

## LTC Field Definitions

Field Name	Required/Optional	Field Description	Master/Location	Source from SOFT	Guidance*	Public (MCL)/Internal to Mayo
Additional Equivalent Table	Optional	The additional equivalent test is essentially the same as a "shared id test" EXCEPT there is a difference in master field content that prevents it from having a shared ID	Master		This is populated during the build process. It is an additional table listed under Equivalent Tests.	Internal
Additional Testing Requirements	Optional	Information indicating other testing that should be ordered or considered, <b>in addition</b> to the test under review. Different from the Testing Algorithm, which indicates what is going to be performed and why, and Ordering Guidance, which has information to assist in selection of this test instead of other tests.	Master		Example: <b>All prenatal specimens must be accompanied by a maternal blood specimen</b> ; order MATCC / Maternal Cell Contamination, Molecular Analysis, Varies on the maternal specimen.	Public
Additional Tests table	Required for any additional tests (always performed) as part of the orderable test.	List any tests that are always performed (for processing, billing, etc) with the initial test, at an additional charge. Such as tissue culture performed for other labs.	Master		Example:	Public
Aliases	<b>Required</b>	Lists additional common names for a test, as an aid in searching. This field controls key word searching in downstream systems (eg, MCL.com, MayoAccess, Mayo Link).	Master		Must use both hyphenated and nonhyphenated forms for clients to search either format Does NOT need to match Epic Alias list	Public
Aliquot Notes	Optional	Instructions for Specimen Operations (SO) processing.	Master			Internal
Alternate Tube Type (Internal)	<b>Required for any blood specimen type</b>	Mayo Clinic practice options for when preferred tube cannot be used	Master		Provide alternate tube types for when the preferred tube cannot be used.  If information is different for a specific location, list it in the Specimen Collection Information (Internal) for that location.	Internal
Analytic Time	<b>Required</b>	Defines the amount of time it takes the laboratory to setup and perform the test. This is defined in number of minutes, hours, days, weeks,etc	Master		For example, if the sample is placed on an instrument and takes 45 minutes to get the result, 45 minutes is the Analytic Time	Internal
Cautions*	<b>Required</b>	Important points about the limitations of the test or specimen type, eg, cross-reacts with, treatment effects, drug effects, interfering substances, test is IgG only, values found in toxic conditions.	Master		If cautions are not provided, the following statement will be used: <b>No significant cautionary statements.</b>  If statements about alternative testing or additional testing are included, these will be moved to the Additional Testing Requirements or Ordering Guidance fields as applicable.  If statements include not useful for, these statements will be moved to the Useful For section and <b>not useful</b> will be bolded in the statement.	Public
Clinical Information*	<b>Required</b>	Physiology, pathophysiology and general discussion of the clinical aspects of the assay/procedure/diseases or conditions.	Master		Written for information directed to healthcare providers	Public

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Clinical Reference	<b>Required. Some internal-only tests may be exempt.</b>	References cited within the text or for further in-depth reading of a clinical nature; include at least one, 10 maximum <b>preferred</b> . At least 1 of the references must be less than 10 years old.	Master		Do not include references that will be used in the Method Description reference, unless it is cited elsewhere in the test. Method Description references will be removed from this list if not cited in the clinical fields	Public
CPT Code Information	<b>Required</b>	Provides guidance in determining the appropriate Current Procedural Terminology (CPT) code(s) information for each test or profile. The listed CPT codes reflect Mayo Clinic Laboratories interpretation of CPT coding requirements.	Master		It is the responsibility of each laboratory to provide correct CPT codes to use for billing.  CPT code descriptions are not required, exception are genetic and microbiology testing.	Public
