

# Memo – Lab Documentation & Written Records

**To:** All Core Lab Technologists

**From:** Taneisha Wallace, Core Lab Manager

**CC:** Wendell McMillan, Director of Lab Operations

**Date:** 3/10/2024

Good Day Core Lab Team!

As we are a healthcare organization, the integrity of our records is of paramount importance. Thus, all documentation must be neat and legible and we must be able to clearly see and track all documentation and changes. This may have legal repercussions in some cases and is also a requirement for CAP/CLIA. To make corrections to any log or document, please follow the steps below:

1. Put a single line straight through the error. Be sure to keep the original data legible.
2. Initial next to the strikethrough.
3. Legibly write the correct information next to the erroneous one if space permits.
4. Initial next to the correction.
5. Alternatively, if there is not enough space to legibly document the correct information next to the initial one, you may number the error and neatly document the correct information on the bottom of the page or on the back of the log/document.

**Please also note that the use of correction fluid on any laboratory log, form or other documentation is strictly prohibited.**

Please review SOP titled “Document Control” for further information. As always, please don’t hesitate to let me know if you have any questions or concerns.

Thank you for all you do, every day!