

How to Order a lab test that isn't built in the EHR

How to Order a Mayo Clinic Laboratories Miscellaneous Test in eClinicalWorks

*Other EHRs besides ECW, read through steps below and see Note at the end.

1. Find test from Norman Regional Laboratory Services Catalog (<https://nrls.testcatalog.org/>)

Norman Regional Laboratory Services Test Catalog
powered by Mayo Clinic Laboratories

Search: MYASTHENIA
Searching for MYASTHENIA 6 results
MGLE Myasthenia Gravis/Lambert-Eaton Myasthenic Syndrome Evaluation, Serum
Mayo Clinic Laboratories in Rochester

2. Under **SPECIMEN STABILITY INFORMATION** you will see the preferred storage requirements.
 - a. In this example, the preferred stability/transport condition is refrigerated.

Specimen Stability Information

Specimen Type	Temperature	Time
Serum	Refrigerated (preferred)	28 days
	Frozen	28 days
	Ambient	72 hours

3. In eClinicalWorks, search “**MISC MAYO**” when searching for the order.
 - a. Select correct Norman Regional Lab under **Lab Company**.
 - b. Select MISC MAYO TEST based off preferred storage conditions (see screenshot above).
 - i. AMB = Ambient
 - ii. FRIG = Refrigerated
 - iii. FRZ = Frozen

Manage Orders TEST, Leigh Anne "This One" Oct 10, 1965 (60 yo F) Acc No. 397268

Medication Summary Add New Rx Add New Order Add Outgoing Referral

Lab DI Procedure Lab Hx

Select All Add Diagnosis

Search Order: MISC MAYO Filter By: Contains Type: Both

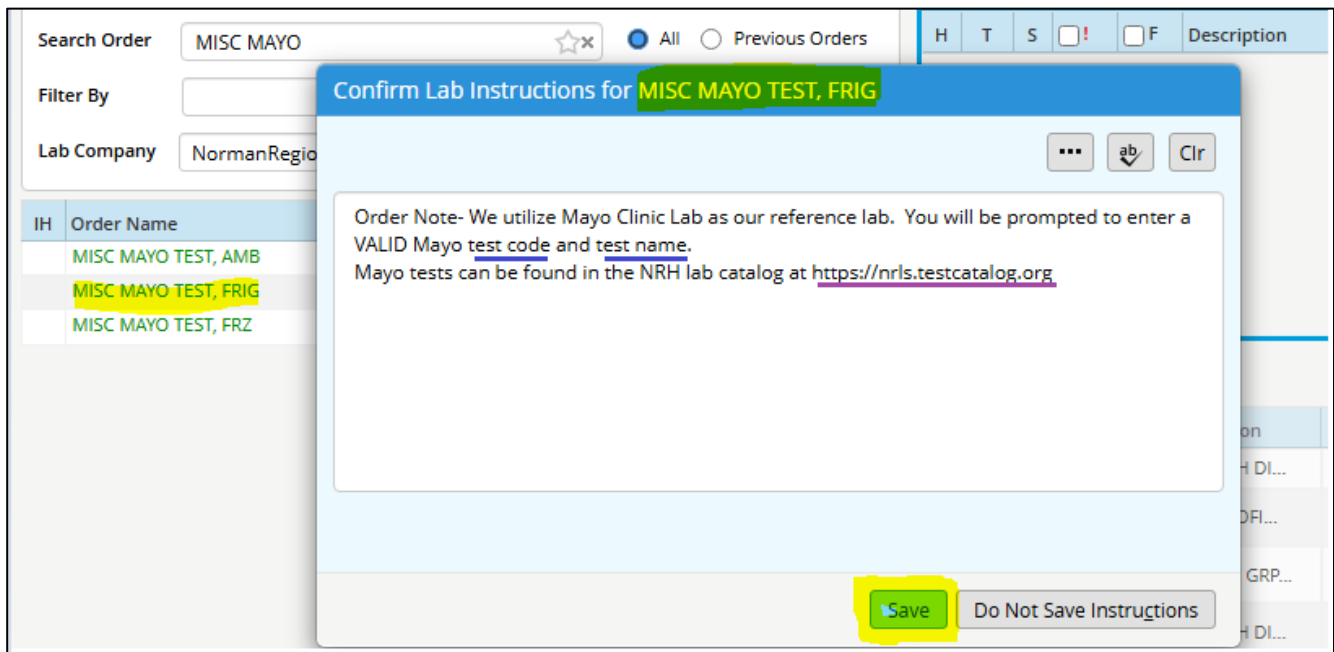
Lab Company: NormanRegional_Lab_Rac

IH	Order Name	Alias Name	Lab Companies
	MISC MAYO TEST, AMB		NormanRegional_Lab_Rac
	MISC MAYO TEST, FRIG		NormanRegional_Lab_Rac
	MISC MAYO TEST, FRZ		NormanRegional_Lab_Rac

