

MayoAccess Downtime Order Form



MayoAccess™ Downtime Order Form

Mayo Medical Laboratories
3050 Superior Drive NW
Rochester, Minnesota 55901
800-533-1710

Please follow these steps in order to ensure timely and accurate processing of your order, specimens, and results.

***Required Fields**

*Patient ID _____

Patient Name *Last _____

*First _____

Middle _____

Patient Gender (circle one) **Female** **Male**

*DOB (example DD/MM/YYYY) _____

*Order # _____

*Ordering Physician _____

*Account # (example C7684321) _____

Billing Type (circle one) **Account** **Medicare**

*Collection Date _____

*Collection Time _____

*Order Codes (Tests) _____

Performing Lab Notes

Report Notes

Please send this completed form with your specimens to MML.

Please contact MLI at 1-800-533-1710 or 507-266-5700 with questions.

Print forms at: <http://www.mayomedicallaboratories.com/customer-service/forms/downtime.html>

MML USE ONLY

Lab Assistants	Perform name search, if NOF follow the NOF SOP
Floor Leads	Refer to NOF SOP
Client Support	Place order on MayoAccess, verify order crossed to Soft/Lab3, and complete Remedy ticket