

## Document Control Policy

Adopted: 5/1/15

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Reviewed by Medical Director	Date	Reviewed by Medical Director	Date
<i>JMBal MD</i>	<i>10/14/22</i>		

Revisions:


Lifespan Labs has defined a document control policy that assures that:

- copies of policies and procedures are current
- personnel have read the policies/procedures relevant to their job activities
- policies/procedures have been authorized by the laboratory director or designee before implementation
- policies and procedures are reviewed at bi-annually by the laboratory director or designee
- discontinued policies/procedures are quarantined in a separate file for a minimum of 2 years after the date of discontinuation

All policies/procedures and the location of additional copies of such policies/procedures are listed in a comprehensive excel spreadsheet and are updated to include dates of changes to any current procedures.

All technologists will initial any changes as needed to current procedures and this is documented along with the procedure manual on an annual basis.

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*Document control*

Forms used in the laboratory are stored with appropriate procedures and, if any changes are made to these existing forms, the new form is revised and placed along with the current procedure.

A listing of our current policies/procedures, forms, locations of binders/additional copies are available on the Pathology Shared (I) Drive in the Document Control folder which is accessible to all managers.