

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?
- _____ Proper note correction technique?
- _____ Case number on all administrative document pages?

Admin Reviewer: _____ Date: _____