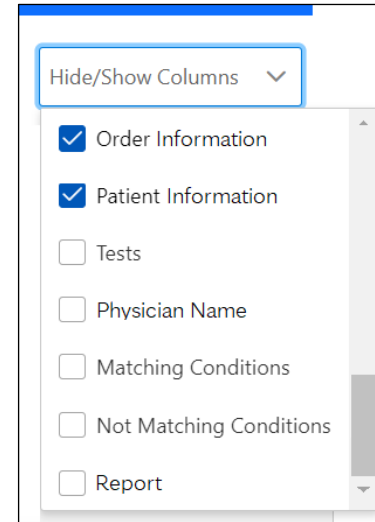
At top left of the Orders List below the **OPEN** bar, the **Only Display Matching Orders** toggle (left) by default hides all orders. You can slide the toggle to the left  to display all orders matching your search parameters.

Hide/Show Columns


At top left of the Orders List is the **Hide/Show Columns** drop-down menu, which displays check boxes for most columns in the list (right). Check or uncheck boxes depending on which columns you want to view. The columns will then appear or disappear automatically.

Notes:


- The **Matches** column cannot be hidden and so does not have a check box.
- Column preferences are not saved when you leave the **TEST NOTIFICATION RULE** page.
- If you have all columns displayed, you must either scroll to the right or zoom out in your browser to view them all.





Export to CSV

You can download all data from the Orders List by clicking the **EXPORT TO CSV** button  at top right of the list. See [Exporting data](#) for more details.

Column sorting

To sort orders by any column, click the bold column header or, if applicable, the double-arrow icon  to the right of the column title.

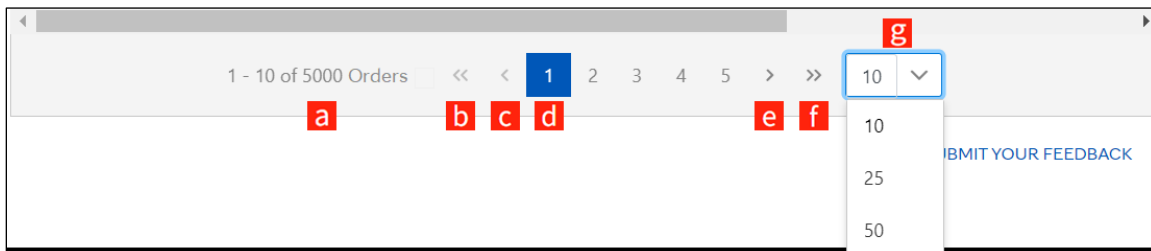
The entire header turns **blue** to indicate that the Orders List has been sorted by that column, and the double arrows are replaced by the **Descending Order**  or **Ascending Order**  icon (right).

The default sort order is ascending. Clicking the header again toggles the order to descending.

Physician Name 
Isley, Pamela
Kildare, James
Seward, John
Zhivago, Yuri

Page controls

At the bottom of the Orders List, you can:



- See the total number of orders for this account and which range of pages you are viewing.
Note: The numbers of orders and pages you see depend on your filtering selections.
- Go to the first page of orders in the list.

- c. Go to the previous page of orders.
- d. See which page of orders you are on.
- e. Go to the next page of orders.
- f. Go to the last page of orders.
- g. Select the number of orders per page you want to view. Notifications remembers and saves your selection.

Viewing Notification Rule History

To view the history for a notification rule:

1. Go to the **NOTIFICATION RULES** page.
2. In the Notification Rules List, under **Actions**, click the **HISTORY** link for that rule.

COVID Test Results	70	e764e4	Orders Primary	13-Sep-2022 15:52	4	✓	DETAILS CLONE TEST HISTORY
--------------------	----	--------	----------------	-------------------	---	---	--------------------------------------------------------------------------------------------

The **RULE HISTORY** page appears. It displays the **Account Number**, rule **Name**, and all versions of the rule in descending order.

RULE HISTORY

View all the modifications to this rule from its creation.

Account Number
7-2-S-1

Physician's Rule

Version 2
26-Oct-2023 14:46 by [redacted]
[VIEW DETAILS](#)
Name: *no change*
Status: *no change*
Conditions:
Physician Name Includes text Strange OR Who
Mayo Test ID Matches exactly DOGD OR GUIN
Physician Name Includes text Bones OR Strange OR Who
Mayo Test ID Matches exactly CAT OR DOGD OR GUIN
Email Recipients: *no change*

Version 1
18-Oct-2023 10:17 by [redacted]
[VIEW DETAILS](#)
Name: Physician's Rule
Status: **Active**
Conditions:
Trigger when Results are available
Physician Name Includes text Strange OR Who
AND
Mayo Test ID Matches exactly DOGD OR GUIN
Email Recipients:

One version of the rule exists for each time that changes have been made to the rule and saved. On the **RULE HISTORY** page, each version lists the date of creation, the name of the creator, and what aspects of the rule were and were not changed.

- To review all **Details** for each version of a rule, click the **VIEW DETAILS** link (right) for that version.

Version 1
18-Oct-2023 10:17 by [redacted]
[VIEW DETAILS](#)
Name: Physician's Rule
Status: **Active**
Conditions:

The **RULE VERSION DETAILS** page for that version of the rule appears. It displays all **Details** for the version, as well as any orders submitted during the last 90 days for which that version would have sent email notifications.

HOME | MY DASHBOARD | NOTIFICATION RULES | RULE HISTORY ?

RULE VERSION DETAILS

View the details of this version of the rule.

Account Number
7-2-S-1

SQA_TransmittedAllOrders - Version 1

Status
Active

Created on
25-Apr-2024 11:02 by Orders Primary

Conditions
Trigger when Order is transmitted

All Orders

Email Recipients

[Redacted]

[Redacted]

[Redacted]

Notifications

07/07/2024 - 08/06/2024 📅 +

Sent ↑↓	Order Number ↑↓	Accession Number
06-Aug-2024 05:36	6b73bb0b96474a05b99	Q100426357
06-Aug-2024 05:36	7e345a0db432472b8c9	Q100426356
06-Aug-2024 05:36	c2fd96c48c55474c83b	Q100426355
06-Aug-2024 05:36	2618dd20c0f34c7683c	Q100426354
06-Aug-2024 05:36	0a2a976bad36407c8dd	Q100426353
06-Aug-2024 05:36	d8e60ee449a048038c4	Q100426352
06-Aug-2024 05:36	49647fed28e04181a39	Q100426350
06-Aug-2024 05:36	cf4d16a00a59482c8b8	Q100426351
06-Aug-2024 05:36	c4a0fc49747c47008e2	Q100426349
06-Aug-2024 05:36	db45536eb0994313a04	Q100426347

1 - 10 of 3243 Notifications << < 1 2 3 4 5 > >> 10 ▾


Just above the Orders List, you can modify the date range to view more or fewer orders. For detailed instructions, see [Testing a Notification Rule, step 3](#).

If no orders are displayed, this version of the rule did not trigger any email notifications during the selected date range.

Accessing test results or order details from an email notification

Sample notification emails are shown below.

Test Results Available for 7 [REDACTED] 011*****t02



Dear Client,

A new laboratory service report has been posted for your review. To securely access the report, view the following link:

[011*****t02](#)

If you are not signed into mayocliniclabs.com, you will be required to do so.

