

	DOCUMENT NAME	DOCUMENT NUMBER
	CHECKLIST – REVIEWING DIAGNOSTIC INVESTIGATION RESULTS	
VERSION	1	
COMPILED BY		DATE 07/2025
AUTHORIZED BY		
NEXT REVISION DATE		07/2027

To comply with this requirement, your practice should implement a clear **review process for diagnostic investigation results**, with evidence that results have been **acknowledged and acted upon by the doctor**. Here's how to approach this practically and systematically:

Checklist for Reviewing Diagnostic Investigation Results

Objective: Verify that the doctor has reviewed and acknowledged diagnostic results in user health records from the previous three months.

What to Audit in Each User Health Record (Select 3)

For each selected patient file:

#	Review Item	Verified (Yes/No)	Notes
1	Diagnostic result is filed in the record (manual or electronic)		
2	Doctor's signature, initials, or identifiable stamp present on result (manual records)		
3	Notation in record confirming result has been reviewed		
4	Comment or interpretation provided (if clinically relevant)		
5	Follow-up plan or action documented (e.g. medication change, further tests, no action required)		
6	For electronic systems: result marked as "reviewed" with doctor's name/date/time		

Acceptable Evidence of Review

- ✓ **Manual record:** Signature, initials, or practice stamp directly on the investigation result.
- ✓ **Manual note:** E.g. "Bloods reviewed – normal. No action needed. Dr. Mkhize 12/05/2025"
- ✓ **Electronic record:** Audit trail/log showing provider name, timestamp, and note such as:
"Result reviewed – Hb 11.8, slightly low. Iron started. Follow-up in 2 weeks. – Dr. J. Naidoo"

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Common Pitfalls to Avoid

-  Results filed with **no signature or review note**
-  Clinical decisions taken **with no documentation** referencing the results
-  No follow-up recorded for **abnormal findings**

Recommendation for SOP Update

Include in your **Results Review SOP** a mandatory step:

“All diagnostic investigation results must be reviewed and acknowledged by the treating healthcare provider within 48 hours of receipt. A documented note or signature must be made to confirm review, even if no action is required.”