

PPHRL-R&D /PRR/L2-018		<b>Procedure For Release of Results (PRR)</b>	 Primary & Secondary Healthcare Department
Issue on	DD-MM-YYYY		
Revision	00		
Curator	PPHRL, P&SHD		
Approved By	IRB, P&SHD		

## 1. Purpose

This procedure defines the mechanism for release of test results of results of each examination accurately, clearly, unambiguously.

## 2. Scope

The procedure covers the requirements of Reporting of Results at the Lab.

### Primary Sample Details:

The Lab will withdraw the sample at Reception Section. Guidelines mentioned in Primary Sample Collection Manual (PSCM) will be followed by the staff while taking sample.

Following information will be recorded

- Test Receipt ID
- Test Requested & recommended (physician details)
- Examination Procedure
- Type and volume of Sample
- Phlebotomist information.
- Storage details.

Incase case sample is received at reception; the staff at reception section will record information.

- Condition of sample (appropriate or not);
- In-case the sample is not appropriate and not suitable for examination may only be received (in-case of emergency) after written statement of the physician or requester. The format for this undertaking/statement by the Director Lab is approved. Sample Condition Undertaking
- Details of emergency will be recorded by the lab.
- The concerned section will take approval for examination performance in case the sample is not suitable for test by providing all necessary documentation (physician/requester written request, type of emergency and Sample Collection).
- Lab will submit a copy of this information to QM which will be maintained in Box File: Critical Sample Information

## 3. Results Details:

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- Lab will record all the intermediate results in this section along with final results which will be communicated to the requester.
- Test method used, units, etc.
- If an interim report is issued, the result of this report will also be recorded. Lab will have to share the final results in continuation with initial interim report.
- Test performer, review and verification personnel details.
- Approval to release the results by the Head of the concerned section.

#### 4. **Critical Results:**

- In case a sample is not suitable to perform examination, the result may be compromised. Lab will perform following measures:
  - Mentioning of sample condition on the test report
  - Quality Manager will send the sample to a referral lab for further verification only if the lab has signed an agreement with one or more referral labs for that test under the requirements of clause 4.5.
  - The lab staff will record the result in the critical section and also record the referral lab results in this section.
  - HoD of the Lab / Quality Manager will review the results; final result will be approved and recorded in this section. Same result will be shared to the requester on test report.

#### 5. **Counselling of patient**

Lab has established a counseling cell. HoD of the section or Quality Manager will responsible to conduct a counselling session with the patient in following situations:

- When a sample is drawn at Reception Section, concerned officer will share the process of sampling.
- Sharing the result related to. certain genetic or infectious disease examinations.
- Results with serious implications

#### 6. **Related Documents**

- Intermediate Test Result Sheet