#### Correcting Analytical Results in the LIS

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| Purpose | The laboratory must perform credits and cancellations of lab tests to:* Ensure accurate billing of lab tests
* Ensure accurate documentation of procedures related to lab testing
* Ensure patient’s electronic medical records are updated with the current specimen status
* Prevent improper deletion of results in the LIS and eHR
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| Background | * The EPIC eHR is used by physician and nursing staff to place laboratory orders
* Credits to laboratory orders are completed using the LIS credit modes Remove Result or Retain Result in a prescribed manner
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| Procedure A | When tests are partially resulted, follow the steps below to correct analytic results that have been filed/reported in the LIS

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| If ... | Then ... |
| Tests are partially resulted but* specimen is found to be unsatisfactory (i.e. hemogram on CBC is filed but specimen is found to be compromised)
* test result(s) found to be inaccurate
 | * in Sunquest ALAB, function MEM, enter M-ACC# to enter the modify mode
* modify the completed tests by replacing the erroneous results with the ETC "CORE" (corrected result) followed by the appropriate ETC explaining the reason for the correction (i.e. CORE-CLOT)
* check that the corrected report comment "corrected report, previously reported as…." is attached to the result
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| Procedure A, cont |

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| If ... | Then ... |
|  | * check that any pertinent

calculations are correct (calculations don't work in modify mode), such as attached comments or the performing lab comment* result pending tests using Function MEM (enter M-ACC# to enter the modify

mode) and use the approved 3 ETC’s (disposition, why, action) for cancellation (DO NOT FREE TEXT)* leave responses as is in Misys if RESOE is present
* credit test using the Sunquest credit mode (Retain Result)
* notify RN that specimen and/or test(s) were found to unacceptable
* follow the laboratory recollection process and complete the recollection form to recollect the specimen if necessary
* document incident on hand off communication log and inform the appropriate Supervisor
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| Procedure B | When tests are completely resulted, follow the steps below to correct analytic results that have been filed/reported in the LIS

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| If ... | Then ... |
| Analysis is complete and tests fully resulted but * specimen is found to be unsatisfactory (incorrect draw, interfering substances)
* test result(s) found to be inaccurate
 | * in Sunquest ALAB, function MEM, enter M-ACC# to enter the modify mode
* modify the completed tests by replacing the erroneous results with the ETC "CORE" (corrected result) and append an appropriate ETC explaining the reason for the correction (i.e. CORE-CLOT)
* check that any pertinent calculations are correct (calculations don't work in modify mode), such as attached comments or the performing lab comment
* check that the corrected report comment "corrected report, previously reported as…." is attached to the result
* leave responses as is in Misys if RESOE is present
* credit test using the Sunquest credit mode (Retain Result)
* notify RN that specimen and/or test(s) were found to unacceptable
* look for additional orders and follow the laboratory recollection process and complete the recollection form to recollect the specimen
* document incident on hand off communication log and inform the appropriate Supervisor
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| Procedure C | When tests are completely resulted and nurse/clinician requests test cancellation, follow the steps below to correct analytic results that have been filed/reported in the LIS

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| If ... | Then ... |
| analysis is complete; specimen is OK but nurse or clinician wants to cancel the order | * nursing must call lab to request to cancel any test that is completed in Sunquest (final results in EPIC eHr )
* do not modify or correct reported results in Sunquest
* Inform the appropriate Supervisor of the incident and document on the hand off communication log
* Once notified, the appropriate Supervisor will take the appropriate steps necessary to address the incident
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| RelatedDocuments | * Laboratory Specimen Recollection Form
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| Related Procedures | * Crediting of Orders in Sunquest LIS
* Canceling Inpatient Test Orders
* Criteria for Rejection of Unacceptable Specimens
* Quality Assurance of Patient Results
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