These are the rule IDs that triggered the notification:
d5575b

If you have questions or would like more information, contact [Customer Service](#).


Sincerely,
Mayo Clinic Laboratories

3050 Superior Drive NW, Rochester, MN 55901
800-533-1710 | mayocliniclabs.com

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For questions about this email, contact your site administrator.

If **Results are available** was chosen from the [When drop-down menu](#)

Order Transmitted for 7 [REDACTED] 001*****000A



Dear Client,

A new order has been transmitted.

To securely access the order, view the following link:

[001*****000A](#)

These are the rule IDs that triggered this notification:
c8ae73

If you have questions or would like more information, contact [Customer Service](#).

Sincerely,
Mayo Clinic Laboratories


3050 Superior Drive NW, Rochester, MN 55905
800-533-1710 | mayocliniclabs.com

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For questions about this email, contact your site administrator.

If **Order was transmitted** was chosen from the [When drop-down menu](#)

Each email is sent from “noreply@notify.mayocliniclabs.com”.

When you click the order number link in a **Test Results Available** email message, the PDF of the results report appears in a new browser tab.



**MAYO CLINIC
LABORATORIES**

1-800-533-1710
HSRC
Iohexol Glomerular Filtration Rate

Patient ID S 0	Patient Name TESTINGRNV, COMPETENCY	Birth Date 1964-02-20	Sex M	Age 60
Order Number S 0	Client Order Number S 0	Ordering Physician CLIENT, CLIENT		Report Notes
Account Information C7 6 D r		Collected 28 May 2024 06:49		

Iohexol Glomerular Filtration Rate

<p>Uncorrected Iohexol Clearance MCR</p> <p style="font-size: 24pt;">91 mL/min</p>	<p>Corrected Iohexol Clearance MCR</p> <p style="font-size: 24pt;">70 mL/min/BSA</p> <p style="font-size: 10pt;">Reference Value 67-121</p> <p style="font-size: 8pt;">Iohexol clearances by this test are on average approximately 9% lower than Iothalamate clearances.</p>
------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Received: 30 May 2024 12:49 Reported: 21 Jun 2024 08:15

Laboratory Notes

1 This test was developed and its performance characteristics determined by Mayo Clinic in a manner consistent with CLIA requirements. This test has not been cleared or approved by the U.S. Food and Drug Administration.

Performing Site Legend


Code	Laboratory	Address	Lab Director	CLIA Certificate
MCR	Mayo Clinic Laboratories - Rochester Main Campus	200 First Street SW, Rochester, MN 55905	Nikola Baumann Ph.D.	24D0404292

Printed 21 Jun 2024

Report Status: Final
Received and reported dates and times are reported in US Central Time.

Page 1 of 1

When you click the order number link in an **Order Transmitted** email message, the order details appear in a new browser tab.


Order # 0011120230213000A

ORDER INFORMATION

Account Number C70	Account Name [REDACTED]	Accession Number Q10
User Name [REDACTED]	Order Submitted 2/13/2023 12:14:00 PM	Specimen Collected 2/13/2023 9:00:00 AM
Order Source MayoAccess	Order Status Final	Billing Type Account

ORDERING PHYSICIAN INFORMATION

Physician Name
ANTHONY TESTING MD,

PATIENT INFORMATION

Patient Name [REDACTED]	Address Line 1 [REDACTED]	
Patient MRN [REDACTED]	Address Line 2 [REDACTED]	
Patient Sex Female	City [REDACTED]	State or Province [REDACTED]
Patient DOB 12/2/1976	Postal Code [REDACTED]	


TESTS ORDERED

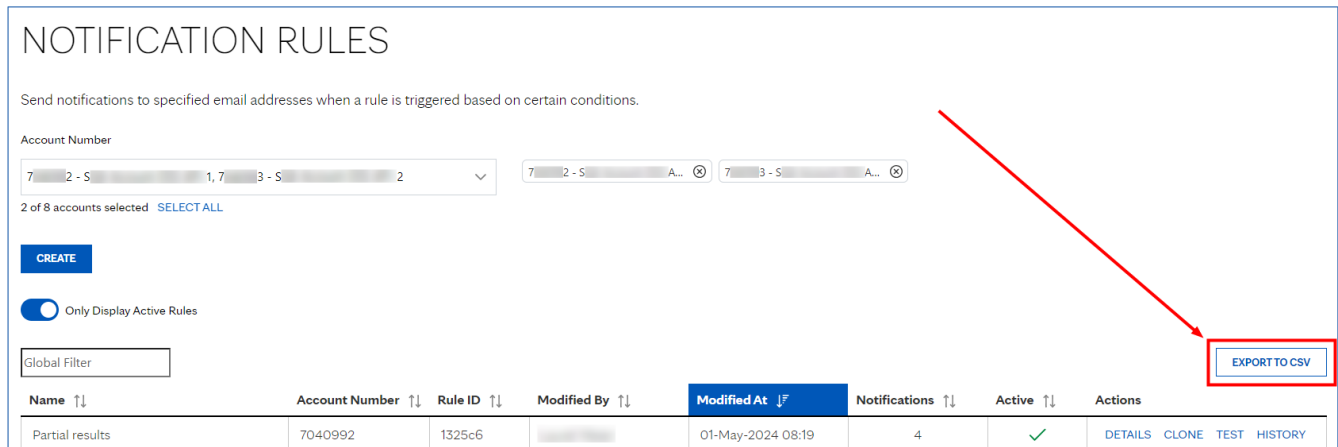
Code	Name
CBC	Complete Blood Cell Count (CBC) with Differential, Blood

Important Note: To view the results report or order details from the notification email, a user must (a) be registered on [MayoClinicLabs.com](https://www.mayocliniclabs.com) and (b) have the **Email Notifications Results - View** permission, which authorizes the user to view results for this account. If the user has not already logged into [MayoClinicLabs.com](https://www.mayocliniclabs.com), they will be prompted to do so.

Exporting data

You can export data, filtered in any way you like, as a comma-separated values (CSV) file. CSV is a simple file format for storing data in table format. Notifications offers two options for data export:

- On the **NOTIFICATION RULES** page, on the right just above the Notification Rules List, click the **EXPORT TO CSV** button  to download a CSV file that shows all rules for the selected account that match any text entered into the **Global Filter** field.



NOTIFICATION RULES

Send notifications to specified email addresses when a rule is triggered based on certain conditions.

Account Number

7-2-S-1,7-3-S-2


2 of 8 accounts selected [SELECT ALL](#)

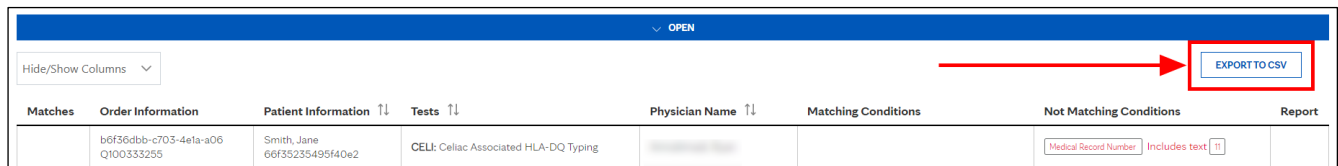
CREATE

Only Display Active Rules

Global Filter

Name	Account Number	Rule ID	Modified By	Modified At	Notifications	Active	Actions
Partial results	7040992	1325c6		01-May-2024 08:19	4	✓	DETAILS CLONE TEST HISTORY

- On a **TEST NOTIFICATION RULE** page, on the right just above the Orders List, click the **EXPORT TO CSV** button  to download a CSV file that shows all orders that match the selected search criteria.



