



# Records Done Right

Create it at the time. Correct it so the original can still be read. Make it traceable to you.

INFOGRAPHIC IG-15  
Source: LAB-QM-007  
Version V0 — DRAFT

## 1 · CREATE IT RIGHT — §5.3

- Create the record **at the time the activity is performed**, or as soon as practicable after.
- **Never complete a record in advance**, and never reconstruct one unless authorized and documented.
- Entries must be **complete, accurate, legible** and readily understandable. Leave no blank field where information is required.
- Every record identifies: **title, date, time, process, equipment ID, specimen ID, personnel ID, location**, and its unique record number.

## 2 · MAKE IT TRACEABLE — §5.5

- The system must show **who** performed a critical step — and **when, where and why**.
- Specimen labels carry the collector's **initials + staff/badge ID**.
- Worksheets record **who performed the procedure** and the times received and completed.
- LIS entries are attributable to the staff member who made them — the name/ID of whoever entered a result must be identifiable.

**FIVE RECORD FAMILIES (§5.2):** Quality · Technical · Operational · Personnel · Administrative — all controlled under this policy.

**STORE & DISPOSE (§5.8, §5.10–§5.12):** protect records from fire, water, humidity, pests and unauthorized removal; access for authorized personnel only. Retention periods are owned by LAB-QM-POST-004 (see IG-13). Dispose only after the period ends **AND** with the CMT/LQM's written authorization on F-QM-002-A-V0 — by secure shredding, incineration, or permanent electronic deletion.

## 3 · CORRECT IT RIGHT — §5.4 (PAPER RECORDS)

- 1 With a dark ink pen, draw a **single line** through the wrong entry — it must stay fully legible.
- 2 Write the correct entry **next to, above, or below** the wrong one.
- 3 Put your **initials** near the correction.
- 4 Put the **date** near your initials. (State the reason when appropriate.)
- 5 Return the corrected record to its proper location. Correct errors **as soon as they are discovered**.

The policy's own example: ~~Negative~~ **Positive** RC 15-06-2026

### NEVER

Obliterate, write over, tape over, or hide an entry with correction fluid/tape. **Never discard the original record.** Anything that makes the original unreadable is prohibited.

**RELEASED REPORTS ARE DIFFERENT:** §5.4 covers paper records only. Correcting a released patient report follows **LAB-QM-POST-001**.