Digital Image Access	Optional	Standard statements only: 1. Information on accessing digital images of IHC stains and the manual requisition form can be accessed through this website: <a href="https://news.mayocliniclabs.com/ihc-stains/">https://news.mayocliniclabs.com/ihc-stains/</a> 2. Clients ordering stains using a manual requisition form will not have access to digital images. 3. Clients wishing to access digital images must place the order for IHC stains electronically. Information regarding digital imaging can be accessed through this website: <a href="https://news.mayocliniclabs.com/ihc-stains/#FAQ">https://news.mayocliniclabs.com/ihc-stains/#FAQ</a>	Master		Cannot modify the standard statements. Used for Tech Only stains currently.	Public
Disease States	<b>Required, if appropriate</b>	Disease states for which the test is of value.  List disease names only. No abbreviations. Do not include modifying content such as diagnosis, screening, monitoring, etc.	Master		Do not use with routine tests such as CBC, sodium, etc, where testing is appropriate for a wide variety of diseases.	Public
EMR Orderable Code	Required for Internal tests	The EMR information fields apply to Mayo Clinic testing only. The EMR information is housed in EPIC.	Master		<b>Lab should</b> provide for new tests around the implementation date and check during annual review to ensure accuracy if possible.	Internal
EMR Billable Inpatient	Required for Internal tests	The EMR information fields apply to Mayo Clinic testing only. The EMR information is housed in SoftAR.	Master		Definitions come to TIP and will be updated by the TIP team.	Internal
EMR Billable Outpatient	Required for Internal tests	The EMR information fields apply to Mayo Clinic testing only. The EMR information is housed in SoftAR.	Master		Definitions come to TIP and will be updated by the TIP team.	Internal
Epic Report Engine PDF	Optional	<b>Used when Report Engine PDF reports are sent to Epic; seen when populated</b>	Master		Infrequently used. Cloverleaf team assists with this, a ticket must be submitted for this assistance.	Internal
Equivalent Tests (shared test id)	Required for equivalent tests	Tests that are essentially the same and are therefore assigned the same test ID.	Master		Secondary test ID list for tests that are shared across multiple locations.	Internal

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Forms	Optional	Lists the required and optional forms that are associated with the test. Provides links to test request forms. <b>Direction to See Special Instructions is no longer required and will be removed. Standard verbiage is added by Publications. Additional verbiage will be removed.</b>	Master		<p>If a form is listed as required, it will be listed in Necessary Information, as well as listed in the Forms field.</p> <p>If a test is <b>not</b> on a requisition form, the link to the form will be removed until added. Publications will add as a part of the forms process</p> <p>Submit changes to existing forms or new forms to DLMP/MCL Form Request <a href="http://mayoweb.mayo.edu/dlmp/form-request-form.html">http://mayoweb.mayo.edu/dlmp/form-request-form.html</a></p>	Public
Genetics Information	Optional	<p>Genetic information that may help with selection of the correct test or proper submission of the test request.</p> <p>If Prior Authorization is approved for MCL, note in field.</p>	Master		<p>Algorithm, Ordering Guidance, or Useful For fields</p> <p>If MCL Prior Authorization is approved, add canned statement at the bottom of the field: Prior Authorization is available for this assay.</p>	Public
Highlights	Optional	Describe in brief sentences the important aspects of the test. No more than 5 will be accepted. No bullets as they are not compatible with LTC.	Master		<p>Include indications for test utilization, especially in relation to other similar tests or in algorithms. Comment on how the test is used, eg, screening, diagnosis, prognostication, or monitoring response to therapy, as appropriate. Cannot match Useful For or Genetics Information.</p>	Public
Infectious	Must select YES for infectious specimens	This field addresses the infectious status of the specimen. This is a yes/no question field. This controls functionality in MayoAccess and Link to print infections paperwork.	Master		<p><b>Prints on separate batch sheet so Specimen Operations knows that specimens are infectious</b></p>	Public
Interpretation	<b>Required</b>	Discussion of the significance of abnormal values, decision levels, treatment monitoring, etc.	Master		<p>Do not simply repeat the actual Reference Values in this field. There must be some indication how to use the test results.</p> <p><b>For tests with interpretive reports, state what will be provided within the report. "An interpretive report will be provided" is not sufficient in this field.</b></p>	Public
