## TITLE: Correcting Results - Soft

## PRINCIPLE:

Amending results allows the technologists or supervisor to correct data input errors in the laboratory Information System and have those results flagged as “Edited” with an “E” symbol in the test status, and an indication that the result has been corrected on the printed report.

**PERSONNEL:**

###### All Laboratory Staff

## STEPWISE PROCEDURE:

1. Login to the Soft LabMic Module, if not already logged in.
2. Click on the Resulting Worklist icon , or from the main toolbar select Results, then Resulting Worklist. You can also select Result Entry.
3. Enter the order number in the search criteria field, then select Next.
4. Enter the correct result for the test(s) that need to be changed in the result field.
5. Once corrected, the system will prompt you to enter a result change reason for the test(s). You may select from the canned messages, or you may free text. Select OK when finished.
6. Click on Save  in the upper toolbar when finished. The system will ask you to confirm the changes you made to the order. Select the corresponding answer.
7. The system will display a window showing the test, previous result, and current result. If correct, select OK.
8. The result will now display in Soft with an uppercase “E” in the order status, indicating the result has been edited. The printed report will also indicate that the test has a corrected result, and provide the previous result with date, time, and who reported it.
9. Notify the caregiver of the correction and document in Soft with read back documentation.
10. You can view previous values on a corrected result in multiple areas of the application:

Resulting Worklist Patient Pane

* 1. Click the Comment(s) button 
  2. The Comments tab will display the test name, result, tech, and when it was verified, as well as indicate that it is a corrected result, and include the previously reported information.

Resulting Worklist Results Pane

1. Highlight the test by single clicking it, then select the Comment button 
2. The Result comments box will open, select the History tab. The corrected result comment will display, which will include the previously reported result with date, time, and who it was reported by.

Lab Results Query

1. Double click the Lab Results Query icon, or in the main toolbar, select Query, then Lab Results Query.
2. Enter the search criteria for your patient, then select Query. The patient’s name will display with their visit history showing below. Select the appropriate visit, then the order in which you need to view.
3. The test will display in the pane to the right. Select the “+” next to the test. The comment indicating it is a corrected result, as well as what, when, and by whom it was previously reported will display.