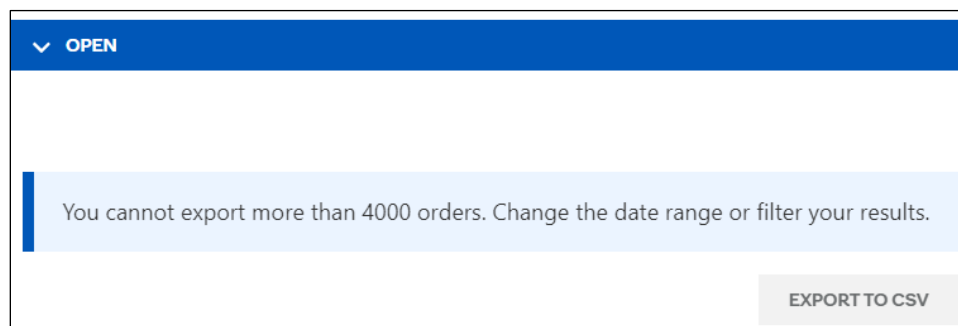
TEST NOTIFICATION RULE

Hide/Show Columns

Matches	Order Information	Patient Information	Tests	Physician Name	Matching Conditions	Not Matching Conditions	Report
	b6f36d8b-c703-4e1a-a06 Q100333255	Smith, Jane 66f35235495f40e2	CELL: Celiac Associated HLA-DQ Typing			Medical Record Number Includes text	

A CSV file containing the relevant data will be downloaded to your device.

Note: You cannot export more than 4,000 orders to a CSV file. If you [test a rule](#) and your search returns more than 4,000 orders, the **EXPORT TO CSV** button is grayed out, and a message at top right above the **OPEN** bar instructs you to change the date range in your search parameters or filter your results.



TEST NOTIFICATION RULE

Hide/Show Columns

Matches	Order Information	Patient Information	Tests	Physician Name	Matching Conditions	Not Matching Conditions	Report
	b6f36d8b-c703-4e1a-a06 Q100333255	Smith, Jane 66f35235495f40e2	CELL: Celiac Associated HLA-DQ Typing			Medical Record Number Includes text	

You cannot export more than 4000 orders. Change the date range or filter your results.

EXPORT TO CSV

Appendix A: Notification Rule Conditions

The **Data Field** drop-down menu offers numerous options for setting Notification Rule Conditions. This appendix explains each option and where you can find its value.

Note: For reasons of conciseness, this appendix shows only one place where the value for each **Data Field** option can be found. The values of certain options may be found in multiple places.

The screenshot shows the 'CONDITIONS' configuration page. The 'Data Field' dropdown menu is open, listing various data fields. 'Physician Name' is highlighted with a red box. The 'Condition to Match' dropdown is set to 'Includes text'. Below the dropdown, there are input fields for 'Values' and a '+ OR' button. The 'ADD CONDITION' button is also visible. In the background, the 'EMAIL RECIPIENTS' section is partially visible, showing a search bar and a 'SELECTED EMAIL RECIPIENTS' area.

Order

Physician Name

Physician name as shown on the order:

		Mayo Clinic Laboratories - Rochester Main Campus 200 First Street SW Rochester, MN 55905		C7041375-Mayo Clinic-Orders Platform 200 1st Street-SDSC Rochester, MN 55901	
Details for Order # M170928131 Primary Order # _____ PRINTED ON 02/08/2023 AT 15:19					
Patient Name	Test,Leah	Patient ID	1111	Address	
Sex	Female	SSN			
Phone		DOB	02/07/1981		
Guarantor		Relationship		Address	
Collected	09/15/2021 02:04	User Name	MCSI,ResultAPI DSS	Physician	TEST,MARGARET
Order Status	Final	Source	Manual	Account #	C7041375
Accession #	M170928131	Billing Type	Account	NPI	1174599609

Medical Record Number

The **Patient ID** as shown at top left on the report:

 MAYO CLINIC LABORATORIES		1-800-533-1710 COVVOO SARS Coronavirus 2 RNA, PCR, V		
Patient ID 54321	Patient Name TESTING, LINDA	Birth Date 1978-12-09	Sex F	Age 42
Order Number M172351256	Client Order Number M172351256	Ordering Physician FRYE, FRENCH	Report Notes	
Account Information C7041375 Mayo Clinic-Orders Platform		Collected 23 Nov 2021 12:00		

Patient First Name or Patient Last Name

The **Patient Name** shown at the top of the report:


 MAYO CLINIC LABORATORIES		1-800-533-1710 COVVOO SARS Coronavirus 2 RNA, PCR, V		
Patient ID 54321	Patient Name TESTING, LINDA	Birth Date 1978-12-09	Sex F	Age 42
Order Number M172351256	Client Order Number M172351256	Ordering Physician FRYE, FRENCH	Report Notes	
Account Information C7041375 Mayo Clinic-Orders Platform		Collected 23 Nov 2021 12:00		

All Orders

A notification is sent when test results are available for any order under this account.


Manual through Ordering Application

A notification is sent when test results are available for any order that has been placed manually through your ordering application (such as MayoACCESS), rather than through your interface.

MayoAccess - Not Live Site - Order Report ...					
 MAYO CLINIC LABORATORIES				SQA Account-DSS API-1 200 1st St SW Rochester, MN 55901	
Details for Order # <u>7c33387a56a54663b4f</u>					
Primary Order # _					
PRINTED ON 04/20/2023 AT 14:48					
Patient Name	MS Smith, Jane	Patient ID	15ca44ed998549bf	Address	200 2nd St SW
Sex	Female	SSN			Rochester, MN 55901
Phone	(555)555-5555	DOB	10/20/1980		
Guarantor		Relationship		Address	
Collected	04/20/2023 04:37	User Name	Tester.DSSQA	Physician	Presidente, The
Order Status	Sent To Lab	Source	Manual	Account #	C7040992
Accession #	Q100279263	Billing Type	Account	NPI	FakeNpiResults

Unsolicited Order

A notification is sent when test results are available for any order that was not placed through either your interface or your ordering application. This includes orders placed using the downtime process.


MayoAccess - Order Report ...					
		Mayo Clinic Laboratories - Rochester Main Campus 200 First Street SW Rochester, MN 55905		C7028849-Client Support Demo 3050 Superior Drive NW Rochester, MN 55901	
Details for Order # SA01140992 Primary Order # _ PRINTED ON 03/12/2024 AT 07:59					
Patient Name	SAMPLEREPORT,PPFE ABN	Patient ID	SA01140992	Address	
Sex	Female	SSN			
Phone		DOB	04/07/1967		
Guarantor		Relationship		Address	
Collected	09/07/2023 11:00	User Name		Physician	
Order Status	Final	Source	Unsolicited		
Accession #	SA01140992	Billing Type	Account	Account #	C7028849
				NPI	

Note: When you select **All Orders**, **Manual through Ordering Application**, or **Unsolicited Order** as a Condition, the **Condition to Match** and **Values** fields are not needed and not displayed. You can still add other Conditions to the rule.