Launch Date	Optional, populated by Publications	Date of original implementation only.  Only the date of first implementation is included. No notes, no comments. Does not change in response to test down/up changes.	Master		<p>This field should be "paired" to the Test Implementation Notes field, which would include temporary test status changes, etc.</p>	Internal
Mayo Test ID	<b>Required</b>	Unique ID consisting of alpha and numeric text.	Master		AKA Primary Test ID	Public

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Field Name	Required/Optional	Field Description	Master/Location	Source from SOFT	Guidance*	Public (MCL)/Internal to Mayo
Method Name*	Required	A short description of the method used to perform the test, limit to one or a few words. <b>Patent information is entered in this field under the method name.</b>	Master		For profile and additional tests, which are always performed, all methods must be listed. For reflex tests, only list when the client cannot go see the information (not available separately, nonviewable, etc).	Public
Necessary Information	Optional	Information that must be included with the specimen for the best results. Not called "required information" as not all items will be required.	Master		Example: The following information is required: 1. Pertinent clinical history including reason for referral or clinical indication 2. Clinical or morphologic suspicion 3. Specimen source 4. Date and time of collection	Public
Order Question and Answers	Optional ( <b>Required for SoftMic tests offered to MCL</b> )	These are both a AOE (Ask at Order Entry) and a resultable. These are mostly populated by the SOFT file definition team. <b>Request Q code and AOE to be built in RnV</b>	Master		<b>Displayed on MCL.com below Necessary Information</b>	Public
Orderable LOINC Information	Required	Reportable in SOFT doesn't go to clients. Resultables are actually reported to clients. Includes LOINC codes. LOINC codes are entered by the LOINC Management Application. Populated by LOINC team.	Master		In LTC, shows as the Orderable LOINC Information. On the web this is displayed with the Resultables (LOINC) field as well as on the Fees tab.	Internal
Ordering Guidance	Optional	Information that is provided to assist in selection of this test <b>instead</b> of other tests, specimen types that may have special uses, etc. May list alternative tests; names of diseases/conditions for which this test is appropriate.	Master		Example: This test should be performed prior to treatment initiation and in the absence of therapy with complement inhibitors, such as eculizumab or ravulizumab. Complement inhibitors will affect performance of these assays.  For evaluating patients with possible thrombotic microangiopathies (TMA), the recommended first-tier test is ADM13 / ADAMTS13 Activity and Inhibitor Profile, Plasma.  For patients who have received eculizumab or need to monitor response to eculizumab therapy, the recommended test is ECUMP / Eculizumab Monitoring Panel, Serum.	Public
Ordering Restrictions Internal	<b>NOT IN USE as of 7/17/2023</b>	<b>Field removed from view</b>				

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Field Name	Required/Optional	Field Description	Master/Location	Source from SOFT	Guidance*	Public (MCL)/Internal to Mayo
PDF report (Supplemental Attachment)	Optional, if selected required to pick 1 of 4 options. Default is No.	Added to indicate whether a PDF can be attached on a test. There are 4 choices: No, Referrals, Supplemental, and Supplemental RE. Referrals are reports that are attached in MayoAccess. Supplemental are reports that are attached in Soft. Supplemental RE are reports produced by the Report Engine.	Master		This applies to result reporting and is not related to the PDFs that are either hyperlinked or located in Special Instructions.	Public
Primary Marketing Category	NOT IN USE	FIELD CURRENTLY NOT IN USE. May be repurposed for MCL.com.	Master			Internal
Prior Authorization (Internal)	Optional	Identifies when Prior Authorization may be available for a Mayo Clinic test. Restricted to Mayo Clinic patients only.	Master		Yes when PA is available and not displayed when unavailable. When Yes, the field will display "If there are questions regarding the prior authorization process, please direct those to the Precertification Office within Revenue Cycle at 4-0390.	Internal
Prior Authorization (External)	Optional	Identifies when Prior Authorization may be available for an MCL test.	Master		Insurance preauthorization is available for this testing; forms are available in Special Instructions.  Patient financial assistance may be available to those who qualify. Patients who receive a bill from Mayo Clinic Laboratories will receive information on eligibility and how to apply.	Public