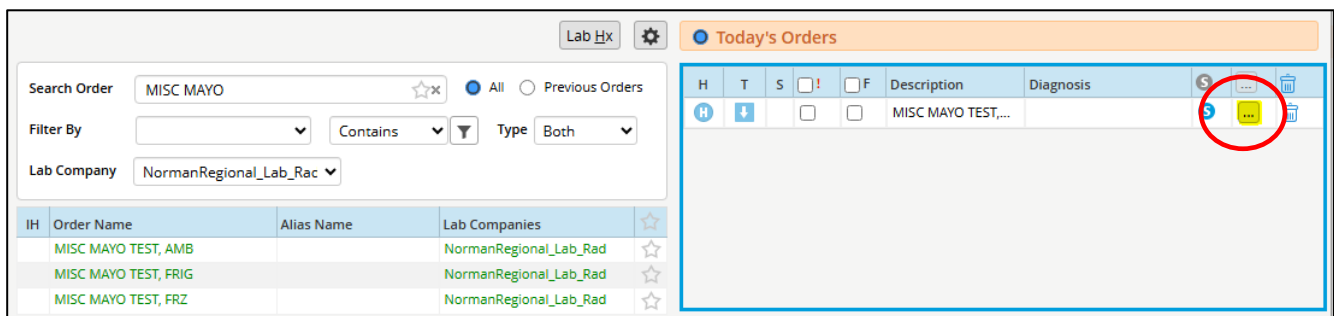
Today's Orders

H	T	S	F	Description	Diagnosis
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4. Lab instructions will pop up letting you know that you need a valid Mayo test code and name from the catalog. Click Save.



5. Select the  box (circled below) to enter the edit mode.



6. Using the information from the laboratory catalog, copy and paste the Mayo **TEST ID** and **TEST NAME** in the Notes section of the edit screen
 - a. Select the appropriate diagnosis code(s) under **ASSESSMENTS** and click continue.
 - b. Click Close and the AOE Ask Order Entry question will populate.

NOTE: Explanation of why the Notes and AOE are both needed is shown below in print view.

Manage Order MISC MAYO TEST, FRIG TEST, Leigh Anne "This One" Oct 10, 1965 (60 yo F) Acc No. 397268

ASSESSMENTS

Z72.0 Tobacco user

Reason

Specimen Source

Sp. Description

Coll. Volume

Units

Sexual Parameter for Clinical Use

Notes

Mayo Test ID-MGLE

Mayo Test Name- Myasthenia Gravis/Lambert-Eaton Myasthenic Syndrome Evaluation, Serum

Internal Notes

Clinical Info

Continue Cancel

< Prev Next >

7. AOE-Ask Order Entry Question must be answered. Click Ok.
 - a. Again enter the Test Code and Test Name.

Order Details TEST, Leigh Anne "This One" Oct 10, 1965 (60 yo F) Acc No. 397268

Lab Instruction AOE

MISC MAYO TEST, FRIG

NormanRegional_Lab_Rad

Mayo Test Code AND Mayo Test Name *

MGLE Myasthenia Gravis/Lambert-Eaton Myasthenic Syndrome Eval

OK Cancel

8. Submit lab order electronically.

9. In the print view, check the ECW order and make sure the assessment is there and that the Notes or AOE appear under Lab description, depending on how it is printed or viewed in ECW.
 - a. Top example-**eREQ**- In this print format the AOE prints but not the Notes. The Comments section here is from the Clinical Info field (which we left blank). The Assessment you entered is shown as Diagnosis Codes.
 - b. Bottom example-**Order Form**- In this print format the **AOE does NOT print** and the Notes you entered show under the Lab test description. The Assessment you entered is shown as Assessments. The Clinical Info field will not print in this format.

NOTE: Lab NEEDS the Test Code and Test Name as it appears in the catalog to order the test correctly. Lab may receive either of these print formats and that is why both of these fields need the test information entered.

NormanRegional_Lab_Rad: eREQ						
Order Date: 08/18/2026		Order Placed Date: 08/18/2026		Collection Date/Time: 08/18/2026 16:10:23		
Stat	Fasting	Tests Ordered	PSC HOLD	Comments	Diagnosis Codes	Instructions
		MISC MAYO FRIG MISC MAYO TEST, FRIG AOE: Mayo Test Code AND Mayo Test Name - MGLE Myasthenia Gravis/Lambert-Eaton Myasthenic Syndrome Evaluation, Serum	No		Z72.0	Order Note- We utilize Mayo Clinic Lab as our reference lab. You will be prompted to enter a VALID Mayo test code and test name. Mayo tests can be found in the NRH lab catalog at https://nrhs.testcatalog.org

Order Form				
Priority	Lab	Fast	Assessment(s)	Instructions
Routine	MISC MAYO TEST, FRIG Notes: Mayo Test ID-MGLE Mayo Test Name Myasthenia Gravis/Lambert-Eaton Myasthenic Syndrome Evaluation, Serum	No	- Z72.0, Tobacco user	Order Note- We utilize Mayo Clinic Lab as our reference lab. You will be prompted to enter a VALID Mayo test code and test name. Mayo tests can be found in the NRH lab catalog at https://nrhs.testcatalog.org

Other EHRs not ECW:

Whichever Electronic Ordering System you use, you will need the Mayo Code and Test Name exactly as it appears in the NRH or Mayo Catalog.

Additional Notes:

For frequently ordered tests from Mayo Clinic Laboratories, please request the test build within ECW for easier ordering. Reach out to Stephanie Lane, Technical Coordinator for Reference and Referrals - Laboratory Services, at slane@nrh-ok.com or 405-307-1186.