Test

Mayo Test ID

The **TEST ID** shown at the top of the relevant [Mayo Clinic Laboratories Test Catalog](#) page:

MAYO CLINIC LABORATORIES		MayoACCESS MayoLINK			Register	My Dashboard
TEST CATALOG	ORDERING & RESULTS	SPECIMEN HANDLING	CUSTOMER SERVICE	EDUCATION & INSIGHTS	CONTACT	SEARCH
TEST ID : CATU						
Catecholamine Fractionation, Free, 24 Hour, Urine						

Test Name

REPORTING NAME on the **OVERVIEW** page for the test in the Test Catalog:

TEST ID : **CATU**

Catecholamine Fractionation, Free, 24 Hour, Urine

OVERVIEW

SPECIMEN

CLINICAL & INTERPRETIVE

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FEES & CODES

SETUP & UPDATES

USEFUL FOR

An auxiliary test to fractionated plasma and urine metanephrine measurements in the diagnosis of pheochromocytoma and paraganglioma

An auxiliary test to urine vanillylmandelic acid and homovanillic acid determination in the diagnosis and follow-up of patients with neuroblastoma and related tumors

SPECIAL INSTRUCTIONS

- Urine Preservatives-Collection and Transportation for 24-Hour Urine Specimens

METHOD NAME

Liquid Chromatography-Tandem Mass Spectrometry (LC-MS/MS)

NY STATE AVAILABLE

Yes

REPORTING NAME

Catecholamine Fract, Free, U

TEST CATALOG

Search test name

A B C D E F G
H I J K L M N

Test Status (Partial, Final)

The status of a test can be **Final** or **Partial**.

Data Field ? Test Status (Partial, Final)

Condition to Match Matches exactly

Values

Final
Partial

Required

+ OR

To find the test status, go to the **Order Search** page in MayoACCESS and select the associated order. The **Tests** table for that order appears at the bottom of the page. The statuses of all tests in the order are listed in the **Test Status** column.

Test Code	Test Name	Test Status	Diagnosis Codes	Medical Necessity	Service Provider
ANIDE	Organism Ref for ID, Anaerobic Bact	Partially Completed		Not Performed	Rochester Campus
GEN	Bacterial Culture, Aerobic	Final		Not Performed	Rochester Campus
MMLSA	Susceptibility, Anaerobic, MIC	Partially Completed		Not Performed	Rochester Campus

Notes:

- You must have the extended frameset visible to view the **Tests for Selected Order** table.
- **Partially Completed** status in MayoACCESS is the same as **Partial** status in Notifications.

Report Type (Supplemental, Referral, Digital Image)

A notification is sent when test results are available for any test that generates either a **Supplemental** or a **Referral** report, both of which provide additional or alternative information about the test results; or when digital images are available.

Data Field ? Report Type (Supplemental, Referral, Digital Image) v

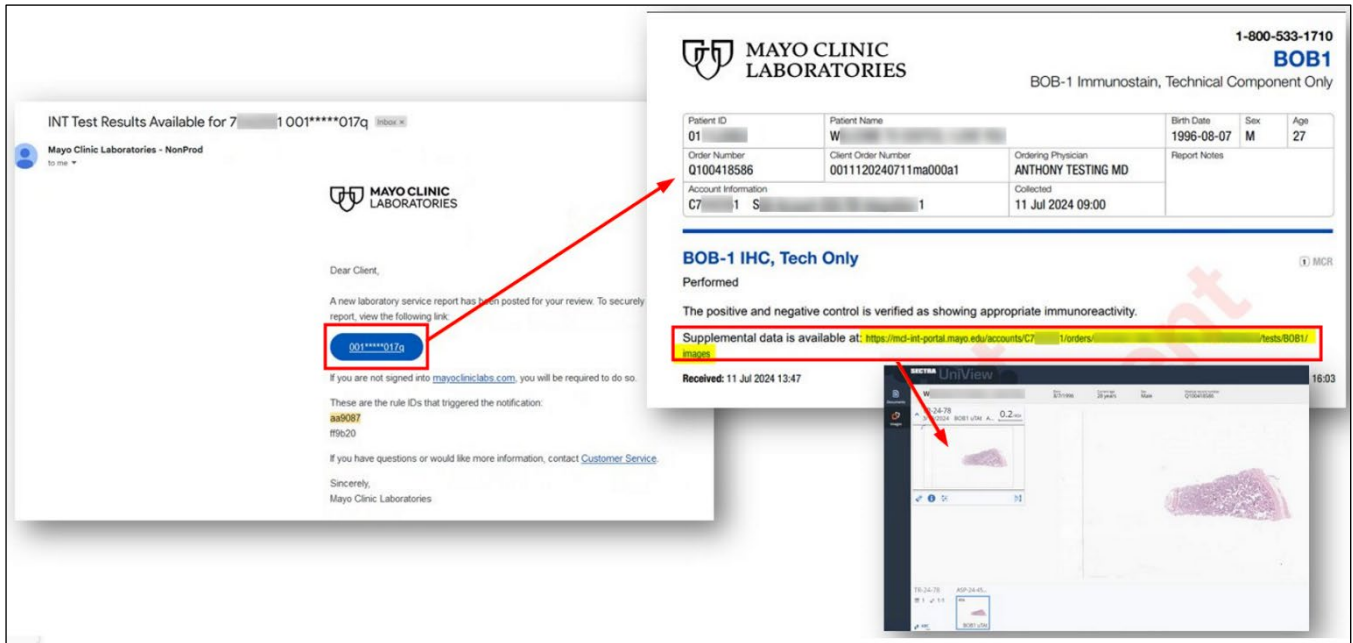
Condition to Match Matches exactly v

Values

Supplemental v

Supplemental
 Referral
 Digital Image

If you select the **Digital Image** option when creating your rule, the email notification (below, left) will contain a link to a report that itself contains a link to the images. The recipient clicks the link in the report (below, top right), and Sectra UniView opens, displaying the relevant images (below, bottom right).



Use the following tools to help you identify Referral and Supplemental reports:

- From the [ACCESSING SUPPLEMENTAL AND REFERRAL REPORTS](#) webpage on MayoClinicLabs.com, you can click the **Tests that generate PDF reports** link to download an Excel file that lists all Mayo Clinic Laboratories tests by Mayo Test ID, published name, and report type.

	A	B	C
1	Values current as of June 15, 2023		
2	Mayo Test ID	Published Name	PDF
73	PGXQP	Focused Pharmacogenomics Panel, Varies	Supplemental RE
74	GALZ	Galactosemia, GALT Gene, Full Gene Analysis, Varies	Supplemental
75	GATAS	GATA-Binding Protein 2, GATA2, Full Gene Analysis, Next-Generation Sequencing, Varies	Supplemental
76	GA2P	Glutaric Aciduria Type II Gene Panel, Varies	Supplemental
77	GSDGP	Glycogen Storage Disease Gene Panel, Varies	Supplemental
78	HMEP	Hemiplegic Migraine With or Without Epilepsy Gene Panel, Varies	Supplemental
79	GNHMA	Hemophilia A, F8 Gene, Next-Generation Sequencing, Varies	Supplemental
80	GNHMB	Hemophilia B, F9 Gene, Next-Generation Sequencing, Varies	Supplemental
81	GNF11	Hemophilia C (Factor XI Deficiency), F11 Gene, Next-Generation Sequencing, Varies	Supplemental
82	FHER	HER-2/neu, Quantitative, ELISA	Referral
83	GNANG	Hereditary Angioedema Focused Gene Panel, Next-Generation Sequencing, Varies	Supplemental
84	BRGYP	Hereditary Breast/Ovarian Cancer Panel, Varies	Supplemental

- You can also review the test page in the [Mayo Clinic Laboratories Test Catalog](#). On the **PERFORMANCE** tab, the **PDF REPORT** field indicates the Report Type.