Processing Instructions (Internal)	Required for internal tests	How to process the specimen collected before sending to the laboratory for testing. Applies to Mayo Clinic (includes MCHS, MCA, MCF, MCR) patient testing only.	Master; if Location-specific differs, see Processing Instructions Override under Location information		Location-specific information overrides the Master information	Internal
Profile Information	Required for profile tests.	A profile is a group of laboratory tests that are ordered and performed together under a single Mayo Test ID. Profile information lists the testing performed, inclusive of the test fee, when a profile is ordered and includes reporting names and individual availability.	Master		Must be "Always Performed" "YES"	Public
Published Name	Required	The long (formal) name for a test that is used in the MCL Test Catalog.	Master		Follow Test Rules and Naming Policy. <a href="https://mc.title21.com/DocDisplay/ShowPdfPage?DocNo=DLMPIM.POL-65227">https://mc.title21.com/DocDisplay/ShowPdfPage?DocNo=DLMPIM.POL-65227</a>	Public
Question And Answers	Optional	Frequently asked questions and their answers. Note: in most cases, commonly asked issues should be addressed in the body of the test so that the information is viewable to the public. This is not a public field, but is viewable by MayoAccess and MayoLink clients.	Master			MayoAccess & Internal
Receipt and Verify Notes*	Optional	Rules are written to automatically enable specimen pass through or stop in Specimen Operations (SO).	Master		Labs must work with SO to develop rules.	Internal

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Field Name	Required/Optional	Field Description	Master/Location	Source from SOFT	Guidance*	Public (MCL)/Internal to Mayo
Reference Values*	<b>Required</b>	The comprehensive reference values for the testing performed. May include age, sex, tanner stage designations. Reflects the information provided in the test result report.  Pediatric reference ranges may include source citations. Commercially required citations would also be included.	Master unless Location-specific information differs; see Location Reference Values.		The text is manually entered and not pulled from SOFT. Values should match the values in SOFT, if they are discrepant between SOFT and LTC, they should be questioned. If values differ between performing site there can be a separate field that overrides the master value. -Presence of pediatric values triggers manual inclusion in the pediatric reference values catalog	Public
Reflex Tests*	<b>Required for orderable tests that can add reflex tests</b>	Lists tests that may or may not be performed, frequently at an additional charge, depending on the result and interpretation of the initial test or tests. Reflex Tests table may be updated without a LIST-IT if they are a manual reflex. <b>Automated reflexes required a LIST-IT to be updated.</b>	Master		<b>Must be "Always Performed" "NO."</b> If required fields are not viewable, the specific information must be provided in the orderable test.  <b>The Testing Algorithm field must indicate under what conditions the reflex testing will be performed.</b>	Public
Regulatory Information*	<b>Required</b>	Provides information about CLIA complexity, NYS Category, NYS informed consent, and test classification. Values should be determined using the test classification assessment document: RDLMP.F-33693 in Title21	Master		Laboratories are required to provide this information on all tests. These are drop-down fields and do not offer free-text entry. For more information about field requirements, see <a href="#">Lab Test Catalog Regulatory Information Guidance: RMCS.G-66933 in Title21</a>  All clinical assays <b>must</b> have a Test Classification and CLIA complexity listed.	Public: Test Classification Internal: CLIA Complexity
Reject Due To	<b>Required</b>	Identifies conditions that may cause the specimen to be rejected-this information is for the MCL clients and <b>does not affect rejections when received at Mayo</b> , but provides guidance to the client on what could cause a rejection. Only gross criteria is listed for hemolysis, lipemia, and icterus. Temperatures and other anticoagulants are <u>not included</u> in this field	Master		Either standard table or 1 of the standard statements: No specimen should be rejected or All specimens will be assessed at Mayo Clinic Laboratories for test suitability.  <b>Table must include thawing criteria when frozen is listed in Specimen Stability as an acceptable transport temperature.</b> Thawing criteria is only displayed internally.	Public: Hemolysis, Lipemia, Icterus, Other Internal: Thawing

