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| Title: | Correction of Laboratory Records |
| Department/Service Line: | Laboratory |
| Approver(s): | CLIA Director |
| Location/Region/Division: | BSWH |
| Document Number: | BSWH.LAB.QM.400.P\_V1 |
| Last Review/Revision Date:  | See Signatures | Origination Date:  | 1/2017 |

# sCOPE

This document applies to the Baylor Scott & White (“BSWH”) Health Laboratories.

# DEFINITIONS

When used in this document with initial capital letter(s), the following word(s)/phrase(s) have the meaning(s) set forth below unless a different meaning is required by context. Additional defined terms may be found in the BSWH P&P Definitions document.

None.

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| policy |
| BSWH laboratories will ensure any changes to laboratory records will maintain the original entry. Correction of records will include the identity of the person changing the record and date of the change. The laboratory follows a written policy for the management and correction of laboratory records, including quality control data, temperature logs, and intermediate test results or worksheets. *Note: This policy does not pertain to the correction of patient reports.* |

# PROCEDURE

Laboratory records and changes to such records must be legible and indelible. Original (erroneous) entries must be visible (i.e. erasures, white and correction fluid are unacceptable) or accessible (e.g. audit trail for electronic records). Corrected data, including the identity of the person changing the record and when the record was changed, must be accessible to auditors.

**Correcting a laboratory record (manual forms/logs)**

1. Written records that must be corrected will have a single line through the incorrect entry.
2. The correct entry will be written on the form or log.
3. The person who made the correction will enter their initials and the date of the correction.

**Correcting a laboratory record (electronic records)**

1. Record revisions are marked by the electronic system as corrected.
2. Revisions are clearly identified including the original, erroneous result and the identity of the person making the correction.

# ATTACHMENTS

None.

# RELATED DOCUMENTS

None.

# REFERENCES

None.

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| Revision History |
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| **Version #** | **Effective Date** | **Description of Change** | **Revised By** | **Removed Date** |
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