

## **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: \_\_\_\_\_