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Field Name	Required/Optional	Field Description	Master/Location	Source from SOFT	Guidance*	Public (MCL)/Internal to Mayo
Report Available	Required	Identifies the time frame from specimen receipt at a Mayo Clinic location (ie, MCL operations [external]; or receipt in the lab [internal]) to reporting the result. Profiles: Calculated as a profile from specimen receipt to when all components of the profile are reported, excluding any reflex tests (unless reflex result rolled into profile report). Reflex tests: Calculated individually from reflex ordered date to the report date.  Field used to calculate TAT.	Master; if Location-specific differs, see Location Report Available		Listed as a time frame, eg, 2 to 5 days; for TAT calculation, the number of days is used (eg, 4 weeks = 28 days) Should not include extra verbiage; if needed, edited by Medical Editor  For profiles: should reflect the most stringent time frame from the component tests For tests with reflexes that are reported with profile: Minimum time - routine time without reflex; Maximum time - time including potential reflex testing For reflexes that report separately: do not include in the orderable test's Report Available time frame  Location-specific information overrides the Master information when populated	Both
Report Template	Default is Standard	Template is selected by a listing of pre-built Report Engine templates. These templates are used by the Report Engine for reports viewed by clients in MCL ordering systems.	Master		To test out various templates, see <a href="https://dev.reports.mayocliniclabs.com/moc/kup">https://dev.reports.mayocliniclabs.com/moc/kup</a> If a new template is needed, contact Scott Kaupa and Andrew Carlson.	Internal
Reportable Disease	Required (if applicable)	Used to identify when a result may be reported to the state Health Department.	Master		Canned comment: This test may be reportable to your state health department. Please review specific state and local guidelines for reporting information.	Public
Reporting Name*	Required	A shorter version [35 character limit] of the Published Name for a test. Please refer to "Test Rules and Naming Policy" [065227]	Master	YES	No edits accepted to this field unless accompanied by a LISTIT for changes to Soft name.	Public
Resultables (LOINC Resultables)	Required	Resultables reported to clients. Includes LOINC codes. LOINC auto-populated by LOINC database <b>Result Names are pulled from Soft.</b>	Master	Result Names Only	LOINC codes are entered by the LOINC Management Application. Resultables table contains information provided in the TIF <b>Changes to Result Names require a LISTIT</b>	Public
Shipping Instructions	Optional	Shipping restrictions or guidance that is associated with the specimen required.	Master		Example: Specimen must arrive within 48 hours of collection for spinal fluid, 96 hours for whole blood and bone marrow, or 72 hours for fluids.	Public



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Field Name	Required/Optional	Field Description	Master/Location	Source from SOFT	Guidance*	Public (MCL)/Internal to Mayo
Special Instructions	Optional	Location for linking to all PDFs associated with the test. Documents may include: --specimen collection and preparation --patient information --signature forms --diagramatic test algorithms --other	Master unless Location specific differs		Includes informed consent and Prior Authorization forms.  Submit changes to existing or new documents to DLMP/MCL Form Request <a href="http://mayoweb.mayo.edu/dlmp/form-request-form.html">http://mayoweb.mayo.edu/dlmp/form-request-form.html</a>  Location-specific information overrides the Master information when populated	Public
Specimen Collection Information (Internal)	<b>Required for internal tests</b>	Information about what specimen to collect and how to send to the lab. Applies to Mayo Clinic (including MCHS, MCA, MCF, MCR) patient testing only.	Master; if Location specific information differs, see Specimen Collection Override		This field must be populated for an internal only test. If the test is offered both externally and internally, both Specimen Required and Special Collection Information fields must be populated. Location-specific information overrides the Master information when populated	Internal
Specimen Minimum Volume*	<b>Required</b>	Defines the amount of sample necessary to provide a clinically relevant result as determined by the Testing Laboratory.	Master		If specimen required = specimen minimum, insert See Specimen Required. and remove any other information. Information must match that in Soft, a <b>LISTIT may be required for updates.</b>	Public