PERFORMANCE

FEES & CODES

SETUP & UPDATES

TEST CATALOG

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	#	

Flow cytometric immunophenotyping of tissues is performed using the following antibodies:
Tissue Panel: CD3, CD5, CD7, CD10, CD19, CD20, CD23, CD45, 7-AAD, and kappa and lambda light chains.

Possible Additional Panels:

- B-cell Panel: CD5, CD11c, CD19, CD20, CD22, CD23, CD38, CD45, CD103, CD200 and kappa and lambda light chains
- T-cell Panel: CD2, CD3, CD4, CD5, CD7, CD8, CD45, TRBC1, and gamma/delta
- Killer-cell immunoglobulin-like receptor (KIR) Panel: CD3, CD8, CD16, CD56, CD57, CD94, CD158a, CD158b, CD158e (p70), and NKG2a
- Acute Panel: CD2, CD7, CD13, CD15, CD16, CD33, CD34, CD36, CD38, CD45, CD56, CD64, CD117, and HLA-DR
- B-cell ALL, minimal residual disease (MRD) panel: CD10, CD19, CD20, CD22, CD24, CD34, CD38, CD45, CD58, and CD66c
- Myeloperoxidase (MPO)/terminal deoxynucleotidyl transferase (Tdt) (MPO/Tdt) Panel: cytoplasmic CD3, CD13, cytoplasmic CD22, CD34, CD45, cytoplasmic CD79a, nuclear Tdt, and cytoplasmic MPO
- Plasma Cell Panel: CD19, CD38, CD45, CD138, and cytoplasmic kappa and lambda light chains
- Mast Cell Panel: CD2, CD25, CD69, CD117(Keren P, McCoy JP, Carey J, eds. Flow Cytometry in Clinical Diagnosis. 4th ed. ASCP Press; 2007; Betters DM: Use of flow cytometry in clinical practice. J Adv Pract Oncol. 2015 Sep-Oct;6[5]:435-440)

PDF REPORT ⓘ

Supplemental

DAY(S) PERFORMED ⓘ

Monday through Saturday

Unsolicited Test

A notification is sent when test results are available for any test that was added to the original order by Mayo Clinic Laboratories. For example, a reflex test or a Test Add On is considered an unsolicited test.

To find the test status, go to the **Reports** page in MayoACCESS. In the column to the right of **Lab**, the code **UT** indicates results for an unsolicited test.

MAYO CLINIC LABORATORIES													
MayoACCESS®										Batch Orders		Previous	Log Out
Reports													
TESTINGSTR,PAVAL													
ID: SA01083763 Male 09/09/1966 56Y Prim. Phys: SSN:													
Reports Search Criteria													
* Report times for Mayo performed tests are CST/CDT													
Patient	ID	Order #	Accession #	Collected	Reported *	New	Lab	UT	RI	Report Status	PDF		
TESTINGSTR,P/SA0108376	SA01083763	SA01083763	SA01083763	04/18/23 11:00	04/24/23 12:58	X	MCR	UT		Final			
TESTING,MA2E(SA0108476	SA01084769	SA01084769	SA01084769	04/21/23 00:00	04/24/23 08:43	X	MCR	UT		Final			
TESTING,MA2E(SA0108477	SA01084776	SA01084776	SA01084776	04/21/23 00:00	04/24/23 08:43	X	MCR	UT		Final			
TEST,IMPLEME	321	M182782524	M182782524	04/20/23 07:00	04/20/23 08:44	X	MCR			Final			
VALIDATIONTESA0107385	SA01073856	SA01073856	SA01073856	03/07/23 07:19	04/19/23 10:43	X	MCR	UT		Final			

To find orders that contain unsolicited tests:

- On the **Reports** page, click the **Search Criteria** tab.
- From the **Contains Unsolicited Test** drop-down menu, select **Yes**.

3. Click the **Search** button.

The screenshot shows a web interface for searching reports. At the top, there's a header with 'Reports' and a patient profile for 'TESTING STR, PAVAL'. Below this is a 'Search Criteria' tab (1). The form contains several fields: Patient, Ordering Location (C7028846-DLMP Rochester), Reported Date Range (04/17/2023 to 04/24/2023), Resulted Date Range (01/14/2023 to 04/24/2023), Report Status (All), Source, Ordering Account, Issue Type (Custom), PDF Type (Custom), and 'Only Display' options (Unread by Me, New (no one has read), Abnormal, Finalized). On the right, there's an 'Ordering Physician' dropdown, a 'Contains Unsolicited Test' dropdown set to 'Yes' (2), and fields for Order # and Accession #. Below these are checkboxes for 'Reports Containing' (Test Not Performed, Cancelled test, Updated result) and a 'Sort Reports By' dropdown (Report Date). At the bottom, there's a 'Forwarded to ES' dropdown and a 'Search' button (3) next to a 'Clear' button.

The **Reports** tab reappears, displaying orders containing unsolicited tests.

Generic Orderable/Formatted Test

Generic Orderable (GO) or Formatted Text (FT) orders are available to interfaced clients only. Some organizations use these options to send miscellaneous interfaced orders. This functionality is not visible within the ordering application.


Note: When you select **Unsolicited Test** or **Generic Orderable/Formatted Test** as a Condition, the **Condition to Match** and **Values** fields are not needed and not displayed. You can still add other Conditions to the rule.

Results

Mayo Result ID

Result Id on the **FEES & CODES** page for the test in the Test Catalog, under **LOINC® INFORMATION**:

TEST ID : **CATU**

Catecholamine Fractionation, Free, 24 Hour, Urine 

OVERVIEW

SPECIMEN

CLINICAL & INTERPRETIVE

PERFORMANCE

FEES & CODES

SETUP & UPDATES

TEST CATALOG

Search test name

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	#	

FEES

- Authorized users can sign in to [Test Prices](#) for detailed fee information.
- Clients without access to Test Prices can contact [Customer Service](#) 24 hours a day, seven days a week.
- Prospective clients should contact their Regional Manager. For assistance, contact [Customer Service](#).

TEST CLASSIFICATION

This test was developed, and its performance characteristics determined by Mayo Clinic in a manner consistent with CLIA requirements. This test has not been cleared or approved by the US Food and Drug Administration.

