Reviewing Results Policy

Document Details		
Title		Reviewing Results
Main points		Patient clinical results and how to review them
Who is the document aimed at?		All staff
Author		
Approval process		
Approved by (Clinician/Manager)		EMT
Most recent approval date		December 2021
Category		Clinical administration
Sub Category		Test results
Next review date		January 2024
Distribution		
Who the policy will be distributed to		All staff
Document Links		
Required by CQC		
Other		
Amendments History		
No	Date	Amendment
1		
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Protocol

Results should be reviewed on the day that they are received. To access results, go to workflow manager, select lab reports and select to filter by unfiled results. All results should be filed with a comment as selected from the dropdown list.

For results that require an action, please select the task box and send a message to the appropriate staff member.

1. For further tests, an appointment with a doctor, nurse or HCA – task 'reception'

They will contact the patient and arrange the follow-up. Please give a brief explanation of why the follow-up is needed. You will need to request any blood tests needed via the online ordering system. If you can't access this, please document the bloods needed in the consultation record. A line in the notes to explain why the patient has been called back is always useful.

2. Cholesterol results-

If the test has been done as part of the over 40s health check or new patient screen, task 'HCA' and they will complete a primary prevention risk score and arrange follow-up as needed

- if the test has been done prior to an annual review for a chronic illness, the result should be reviewed routinely at the review appointment and no action is needed
- in other circumstances follow-up can be made as above based on clinical judgement

You can check if any follow-up appointment has already been made by accessing the appointment screen, and selecting 'patient appointments'.

3. If a patient has a follow-up appointment already booked but the result is significant, please send a task to the relevant doctor or nurse to highlight the result. This will reduce the risk of missed results, particularly if the patient does not attend the follow-up appointment.