Specimen Required	<b>Required for external tests</b>	Defines the optimal specimen. This field describes the type of specimen required to perform the test and the preferred volume to complete testing. The volume allows automated processing, fastest throughput and, when indicated, repeat or reflex testing. May include restrictions.	Master		Optional subheads include: <b>Container/Tube</b> <b>Collection Container/Tube</b> <b>Submission Container/Tube</b> <b>Patient Preparation</b> <b>Specimen Volume</b> <b>Collection Instructions</b> <b>Additional Information</b>  For Varies Tests ONLY <b>Specimen Type</b> <b>Specimen Stability</b>  <b>See TEMP1 for more details</b>	Public
Specimen Transport Temp (Internal)	<b>Required for internal tests</b>	Preferred temperature for transportation to the performing lab. Applies to Mayo Clinic patient testing only.	Master		This is a drop-down field and only allows 1 choice from the following: Standard Ambient Refrigerated Frozen Varies <b>No free-text allowed.</b>	Internal



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Field Name	Required/Optional	Field Description	Master/Location	Source from SOFT	Guidance*	Public (MCL)/Internal to Mayo
Test Classification*	<b>Required</b>	Standardized statements that must be populated.	Master		This information is added in the Regulatory Information field. When entered in the Test Classification drop-down, the standalone TC field displays the canned comment selected in the drop-down. A free-text option is also available as Manually Entered information	Public
Test Down	Optional (default No)	When a test is down and this field changes to Yes, it prompts a banner to display on the website	Master		Default is No	Internal
Test Down Notes	Optional	When a test is down, the notes in this field are displayed as a banner on the website	Master		Standardized sentence used in this field. NO DATES "This test is temporarily unavailable. For alternative testing, order ABCDE. For additional details, see test update here."	Public
Test Implementation Note	Optional	Any notes pertaining to the launch of a new test.	Master		This field should be "paired" to the Launch Date field. Can include temporary test status changes, etc.	Internal
Test Method	Required for Rochester Test	Generic method based on Method Name	Master		Used for Global Business Report Limited to the following: DNA Sequencing; FISH; Flow Cytometry; Genotyping; HPLC; Immunoassay; Immunohistochemistry; Mass Spectrometry; Microassay; NGS; Nuclear Acid Amplication Test; PCR; Serology; Other: If Other used, supply the methodology	Internal
Testing Algorithm	Required for profile, reflex, and additional tests.	A description of the testing that is performed under this test ID, including profile components, reflex, and additional tests. May include information about additional testing that should be ordered or considered.If applicable, add a reference to any diagrammatic testing algorithms, eg, See Celiac Disease Comprehensive Cascade in Special Instructions.	Master unless Location specific differs		Locations have the option to provide different information in location-specific fields. Location-specific information overrides the Master information when populated	Public
Urine Preservative Collection Options	Required for 24 hour or longer collections	For 24-hour or longer urine tests only. Standardized chart of preservative options. May include a notation to apply the temperature options within X number of hours. Changes to this field should be emailed to MMLTECHPUB to ensure that the 24-Hour Urine Preservatives Chart online is updated.	Master		Information follows standard table format	Public

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Useful For*	<b>Required</b>	Suggests clinical disorders or settings where the test may be helpful or appropriate  Also includes "not useful for" statements: not useful for disease/improper uses.	Master		Indications for using this test, eg, used for determining toxicity only; names of diseases/conditions for which this test is appropriate. When possible, sentence construction is "This test is Useful for....." No period at the end of the statement Should not contain the same information as Highlights field, Genetics Information, or Testing Algorithm field. <b>Information in this field must be unique to the test. No 2 tests can have the exact same Useful For information.</b>	Public
The following fields are location level fields. These fields are unique to your specific laboratory.						
