26-Specimen Reporting

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ANNUAL REVIEW:

REVIEWED	Sanford N. Bandy, M.D	July-17-2025
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SUPERSEDES: Procedure titled _____

Purpose:

To ensure proper reporting of results

Scope:

Applies to all laboratory personnel

Definitions:

N/A

Health and Safety:

N/A

Policy:

The laboratory report must provide useful clinical data. Data must be legible, accurate, reported in clearly designated units of measurement, and promptly reported to persons authorized by law to receive and use medical information. Reference intervals and normal ranges must be readily available on the report.

Procedure:

All Patient reports, paper or electronic, include the following:

1. Name, address, and phone number of testing lab

2. Patient name and ID number (Accessioning ID)

3. Name of Physician or legally authorized person ordering the test

4. Date and time of specimen collection

5. Date and time of specimen receipt into the lab

6. Date released

7. Time of report release

8. Specimen source

9. Test results and units of measure

10. Reference Intervals

11. Conditions of specimen that may limit testing capability

Any errors in reporting are immediately corrected. Call the ordering physician and issue a corrective report.

All revised reports are identified as such.

Both revised and original results are kept and designated as such.

In the event that a test result indicates an imminent life-threatening condition, or a panic or critical value is detected, the lab will immediately notify the authorized physician/entity requesting the test. Details of who call, who was called, the time and call back information on the test reports are maintained in a manner that permits accurate traceability, ready identification, and rapid accessibility.

References

CAP all common checklist 2023
COLA accreditation manual 2022