

**SUNY DOWNSTATE MEDICAL CENTER  
UNIVERSITY HOSPITAL OF BROOKLYN  
POLICY AND PROCEDURE**

<b>Subject:</b> <u>System for Detection of Data</u> <u>Transferring/Transcription Errors</u> <u>In Laboratory Information System</u> <u>(LIS)</u>	<b>No:</b> <u>LAB- 8</u>
	<b>Page:</b> <u>1</u> of <u>1</u>
	<b>Original Issue Date:</b> <u>01/02</u>
	<b>Supersedes:</b> <u>01/09</u>
	<b>Review Date:</b> <u>02/10</u>
<b>Prepared by:</b> <u>Dynesdal Wint, MS</u> <i>[Signature]</i>	<b>The CAP Standards:</b> _____
<b>Reviewed by:</b> <u>Maria I. Mendez, MA</u> <i>[Signature]</i> <u>Alix R. Laguerre, MS</u> <i>[Signature]</i>	
<b>Approved by:</b> <u>Peter J. Nowanitz, MD</u> <i>[Signature]</i>	
	<b>Issued by:</b> <u>Pathology</u>

**POLICY:**

To detect and correct data transferring errors generated from automated instruments and/or data transcription errors from manual workstations in the Laboratory Information System.

**PROCEDURE:**

1. Periodically, the supervisor or assistant supervisor for each laboratory will review results entered into the Laboratory Information System as defined in the laboratory section policy.  
**(See each laboratory policy and procedure)**
2. The selection of results to be reviewed will be made on a random basis as per laboratory section.
3. The results written on the worksheet for each manual workstation will be reviewed and compared with the results verified in the LIS system for data transcription errors.
4. The results printed from each instrument will be reviewed and compared with the results verified in the LIS system for data transferring errors.
5. The supervisor or assistant supervisor for each laboratory will verify the reviewed results by initiating the worksheets and instrument printouts.
6. Discrepancies will be documented in an Investigation Report.
7. A copy of all Investigation Report will be sent to the laboratory QA/PI committee.
8. A new corrected report will be generated and forwarded to the patient's chart immediately.
9. All other areas of reporting will be notified.
10. The patient's cumulative report will show the **corrected** result.
11. The physician in charge will be notified of the corrective action.