

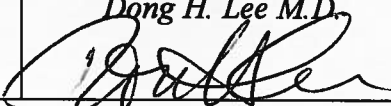
PATHOLOGY & LABORATORY MEDICINE SERVICE

VA Maryland Health Care System

Baltimore, Maryland 21201

Correction of Laboratory Records

General Procedure # GEN00033 Version 1.0

DATE ADOPTED 11/21/16	Author of Procedure/Policy <i>Karla Peralta, MT (ASCP)</i>	Approved by: Chief of Service <i>Dong H. Lee M.D.</i> 
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Policy/Procedure (s) Retired:	N/A	Date Retired:
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Review Date	Version Number	Signature of reviewer

REVISION HISTORY

Date revised	Revision #	Changes made	Signature

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I. PURPOSE:

Most laboratory records are used to support a regulatory function, they are considered to be legal documents. It is of critical importance that data integrity is understood and adhered to by everyone working in the laboratory.

II. POLICY:

All laboratory records including but not limited to quality control data, temperature logs, and intermediate test results or worksheets must be legible. All corrections to such records must be visible, erasures, white and correction fluid is unacceptable. The identity of the person creating a record should be documented. For paper records this is normally done by the individual initialing and dating the record with their initials.

Note: This does not apply to changes to patient reports.

III. SCOPE:

All laboratory staff

IV. REFERENCES

College of American Pathologist, Laboratory General Checklist GEN.20450 08/17/16.