



16 TURNAROUND TIMES AND REPORTING

16.3 Reporting of Results

16.5.1 Electronic and hard copies of reports

Results are available electronically to approved staff from the pathology computer system either via Meditech EMR or ICE reporting system.

For senders not on ICE or Meditech, copies of reports are sent to the requesting clinician.

For GP requests, results are available electronically to approved staff via the ICE reporting system and also EMIS systems.

Additional copies of reports can be issued upon request (usually by means of the request form) to specific consultants or approved locations.

16.5.2 Telephoned Reports

Where possible **this is avoided** because of the potential for mistakes, and generally reports can be accessed from the Pathology Computer System or a hard copy can be printed in the department at short notice for collection.

Where this is not possible, one of the Consultants will read the completed and authorised report to the requesting doctor. If the doctor is not immediately familiar, then they should provide their telephone/bleep number. This will be checked before the result can be telephoned back to them. Patient identity is confirmed by name, date of birth, address and hospital number. Reports will only be made to a doctor involved in the patients care.

In the unlikely event of an urgent clinical situation arising where a Consultant is not available, the Laboratory manager may provide the required result, following the above rules.

If any doubts arise regarding the suitability of issuing a report in this way or uncertainty to the identity of the requester, the report will not be given.

16.5.3 Emailed Reports

In some circumstances PDF copies of reports can be emailed to secure NHS email accounts. Please contact the medical secretaries to discuss receiving a report via email.

If any doubts arise regarding the suitability of issuing a report in this way or uncertainty to the identity of the requester, the report will not be given.

15.6.4 Faxed Reports

In exceptional circumstances where the Pathology Computer System cannot be accessed, a hard copy of the report cannot be obtained and a verbal report will not suffice, then a fax may be sent.

15.6.5 Urgent Reports

In some circumstances a report may be required urgently. In these cases the request form must be marked "**URGENT**" and with a contact name and telephone/bleep number. You will need to carefully discriminate between routine and genuinely urgent cases. The latter disrupt normal laboratory practice with significant knock-on effects for other specimens. For urgent requests submit an extension/bleep number for reply.

In exceptional circumstances, for some cases, it is possible to obtain results on the same day as sampling. Such requests **must be discussed beforehand** with one of the Consultant Cellular Pathologists.