Add-on to Stored Specimen	<b>Required</b>	Yes or No field to indicate if test can be performed on stored specimen.	Location			Internal
Ancillary Equipment/Software	<b>Required</b> , for Rochester Location, if used	Any preanalytical equipment (eg, liquid handler) or post-analytical processing (eg, software) needs.	Location		Used for Global Business Report. List specific vendor and model or software name.	Internal
Alternative Instrument/Model	Optional, for Rochester Location	If test can be performed on a different brand of instrument; eg, chemistry test that are currently performed on Roche but could switch to Beckman if needed	Location		Used for Global Business Report.	Internal
Alternative Instrument: Space required	Optional, for Rochester Location	Similar to Instrument: Space Required but for the alternate instrumentation	Location		Used for Global Business Report.	Internal
Alternative Test Kit	Optional, for Rochester Location	If a different test kit or reagents can be used, list here.	Location		Used for Global Business Report.	Internal
Consultants	<b>Required</b>	Consultant contact information for the lab. List in preferred contact order.	Location		Prepopulated or new information. Once populated the department and contact information will prepopulate for the selected consultant.	Internal
Day(s) Performed	<b>Required</b>	Outlines the days the test is performed. This field reflects the day the sample must be in the testing laboratory to begin the testing process.	Location		See Templates for examples	Public
Delivery Location*	<b>Required</b>	Specimen distribution drop location.	Location	YES		Internal
Inactivation Notes	Optional	Notes for when a test is inactivated, either temporarily or permanently.	Location		Free text field. This field supports the Obsolete Date field.	Internal
Instrument Name and Model	<b>Required</b> , for Rochester Location	Listing of instrument used for analysis, including vendor and model	Location		Used for Global Business Report	Internal
Instrument Space Required	<b>Required</b> , for Rochester Location	The amount of space required to perform the full workflow of the test in square feet and the approximate volume that could be run in that space	Location		Used for Global Business Report	Internal
Last Annual Review Date	Optional, populated by Pubs	Day that annual review is finalized by Publications Annual Review initiated by the laboratory at a minimum of every two years, must go through Publications to be considered reviewed.	Location		Entered by Publications when LTC Annual Review is selected on Request form. Date is the day the review has been finalized by Publications.	Internal
Location Reference Values	Optional	If a lab has different reference values from what is listed in the Master field, they are placed here. This is updated and displayed based on the performing location	Master unless Location-specific differs		On Location document after the Performing Lab information	Public

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Field Name	Required/Optional	Field Description	Master/Location	Source from SOFT	Guidance*	Public (MCL)/Internal to Mayo
Location Testing Algorithm	Optional	If a lab has different a testing process what is listed in the Master field, it is placed here; this is updated and displayed based on the performing location	Master unless Location-specific differs		On Location document after the Performing Lab information	Public
MayoAccess Delivery Location	Optional	<b>This is used when either more or fewer tube labels are needed for MCL Clients than what is defined in the LIS. Typically used for profile component tests only.</b>	Location			Internal
Method Description	<b>Required</b>	Describes how the test is performed and provides a method-specific reference (include a publication date).	Location		Describe, in sentences, how the test is performed and instruments used. For Mayo-developed tests, limit the information to prevent disclosure of proprietary information. <b>A method reference is required</b> , either a literature citation, package insert information, or "Unpublished Mayo method," in parentheses as the last line in this paragraph ( <b>a date is required for all literature citations or package inserts</b> ).	Public
MLI Notes	Optional	This field is populated by MLI and provides information to reduce calls to the laboratory, identify contacts, and other reference information about the test.	Location		Stability information <b>should not</b> be added to this field.	Internal
