

## AQR: Administrative Review of Case Records

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### **Administrative review**

*Administrative review* is conducted in order to ensure the completeness and correctness of the report. Administrative reviews will be conducted on all cases prior to the release of the report.

Administrative review is conducted by someone other than the author of the laboratory report.

For Toxicology reports: If the Administrative Reviewer has performed work on the case, the Technical Reviewer will also administratively review the case.

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## AQR: Administrative Review of Case Records, Continued

### Administrative review process

This table gives the general process for administrative review of case documentation.

Stage	Description
1	The case record is given to the administrative reviewer.
2	<p>The reviewer should look at such issues as:</p> <ul style="list-style-type: none"><li>• correct laboratory case number, agency, agency case number, and victim and subject names on the report</li><li>• correct punctuation, spelling, and grammar in the report</li><li>• signature of the analyst and the date on the report</li><li>• signature of the technical reviewer and the date on the report</li><li>• initials of the technical reviewer, the date, and pages reviewed on the summary page or first page of the notes</li><li>• administrative documents listed on the summary page or first page of notes</li><li>• accurate transfer of data and conclusions from the notes to the report</li><li>• all key information included in report</li><li>• accurate information on summary of evidence submissions</li><li>• proper note correction technique</li><li>• proper page numbering and analyst initials on all pages</li><li>• case number identifier on all pages</li><li>• photographs properly marked</li><li>• service provided responsive to the request for analysis</li></ul>
3	The reviewer notes any necessary corrections and the file is returned to the analyst.
4	The corrected file is returned to the reviewer with the reviewer's original notes for verification of the corrections.
5	If all is in order, the reviewer records the completion of the administrative review in the case management system and the report is printed with signatures and released. The date of the administrative review is considered the issue date.
6	The case file is routed to the appropriate location.

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