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| Department: | Laboratory and Blood Bank | | |
| Document: | Multidisciplinary Policy and Procedure | | |
| Title: | Amending / Correcting Reported Results | | |
| Applies To: | All Laboratory, Blood Bank Staff and Nursing Staff | | |
| Preparation Date: | January 12, 2025 | Index No: | LB-MPP-185 |
| Approval Date: | January 26, 2025 | Version: | 2 |
| Effective Date: | February 26, 2025 | Replacement No.: | LB-MPP-185(1) |
| Review Date: | February 26, 2028 | No. of Pages: | 04 |

1. PURPOSE:

- 1.1 Corrected or amended report means changes to any part of the patient's results. When a laboratory report must be corrected and the amended results are sent to the ordering physician, questions may be raised regarding the quality of the laboratory work, the proper operation of the instrumentation involved the competency of the testing staff and whether the laboratory director or the technical consultants / supervisor were fulfilling their oversight responsibility.

2. DEFINITONS:

- 2.1 Report corrections and amendments: Corrected or amended report means changes to patient results, accompanying reference intervals and interpretations, or patient identifiers, but not to minor typographical errors of no consequence.

3. POLICY:

- 3.1 When a laboratory report must be corrected and the amended results are sent to the ordering physician. All revised reports of previously reported, incorrect patient results are identified as revised, and both the revised and original data are clearly identified as such.

4. PROCEDURE:

4.1 Definitions of report corrections and amendments:

Corrected or amended report means changes to patient results, accompanying reference intervals and interpretations, or patient identifiers, but not to minor typographical errors of no consequence.

4.2 Format of the corrected or Amended report: "Correction/Amendment Entry".

- 4.2.1 Accession number of case to be amended
- 4.2.2 Corrected / Amended entry : Choose amendment type
- 4.2.3 Reason for amended report: To complete the result correction, a valid reason for the correction must be indicated in order to finalize the corrected report.
- 4.2.4 Original /un-amended entry.
- 4.2.5 Add comment Example: Received phone call and written notice if specimen submitted under incorrect patient name.
- 4.2.6 Name of original sign-out pathologist.
- 4.2.7 Name of amended-report pathologist.
- 4.2.8 Date/time of amended report sign-out.

4.3 Requirements to include the previous result in the corrected report:

All revised reports of previously reported, incorrect patient results are identified as revised, and both the revised and original data are clearly identified as such. As clinical decisions or actions may have been based on the previous report, it is important to replicate previous information (test results, interpretations, reference intervals) for comparison with the revised or amended information. The previous and the revised information must be identified as such and the original data must be presented in the revised report. When there are multiple sequential corrections of a previously reported result, it is considered inappropriate to note only

the last correction made, as clinician has made the clinical decision based upon the erroneous data rather than the "true result". All corrections should be referenced in the patient report.

4.4 Notification of client/customer (ordering Physician):

- 4.4.1 Amended reports / corrected reports need to notify to treating physician, to avoid erroneous management based on the original report
- 4.4.2 Documentation of conversation with clinician (as appropriate).
- 4.4.3 Time and date of conversation
- 4.4.4 Transcription (if any): Write a comment on result. "This is a corrected / Amended report, previously reported as phoned to ordering physician (first and last name) or in-charge nurse (first and last name) @Hrs". "Read Back" is confirmed and documented.
- 4.4.5 Application of general reporting requirements: The surgical pathology report (SPR) is an essential part of patient care because it documents the pathological findings in tissues removed from patients for diagnostic or therapeutic reasons.
- 4.4.6 Result amendment authority is given to authorized persons

5. MATERIAL AND EQUIPMENT:

- 5.1 Amending / Correcting result form

6. RESPONSIBILITIES:

- 6.1 Laboratory Director
- 6.2 Chief Medical Technologist
- 6.3 Laboratory Quality assurance officer
- 6.4 Sectional specialists/supervisors
- 6.5 Nursing staff

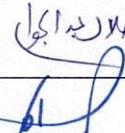
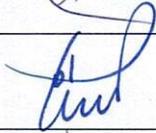
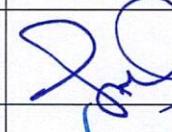
7. APPENDICES:

- 7.1 Amended report / corrected report form

8. REFERENCES:

- 8.1 Role of Informatics in Patient Safety and Quality Assurance, Raouf E. Nakhleh, MD, Surgical Pathology Clinics, September 2015, Page 306.
- 8.2 Irwin Rothenberg MBA, MS, MT (ASCP), July 3, 2014.

9. APPROVALS:

| | Name | Title | Signature | Date |
|---------------------|-------------------------------|------------------------------------|---|------------------|
| Prepared by: | Dr. Talal Abdalgawad | Clinical Pathologist |  | January 12, 2025 |
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| Reviewed by: | Ms. Noora Melfi Alanizi | Laboratory & Blood Bank Director |  | January 14, 2025 |
| Reviewed by: | Mr. Sabha Turayghib AlHarbi | Nursing Director |  | January 15, 2025 |
| Reviewed by: | Mr. Abdulelah Ayed Al Mutairi | QM&PS Director |  | January 16, 2025 |
| Reviewed by: | Dr. Tamer Mohamed Naguib | Medical Director |  | January 19, 2025 |
| Approved by: | Mr. Fahad Hazam Alshammari | Hospital Director |  | January 26, 2025 |

Appendix 7.1 Amended report / corrected report form

Kingdom of Saudi Arabia
Hafar Al Batin Health Cluster
Maternity and Children Hospital



المملكة العربية السعودية
التجمع الصحي بحفر الباطن
مستشفى الولادة والأطفال

CORRECTION/AMENDMENT ENTRY

Patient Information:

Medical Record Number: Date of Result Releasing:

Patient Name: Date of Sample Receiving:

Amendment Type: Physician Name:

Action:

Reason for Amended Report:

Receiving Person:

Amended Final Result:

Comment:

Name of Responsible Person:

Date/ Time of Amended Report:

Supervisor of Review: Date:

Head of Department: Date: