Policy Statement	The Department of Pathology has a standardized policy, process, and procedure for corrections, modifications and additions to laboratory results.
Purpose	This policy provides the approved format and guidelines for changes to Core Laboratory results. When it is necessary to correct, modify or make additions to results, a lab policy is in place to address the process.
Scope	This policy applies to testing personnel.
Responsibility	All associates are responsible for following the Laboratory Administration's Corrected Reports Policy without exception. In addition, testing personnel are also responsible for evaluating the results and taking appropriate remedial action.
Related Documents	• LADM 2200 Q Corrected Reports Policy • CORE 0000 QP Core Laboratory Quality Plan • CORE 6002 R Daily Result Review

Examples of Corrections

A change to any of the following items will lead to a corrected result report:

- Results
- Patient Demographics/ History
- Textual Comments
- Canned Comments
- Specimen Source

Protocol

1. The original result and/or pertinent information must remain on the patient record.
2. The addition, correction or modifications are entered.
3. The reason for the change must be entered.
4. All required notification of the change is made.
5. Documentation of the call and properly read back result is required.

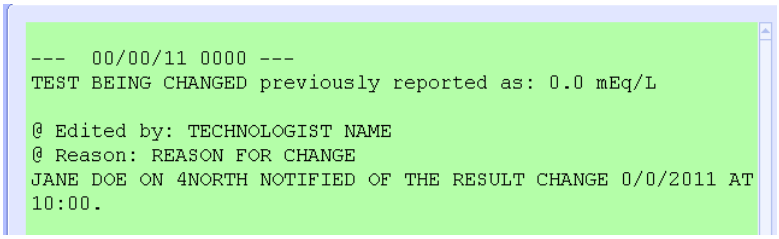
Procedure

When a report is corrected, the technologist must take the following action:

1. Replace the erroneous result in Meditech with the correct result.
2. A "pop-up" message will appear stating the following:
   [TEST] previously reported as: [RESULT]

   @Edited by: [Name of technologist currently logged in]
   @Reason:

3. The technologist must then enter the reason for the corrected result. The technologist must call the physician, nurse and/or pharmacist to verbally inform the individual of the corrected result, and the reason. The full name of the individual, credentials (ex. Dr, RN), and the time of the call must entered in Meditech in the same field as the reason.



4. Do not delete the "pop-up" message.
5. Failure to follow the procedure may lead to a negative patient outcome.

*Consult with the Charge Tech prior to changing quantitative results. Amendments are based on assay and degree of change.

Required Format

If Meditech does not automatically insert the language shown in procedure section number three, the report must clearly state the new result, the revisions that were made and the previous results. The original data must be readily available on the report. When multiple, sequential corrections are made Meditech records each occurrence sequentially.

Review of Corrected Reports

Corrected Reports are monitored daily by the Charge Technologist. See *CORE 6002 R Daily Result Review* for the procedure and criteria for review.