1. **Purpose**

   This procedure defines the mechanism for reporting of results of each examination accurately, clearly, unambiguously. The lab will produce the results in accordance with the examination procedures.

   The laboratory has defined specific format for reporting of results and provide the reports through both mediums i.e. electronic or paper.

2. **Scope**

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

3. **Procedure**

   **Attributes Mandatory for Reporting of Results.**

   The lab must have to provide following information on test reports:

   - The sample quality/clinical interpretation will be mentioned on the test report.
   - Lab has defined the sample suitability criteria in Primary Sample Collection Manual (PSCM). Guidelines mentioned in the PSCM will be followed for acceptance/rejection of sample. Written permission by the physician/requested will be taken in case of emergency.
   - Lab will mention critical results for further examination/investigation (where required).
   - Interpretive comments of the test results will be mentioned in-case any further investigation.

   **Report content**

   All the result will be issued through a test reports (soft/hard) verified by HoD of the section. Lab test report should address the clause 4.1 (a-d) along with following contents.

- a clear, unambiguous identification of the examination including, where appropriate, the examination procedure;
- the identification of the laboratory that issued the report;
- identification of all examinations that have been performed by a referral laboratory;

- patient identification and patient location on each page;
- name or other unique identifier of the requester and the requester's contact details;
- date and time of primary sample collection;
- type of primary sample;
- measurement procedure, where required/appropriate;
- examination results reported in SI units, units traceable to SI units, or other applicable units;
- biological reference intervals, clinical decision values, or diagrams/nomograms supporting clinical decision values, where applicable;
- interpretation of results, where appropriate;
- other comments such as cautionary or explanatory notes (e.g. quality or adequacy of the primary sample which may have compromised the result, results/interpretations from referral laboratories, use of developmental procedure);
- identification of examinations undertaken as part of a research or development programme and for which no specific claims on measurement performance are available;
- identification of the person(s) reviewing the results and authorizing the release of the report;
- date of the report, and time of release.
- page number to total number of pages (e.g. "Page 1 of 2", "Page 2 of 2", etc.)

## 4. Related Documents

- Test Report Approved Format