



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Laboratory and Blood Bank		
Document:	Department Policy Procedure		
Title:	Written Description for the Format and Contents of Laboratory Reports		
Applies To:	All Laboratory and Blood Bank Staff		
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1. PURPOSE:

- 1.1 The quality of written or CAREWARE reports presented by working professionals is invariably one of the criteria used in performance evaluations, making the ability to write a good, professional-quality report is an essential and marketable skill.

2. DEFINITONS:

N/A

3. POLICY:

- 3.1 It describes the structure of a good laboratory report, outlines the different sections of the report, and explains the need for each of them. It also introduces some standard conventions and rules for writing reports of professional quality.

4. PROCEDURE:

- 4.1 While there is no single perfect format, there are several very good approaches that are similar to one another in most respects. By using CAREWARE system or a standardized format, the laboratory can ensure that the final report is complete and that the treating physicians who have different interests and needs can access the information they seek from the report with a minimum of effort. The use of a standard format also cuts down on the time required to write a report. The essential elements of a laboratory report includes:
 - 4.1.1 Identification of the testing laboratory (Maternity and Children Hospital, Laboratory and Blood Bank);
 - 4.1.2 Patient Identification (Full name, ID, Medical Record Number)
 - 4.1.3 Date and time of ordering the tests;
 - 4.1.4 Date and time of specimen collection and the type and source of specimen;
 - 4.1.5 Reporting date and time;
 - 4.1.6 Test results and reference intervals / range;
 - 4.1.7 Conditions of specimen that may limit adequacy of testing;
 - 4.1.8 Identification of the authorized person releasing the report.
- 4.2 Most reports are ordered throw CAREWARE system which contains all essential elements of a laboratory report.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Head of laboratory

6.2 Head of the department

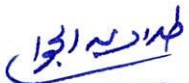
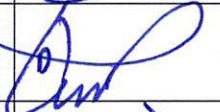

7. APPENDICES:

N/A

8. REFERENCES:

8.1 Kingdom of Saudi Arabia, King Khaled General Hospital

9. APPROVALS:

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