**1.0 PRINCIPLE**

To state the process of issuing a corrected report in Transfusion Medicine in the absence of a computerized Transfusion Medicine Module.

**2.0 POLICY**

When an error is discovered with a transfusion medicine result(s), the lab will contact the appropriate nursing floor or physician to alert them of the error.

Result(s) will be corrected using the following procedure.

**3.0 PROCEDURE**

3.1Create the new report using a new requisition with the corrected result

3.2 Write “Previously reported as …” next to the result that has been corrected.

For example, if a patient blood type was incorrectly reported as O Positive but was later found to be O Negative, the corrected report would read “O Negative (Previously reported as O Positive)”

3.3 Write “CORRECTED REPORT” in red in the comment section of the requisition

3.4 If the patient is still admitted in the hospital:

3.4.1 A copy of the corrected report is delivered to the patient care unit to be attached to the original report in the patient chart.

3.4.3 Do not remove the original from the patient’s chart

3.5 If the patient has been discharged:

3.5.1 Contact Health Records and inform them that you will be forwarding them a corrected report.

3.5.2 Inform them they are not to delete the original.

3.6 Keep original back copy of incorrect report and staple it to the corrected report back copy

3.7 Contact the Clinical Lead or designate of any error with the potential to result in adverse consequences to a recipient such as an incorrect or incompatible blood product has been issued .

1. **REFERENCES**

4.1 AABB Standards

* 1. AABB Technical Manual
  2. IQMH
  3. CSTM, Standards for Hospital Transfusion Services
  4. CSA, Canadian Standards Association, Blood and Blood Components,
  5. IHL-OPS-III Results Reporting Policy
  6. IHL-TMD-I Situations Requiring Medical Consultation