

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL**

CORRECTED LABORATORY REPORTS

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Effective Date: January 2010

Cross Referenced:

Reviewed Date: 4/9/12

Revised Date: 1/1/12

Policy No: GENLAB 7.7

Origin: Pathology

Authority: Laboratory Director

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PRINCIPLE:

It is the responsibility of the laboratory to correct any errors found in laboratory result reporting.

PROCEDURE:

1. Once the technologist realizes that an incorrect result has been verified it is their responsibility to correct the result and notify the floor or physician in a timely manner.
2. In function ARE enter the accession # affected.
3. Change the mode to corrected mode; and enter the correct result.
4. Call the corrected report, and enter a result comment to the corrected result using the comment template "amended". Complete who the result was called to, by whom and when.
5. Click on the correct button.
6. Go to ORV, and print a chart to a local printer. Place corrected print in lab supervisor's mailbox.
7. All corrections in the Cerner system will re-qualify any reports to print at their designated areas. See attached copy of a patient report
8. Daily at 13:00 a Correction Report will print; it contains all the corrected reports from the last 24 hours. See attached copy of a correction report.
9. The Correction Report will be reviewed by the Laboratory Supervisor or Lab Manager.
10. These reports will be stored in the laboratory for 2 years.