NY State Available*	<b>Required</b>	Indicates the status of NY State availability and if the test is orderable for NY State. If NY State Available does not apply (ie, internal test only), indicate with No.	Location		Field name updated to reflect availability and not approval. Default value is "No." When No is selected, no other NYS fields are displayed. Drop-down list.	Public
Obsolescence Date	Optional, populated by Pubs	Date that the test is permanently inactivated. This is a date field only.	Location		Do not fill in if the test is down temporarily	Internal
Performing Laboratory Information	<b>Required</b>	Includes the following: Laboratory Full Name, Short Name, Performing Module (eg Soft BioChem), Working Hours, Address (physical), Lab Phones, Laboratory Contact, which includes, Name, Title, Organization, Department, Email, Phones (replicated for supervisor, assistant supervisor, etc)	Location		All information is linked together.	Internal full information/External = "Rochester"
Processing Instructions Override (Internal)	Optional	If a lab has different processing instructions, there are added, per performing locations	Master unless Location-specific differs		On Location document after the Performing Lab information	Internal
PT/AAP (Proficiency Testing/ Alternative assessment of performance)	<b>NOT IN USE</b>	<b>fields removed from LTC in 2022</b>				
Specimen Collection Override (Internal)	Optional	If a lab has different specimen collection information, it is added, per performing locations	Master unless Location-specific differs		On Location document after the Performing Lab information	Internal
Specimen Stability Information*	<b>Required and pulled from SOFT</b>	Presentation of SOFT information as to the specimen type, identified transport temperature, and any time restrictions. Optional Specimen Container column.	Location	YES	If Varies/Varies is used, specimen stability information must be provided for each specimen type listed in Specimen Required.	Public

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Field Name	Required/Optional	Field Description	Master/Location	Source from SOFT	Guidance*	Public (MCL)/Internal to Mayo
Specimen Retention Time	<b>Required</b>	Defines the length of time after testing that a specimen is kept in the laboratory before it is discarded	Location		If the specimen is not kept after testing, as with Point of Care testing, enter as Not retained.	Public
Specimen Storage Temperature	<b>Required</b>	The temperature at which the specimen is stored while it is retained.	Location		Enter Not stored if specimen is not kept after testing.	Internal
MCR Stored Serum	<b>Required, for Rochester Location</b>	Indicates whether a test can be performed on stored serum (for RST sites: stored serum is from SST, in original tube [sitting on gel], and stored <b>on-gel</b> at 6 degrees for 1 week after being ambient about 8 hours)	Location		Used by MCR Clinical Processing	Internal
Supportive Data	Optional	Clinical correlative studies. Do not use this field for lists of additional reading/reference articles.	Location		This information is location specific and cannot be shared between locations.	Public
Test Kit	<b>Required, for Rochester Location</b>	Test kit or special reagents used for testing.	Location		Used for Global Business Report.	Internal
Time(s) Performed	<b>Required</b>	Outlines the times the test is performed. This field reflects the time the sample must be in the testing laboratory to begin the testing process and includes any specimen preparation and processing time required before the test is performed. Some tests are listed as continuously performed, which means assays are performed several times during the day.	Location		See Templates for examples	Public
Triage Notes	Optional	This field is populated by Internal Operations and provides information for how to triage specimens/paperwork received in IO.	Location			Internal
Turnaround Time Target	<b>Required</b>	<b>This field uses the second data point from Report Available. Number only as this field is used for dashboards</b>	Location		<b>Populated by Publications when Report Available is changed.</b>	<b>Internal</b>
*To determine which changes require LISTIT, please see						Red text=New field or new information