CPT CODE INFORMATION

82384

LOINC® INFORMATION

Test Id	Test Order Name	Order LOINC Value
CATU	Catecholamine Fract, Free, U	92938-0

Result Id	Test Result Name	Result LOINC Value
TM48	Collection Duration	13362-9
VL46	Urine Volume	3167-4
2106	Norepinephrine	2668-2
2107	Epinephrine	2232-7
2108	Dopamine	2218-6

Result Name

Test Result Name on the **FEES & CODES** page for the test in the Test Catalog, under **LOINC® INFORMATION**:

TEST ID : CATU

Catecholamine Fractionation, Free, 24 Hour, Urine ↓

OVERVIEW

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FEES ⓘ

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LOINC® INFORMATION ⓘ

Test Id	Test Order Name	Order LOINC Value
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Result Id	Test Result Name	Result LOINC Value ⓘ
TM48	Collection Duration	13362-9
VL46	Urine Volume	3167-4
2106	Norepinephrine	2668-2
2107	Epinephrine	2232-7
2108	Dopamine	2218-6

TEST CATALOG

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	#	

Value

REFERENCE VALUES of the test, as shown on the **CLINICAL & INTERPRETIVE** page for the test in the Test Catalog:

TEST ID : **ACE**

Angiotensin Converting Enzyme, Serum

OVERVIEW

SPECIMEN

CLINICAL & INTERPRETIVE

PERFORMANCE

FEES & CODES

SETUP & UPDATES

USEFUL FOR ⓘ
Evaluation of patients with suspected sarcoidosis

CLINICAL INFORMATION ⓘ
Angiotensin converting enzyme (ACE) is integral to the renin-angiotensin system (RAS), which maintains blood pressure by regulation of fluid volume and vascular tension. Its peptidase action on the decapeptide angiotensinogen I results in the hydrolysis of a terminal histidyl leucine dipeptide and the formation of the octapeptide angiotensin II, a potent vasoconstrictor that increases blood pressure.
ACE activity is increased in sarcoidosis, a systemic granulomatous disease that commonly affects the lungs. In sarcoidosis, ACE is thought to be produced by epithelioid cells and macrophages of the granuloma.
ACE activity reflects the severity of sarcoidosis: 68% positivity in those with stage I sarcoidosis, 86% in stage II sarcoidosis, and 91% in stage III sarcoidosis.
Other conditions such as Gaucher disease, leprosy, untreated hyperthyroidism, psoriasis, premature infants with respiratory distress syndrome, adults with amyloidosis, and histoplasmosis have been associated with increased serum ACE activity.

TEST CATALOG

Search test name

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	#	

REFERENCE VALUES ⓘ
> or =18 years: 16-85 U/L
0-17 years: Angiotensin converting enzyme activity may be 20-50% higher in healthy children compared to healthy adults.
For SI unit Reference Values, see <https://www.mayocliniclabs.com/order-tests/si-unit-conversion.html>

Flag

The **Flag** value in the **Data Field** drop-down menu is used to indicate results that are outside of the normal reference range. The six options are **Low**, **Critical Low**, **Abnormal**, **High**, **Critical High**, or **Critical**.

Data Field ⓘ Flag

Condition to Match Matches exactly


Values

- Low
- High
- Critical
- Critical High
- Critical Low
- Abnormal

Note: Values for **Flag** can differ in precise definition between systems. To configure a Notification Rule that sends an email when results are outside the normal reference range, contact your Service Representative for assistance.

Results Comments

Any remarks that appear in the results report. You can use this option to send an email notification when the report contains a key phrase, such as in the screenshot below:

 MAYO CLINIC LABORATORIES		1-800-533-1710 DPYDQ Dihydropyrimidine Dehydrogenase Genotype, Varies		
Patient ID SA00852228	Patient Name TESTINGRNV, DPYDQ	Birth Date 2000-04-04	Sex F	Age 21
Order Number SA00852228	Client Order Number SA00852228	Ordering Physician CLIENT,CLIENT	Report Notes	
Account Information C7028846 DLMP Rochester		Collected 10 Jun 2021 08:00		

DPYD Genotype, V

<p>DPYD Phenotype MCR</p> <p>Normal metabolizer</p>	<p>Disclaimer ⓘ MCR</p> <p>Targeted variant analysis performed by a polymerase chain reaction (PCR)-based 5'-nuclease assay using fluorescently labeled detection probes was used to test for the presence of specific DPYD variants: *2A (c.1905+1G>A), *7 (c.299_302delTCAT), *8 (c.703C>T), *10 (c.2983G>T), *13 (c.1679T>G), rs67376798 (c.2846A>T), rs75017182 (c.1129-5923C>G), and rs115232898 (c.557A>G). The provided cDNA positions refer to GRCh37 NM_000110.3. Absence of a detectable variant at these locations does not rule out the possibility that a patient has a variant elsewhere in DPYD. If results do not match clinical findings, consider full gene sequencing of the DPYD gene.</p> <p>Even if variants are not detected in DPYD, toxicity may occur</p>
<p>DPYD Activity Score MCR</p> <p>2.00</p>	
<p>DPYD Genotype MCR</p> <p>No variants were detected in the DPYD gene.</p>	
<p>Interpretation MCR</p> <p>No reportable variants were detected in DPYD (activity score of 2.0). Normal dosing of fluoropyrimidines is supported by this genotype.</p>	

Appendix B: Notification Rule Examples

This appendix offers examples of Notification Rules created in various situations.

Notes:

- **Values** text is not case sensitive.
- As [stated](#) in [Creating a Notification Rule](#), if you select **Order is transmitted** from the **When** drop-down menu under **Get Notified**, your **Data Field** choices are limited to any of the five options under **Order**, or **Mayo Test ID** under **Test**.

Canceled tests

These examples require you to select the **Results are available** option from the **When** drop-down menu.

Any canceled test

When a test is canceled after the order has been batched, the test's status becomes **Final**, and the word "cancel" appears in the comments on the results report.

To create a Notification Rule that sends an email when any test is canceled, set the following Conditions:

- Condition 1:
 - **Data Field: Value**
 - **Condition to Match: Matches exactly**
 - **Values:** [Test ID; in the screenshot at right, TNP]
- Condition 2:
 - **Data Field: Value**
 - **Condition to Match: Includes text**
 - **Values:** cancel

The screenshot shows a configuration interface for a notification rule. It features two conditions connected by an AND operator. Each condition is configured as follows:

- Condition 1:**
 - Data Field: Value
 - Condition to Match: Matches exactly
 - Values: TNP
- Operator:** AND
- Condition 2:**
 - Data Field: Value
 - Condition to Match: Includes text
 - Values: cancel

Buttons labeled "+ OR" are visible between the conditions, indicating the ability to add more conditions.

Specific canceled test

To create a Notification Rule that sends an email when a specific test is canceled, set the following Conditions:

- Condition 1:
 - **Data Field: Results Comments**
 - **Condition to Match: Includes text**
 - **Values:** cancel
- Condition 2:
 - **Data Field: Value**
 - **Condition to Match: Matches exactly**
 - **Values:** [Test ID; in the screenshot at right, TNP]
- Condition 3:
 - **Data Field: Mayo Test ID**
 - **Condition to Match: Matches exactly**
 - **Values:** [Test ID; in the screenshot at right, ACE]

The specific **Mayo Test ID** is added to the rule so that an email is sent if the ACE test is canceled.

Note: If a rule has multiple Conditions, all of them must be met for the email to be sent.

The screenshot shows a configuration interface for a notification rule with three conditions connected by AND logic. Each condition is defined by a Data Field, a Condition to Match, and a list of Values.

