

**KAISER MEDICAL CARE PROGRAM
ORANGE COUNTY AREA
POLICIES AND PROCEDURES**

TITLE:	CLINICAL LABORATORY P&P MANUAL	INDEX NO:	02-365-01
SECTION:	GENERAL	ORIGIN DATE:	5-26-17
SUBJECT:	CORRECTION OF LABORATORY RECORDS	REVIEW DATE	
		REVISION DATE	

CORRECTION OF LABORATORY RECORDS

POLICY

All laboratory records and changes to such records including quality control data, temperature logs, and intermediate test results or worksheet must be legible and indelible. Original (erroneous) entries must be visible or accessible (e.g. audit trail for electronic records). Erasures and use of “white out” or any type of correction fluid **cannot** be used to correct a laboratory record. If a correction needs to be made, make a line through the incorrect record, then record the correct date, write your initials and date.

Corrected data, including the identity of the person changing the record and when the record was changed, must be accessible to audit. Avoid use of highlighters that can obscure the record.

This policy pertains to all departments in the Clinical Laboratory.
