

UW Medicine  
Department of Laboratory Medicine

### **Administrative Policies and Operational Procedures**

Title: Correction of Laboratory Records  
Department: Administration Policy  
Subject: Laboratory Records  
Policy Number: 100.059.001  
Effective Date: July 17<sup>th</sup>, 2017

**Policy:**

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 audit.

This policy applies to laboratory records, including quality control data, temperature logs, and intermediate test results or worksheets. It does not apply to changes to patient reports (Refer to Correcting Reported Results Policy <http://depts.washington.edu/lmstaff/admin/correct.pdf>)

Any records of corrections to laboratory records are kept in the division responsible for that area of testing.

**Reference:**

College of American Pathologists (CAP) Laboratory General Checklist

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