


<b>Name of Policy:</b> Report Format/Content Review  <b>Policy Number:</b> 3364-107-121  <b>Approving Officer:</b> Medical Director, Clinical Pathology  <b>Responsible Agent:</b> Director, Clinical Pathology Administrative Director, Lab  <b>Scope:</b> Pathology Laboratory University of Toledo Medical Center		 <b>Effective date:</b> 01/04/2025  <b>Original effective date:</b> 03/11/2011	
Key words: Reports review, report format, Epic Beaker, HCLL and ARUP, medical director			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

A sampling of test results must be assessed every two years as well as during the implementation of a new report format, a new test or new reporting mechanism, or a system change.

(B) Purpose of policy

The laboratory director reviews and approves, at least every two years, the content and format of the laboratory patient reports to ensure that they effectively communicate the patient test results and meet the needs of the hospital and medical staff.

(C) Procedure

1. Reports from each interface and its corresponding report from Epic Beaker are printed.
2. Reports from HCLL and ARUP are also printed.
3. These reports are reviewed by the medical director and signed off as acceptable or unacceptable. Anything unacceptable is corrected.
4. A reports review will also occur at the time of implementation of a new report format, a new test or new reporting mechanism, or at the time of a major system change.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p>1/10/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>OP-19</i></li></ul> <p>Initial effective date: 03/11/2011</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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