Serology Administrative Review Checklist

Case #: _____

REPORT

_____ All key information included in report?

_____ Report accounts for all evidence examined?

_____ Correct punctuation, spelling, and grammar in the report?

_____ Accurate transfer of data and conclusions from the notes to the report?

_____ Correct laboratory case number, agency, agency case number, and victim and
          subject names on the report?

_____ Disposition statement accurate?

_____ Signatures of the analyst, technical and admin reviewer, and dates on the report?

_____ Service provided responsive to the request for analysis?

CASE NOTES

_____ Most current forms used?

_____ Summary sheet completed by analyst and tech reviewer?

_____ Page numbers, lab case number, initials and date on all pages?

_____ Photographs properly marked?

_____ All cross-outs initialed and dated with one single line?

_____ Proper note correction technique?

_____ Case number on all administrative document pages?

Admin Reviewer: _____   Date: _____

Title:	SER: Serology Administrative Review Checklist		
Approved by:	Quality Manager	Qualtrax Revision No: 1	Page 1 of 1
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