- Condition 1:**
 - Data Field: Results Comments
 - Condition to Match: Includes text
 - Values: cancel
- Condition 2:**
 - Data Field: Value
 - Condition to Match: Matches exactly
 - Values: TNP
- Condition 3:**
 - Data Field: Mayo Test ID
 - Condition to Match: Matches exactly
 - Values: ACE

The 'ACE' value in the third condition is highlighted with a red box, and a red error message below it states: "This field is required".

Revised test result

To create a Notification Rule that sends an email when the result of any test ordered under your account is revised, select the **Results are available** option from the **When** drop-down menu and set the following Condition:

- **Data Field: Results Comments**
- **Condition to Match: Includes text**
- **Values:** Previously reported as

The screenshot shows a configuration form with the following fields:

- Data Field:** Results Comments (dropdown menu)
- Condition to Match:** Includes text (dropdown menu)
- Values:** Previously reported as (text input field)
- + OR** button

Tests ordered by a specific physician

To create a Notification Rule that sends an email when results are available or orders are transmitted for tests ordered by a specific physician, select the corresponding option from the **When** drop-down menu and set the following Condition:

- **Data Field: Physician Name**
- **Condition to Match: Includes text**
- **Values:** [any part of the physician's name]

The screenshot shows a configuration form with the following fields:

- Data Field:** Physician Name (dropdown menu)
- Condition to Match:** Includes text (dropdown menu)
- Values:** Watson (text input field)
- + OR** button

You can use either of the following options:

- **Matches Exactly** to match the physician's name exactly as it is listed on the order and the report
- **Includes text** to match on part of the physician's name

Results for a specific test

To create a Notification Rule that sends an email when results are available for a specific test, select the **Results are available** option from the **When** drop-down menu and set the following Condition:

- **Data Field: Mayo Test ID**
- **Condition to Match: Matches exactly**
- **Values:** [Test ID; in the screenshot at right, CELI]

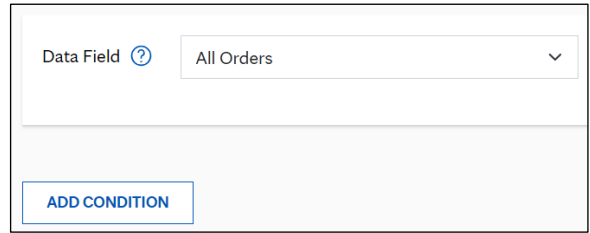
The screenshot shows a configuration form with the following fields:

- Data Field:** Mayo Test ID (dropdown menu)
- Condition to Match:** Matches exactly (dropdown menu)
- Values:** CELI (text input field, highlighted with a red border)
- This field is required** (text label)
- + OR** button

All results

To create a Notification Rule that sends an email when results are available for any order under your account, select the **Results are available** option from the **When** drop-down menu and set the following Condition:

- **Data Field: All Orders**



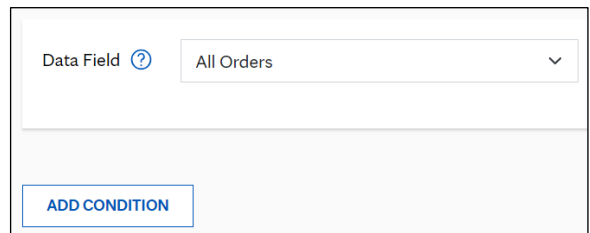
The screenshot shows a configuration box for a notification rule. It has a label 'Data Field' with a help icon, followed by a dropdown menu currently set to 'All Orders'. Below this is a button labeled 'ADD CONDITION'.

When you select **All Orders** as a Condition, the **Condition to Match** and **Values** fields are not needed and not displayed. You can still add other Conditions to the rule.

All orders

To create a Notification Rule that sends an email when any order under your account is transmitted, select the **Order is transmitted** option from the **When** drop-down menu and set the following Condition:

- **Data Field: All Orders**



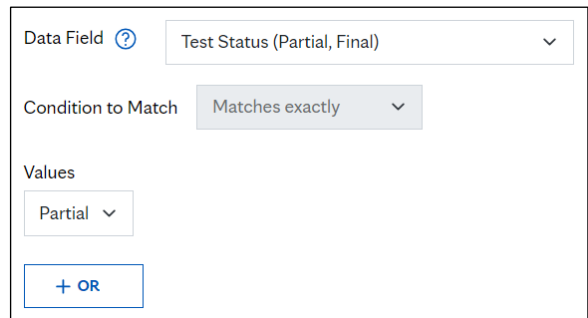
The screenshot shows a configuration box for a notification rule. It has a label 'Data Field' with a help icon, followed by a dropdown menu currently set to 'All Orders'. Below this is a button labeled 'ADD CONDITION'.

As stated above, when you select **All Orders** as a Condition, the **Condition to Match** and **Values** fields are not needed and not displayed. You can still add other Conditions to the rule.

Partial results

To create a Notification Rule that sends an email when a test is partially resulted, select the **Results are available** option from the **When** drop-down menu and set the following Condition:

- **Data Field: Test Status (Partial, Final)**
- **Condition to Match: Matches exactly**
- **Values: Partial**



The screenshot shows a configuration box for a notification rule. It has a label 'Data Field' with a help icon, followed by a dropdown menu set to 'Test Status (Partial, Final)'. Below this is a 'Condition to Match' dropdown set to 'Matches exactly'. Underneath is a 'Values' section with a dropdown set to 'Partial'. At the bottom is a button labeled '+ OR'.

Certain value of a test component

You may want email notifications to be triggered when a component of a test is reported to greater or less than a certain value.

Suppose you want recipients to receive emails when the value for the **CATU** (Dopamine on the Catecholamine Fractionation, Free, 24 Hour, Urine test) falls below 65 mcg. Select the **Results are available** option from the **When** drop-down menu and set the following Conditions:

- Condition 1:
 - **Data Field: Mayo Test ID**
 - **Condition to Match: Matches exactly**
 - **Values: [Test ID; in the screenshot at right, CATU]**
- Condition 2:
 - **Data Field: Mayo Result ID**
 - **Condition to Match: Matches exactly**
 - **Values: [Result ID; in the screenshot at right, 2108]**
- Condition 3:
 - **Data Field: Value**
 - **Condition to Match: Less than**
 - **Values: [threshold value; in the screenshot at right, 65]**

Note: If a rule has multiple Conditions, all of them must be met for the email to be sent.

The screenshot displays a configuration interface for a notification rule with three conditions. Each condition is set to 'Matches exactly' or 'Less than' and is connected to the next by an 'AND' operator. The interface includes a search icon and a question mark icon for each data field.

Condition	Data Field	Condition to Match	Values
1	Mayo Test ID	Matches exactly	CATU - Catecholamine Fract, Free, U
2	Mayo Result ID	Matches exactly	2108
3	Value	Less than	65

Buttons: + OR, AND, ADD CONDITION

Referral report

To create a Notification Rule that sends an email when results are available for a test that generates a Referral report, select the **Results are available** option from the **When** drop-down menu and set the following Condition:

- **Data Field: Report Type (Supplemental, Referral, Digital Image)**
- **Condition to Match: Matches exactly**
- **Values: Referral**

You can still add other Conditions to the rule.

The screenshot shows a configuration box with the following elements:

- Data Field:** A dropdown menu with a question mark icon, currently showing "Report Type (Supplemental, Referral, Digital Image)".
- Condition to Match:** A dropdown menu showing "Matches exactly".
- Values:** A dropdown menu showing "Referral".
- + OR:** A button to add another condition.

