## TITLE: MANAGEMENT REPORT REVIEW

To ensure all ordered tests have been received into the lab, run and reported correctly; there are management reports that are reviewed daily and any outstanding requests are resolved

**These logs are:**

1. Pending Logs are printed daily at 6:00 a.m., 2:00 p.m., 10:30 p.m and as needed.
2. All Management Reports can be reviewed in SOFTBANK under:

MANAGEMENT-> BLOOD BANK LOG-> RELEASE

And

MANAGEMENT->EXCEPTION REPORT-> RELEASE

1. All Product Logs are printed at 4:05 a.m.

All Management and Result Logs are reviewed by the Senior Technologist or designee on the following work day.

Product Logs are picked up by Versiti the next time they make a delivery.

Other Management Reports with information are kept for 2 years.

**REFERENCE:**

College of American Pathologists Transfusion Medicine Checklist