

DOCUMENTATION AND ERROR CORRECTION

- St. Joseph Medical Center Tacoma, WA St. Clare Hospital Lakewood, WA St. Elizabeth Hospital Enumclaw, WA
- St. Francis Hospital Federal Way, WA St. Anthony Hospital Gig Harbor, WA PSC

PURPOSE

To describe appropriate documentation and error correction on forms and other documents throughout the laboratories at Franciscan Health System.

BACKGROUND

Appropriate, accurate documentation is vital to laboratory quality. Documentation must be legible, and errors must be corrected so as to enable the reader to see what error was made and how it was corrected. This is mandated by CLIA, CAP, AABB, TJC, and the Department of Health.

GENERAL PRINCIPLES

- All official documentation must be done with blue or black ink. Red ink is allowable only for error correction or review. Pencil or other colored inks are not allowed. The only exception is while processing outpatient requisitions to document the contents of the sample bag. The green ink serves to differentiate lab markings from client markings.
- Documentation must be legible. Write neatly so that others can see what has been done.
- If blank spaces are not applicable, "n/a" must be clearly written – do not leave the space blank.
- Do not place arrows, quotation marks, or other marks in blank spaces. The appropriate information must be written in its entirety. Examples:

Incorrect					Correct				
Date	Lot #	QC in (Y/N)	Corrective Action	Tech ID	Date	Lot #	QC in (Y/N)	Corrective Action	Tech ID
1/1/13	141785	Y	 	C58	1/1/13	141785	Y	n/a	C58
1/2/13	"	"		C58	1/2/13	141785	Y	n/a	C58
1/3/13	↓	Y	yes	C58	1/3/13	141785	N	See Lookback Form	C58
1/4/13	↓	Y		C58	1/4/13	141785	Y	n/a	C58

- Errors must be corrected in the following fashion: A single line through the error, with the date and tech ID noted alongside the error. If something needs to be inserted, a caret should be placed, the information added and the date and tech ID should be noted next to the added information. See examples below.

1/4/13, C58
 Reviewed ~~1/4/12~~ 1/4/13

Reviewed 1/4/13, QC not in[^], 1/4/13, C58 lookback done.

- White out or other obliteration (i.e. scribbling over the error or blacking out the error) are not allowed.

DOCUMENT APPROVAL Purpose of Document / Reason for Change:

No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.

<p>Committee Approval Date</p>	<p><input type="checkbox"/> Date: <input type="checkbox"/> N/A – revision of department-specific document which is used at only one facility</p>	<p>Medical Director Approval (Electronic Signature)</p>	<p> 9/24/13</p>
---------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------