Supplemental report

To create a Notification Rule that sends an email when results are available for a test that generates a Supplemental report, select the **Results are available** option from the **When** drop-down menu and set the following Condition:

- **Data Field: Report Type (Supplemental, Referral, Digital Image)**
- **Condition to Match: Matches exactly**
- **Values: Supplemental**

You can still add other Conditions to the rule.

The screenshot shows a configuration box with the following elements:

- Data Field:** A dropdown menu with a question mark icon, currently showing "Report Type (Supplemental, Referral, Digital Image)".
- Condition to Match:** A dropdown menu showing "Matches exactly".
- Values:** A dropdown menu showing "Supplemental".
- + OR:** A button to add another condition.

Supplemental RE report

To create a Notification Rule that sends an email when results are available for a test that generates a Supplemental RE report, select the **Results are available** option from the **When** drop-down menu and set the following Condition:

- **Data Field: Mayo Test ID**
- **Condition to Match: Matches exactly**

- **Values:** [Test ID; in the screenshot at right, PSYQP]

Data Field ? Mayo Test ID

Condition to Match Matches exactly

Values
PSYQP - Psychotropic PGx Panel, V

+ OR

You can still add other Conditions to the rule.

Digital Image

To create a Notification Rule that sends an email when digital images are available for a test, select the **Results are available** option from the **When** drop-down menu and set the following Condition:

- **Data Field: Report Type (Supplemental, Referral, Digital Image)**
- **Condition to Match: Matches exactly**
- **Values: Digital Image**

Data Field ? Report Type (Supplemental, Referral, Digital Image)

Condition to Match Matches exactly

Values
Digital Image

+ OR

You can still add other Conditions to the rule.

Generic Orderable/Formatted Test

To create a Notification Rule that sends an email when results are available for a GO/FT test, select the **Results are available** option from the **When** drop-down menu and set the following Condition:

- **Data Field: Generic Orderable/Formatted Text**

Data Field ?

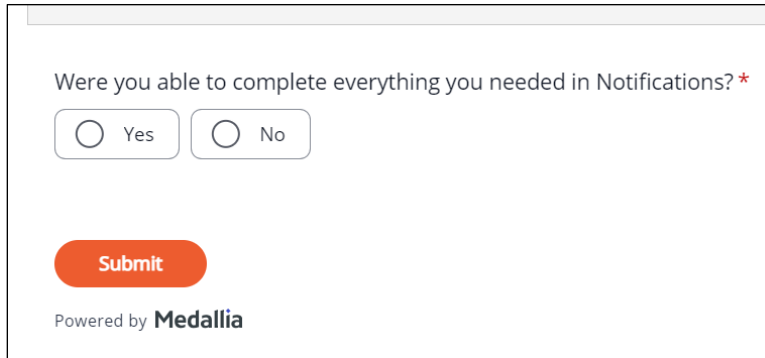
Generic Orderable/Formatted Text

When you select **Generic Orderable/Formatted Text** as a Condition, the **Condition to Match** and **Values** fields are not needed and not displayed. You can still add other Conditions to the rule.

Submit your feedback

Hearing from you helps us serve you better. If you would like, please tell us what you think of Notifications.

1. At bottom left of the **NOTIFICATION RULES** landing page, answer the question, “*Were you able to complete everything you needed in Notifications?**” by clicking either the **Yes** or **No** button.



Were you able to complete everything you needed in Notifications? *

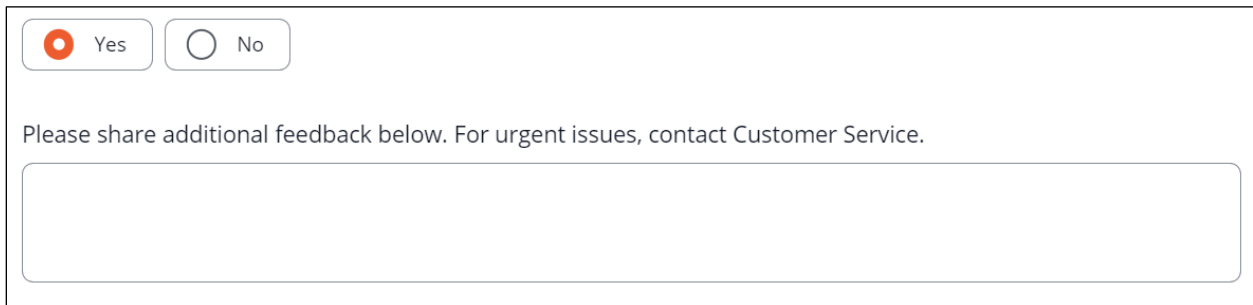
Yes No

Submit

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The request “*Please share additional feedback below. For urgent issues, contact Customer Service*” (or, if you selected **No**, “*Please let us know how we can improve Notifications*”) appears, along with a text field.

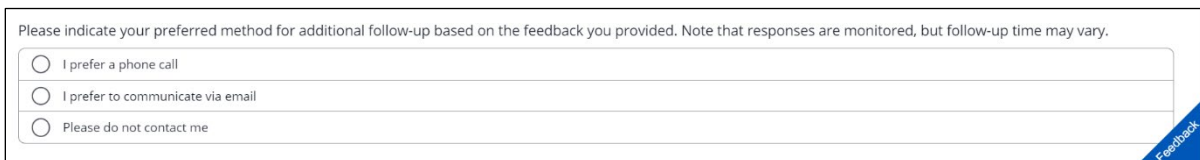
2. Enter your feedback, if any, into the text field.



Yes No

Please share additional feedback below. For urgent issues, contact Customer Service.

3. Further down, select one of the three radio buttons to indicate how/whether you would prefer additional follow-up from Mayo Clinic Laboratories.



Please indicate your preferred method for additional follow-up based on the feedback you provided. Note that responses are monitored, but follow-up time may vary.

I prefer a phone call

I prefer to communicate via email

Please do not contact me

Feedback

- a. If you select **I prefer a phone call**, the **Name** and **Phone Number** fields appear below.

Please indicate your preferred method for additional follow-up based on the feedback you provided. Note that responses are monitored, but follow-up time may vary.

I prefer a phone call

I prefer to communicate via email

Please do not contact me

Name:

0/50

Phone Number:

0/50

[Submit](#)

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Complete these two fields and, at the bottom of the page, click the **Submit** button.

[Submit](#)

- b. If you select **I prefer to communicate via email**, the **Name** and **Email** fields appear below.

Please indicate your preferred method for additional follow-up based on the feedback you provided. Note that responses are monitored, but follow-up time may vary.

I prefer a phone call

I prefer to communicate via email

Please do not contact me

Name:

0/50

Email:

[Submit](#)

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Complete these two fields and, at the bottom of the page, click the **Submit** button.

[Submit](#)

- c. If you select **Please do not contact me**, no additional text fields appear below.

Please indicate your preferred method for additional follow-up based on the feedback you provided. Note that responses are monitored, but follow-up time may vary.

I prefer a phone call

I prefer to communicate via email

Please do not contact me

[Submit](#)

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At the bottom of the page, click the **Submit** button.

[Submit](#)

The feedback section disappears.





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