



<b>INODAYAHospitals - Kakinada</b>		Documentation code: <b>INH/AAC.Doc.No:28</b>
<b>Recall or Amendment Of Radiology Reports</b>		Prepared Date: 11/11/2025
<b>Reference:</b> AAC.8h. NABH Standards – 6 <sup>th</sup> Edition		Issue date:11/11/2025
Issue No: 1	Review NO: 00	Review Date: 11/11/2026

### 1.0. PURPOSE

The purpose of the document is to make aware the Imaging Personnel about the procedure for issue of amendment of test results from the laboratory

### 2.0 SCOPE

All test under the scope of accreditation

### 3.0 RESPONSIBILITY

Radiologist

### 4.0 PROCEDURE

#### Reasons for Amendment:

Amendment of the test report is required due to two reasons:

1. Clerical error.
2. Technical error/testing error.

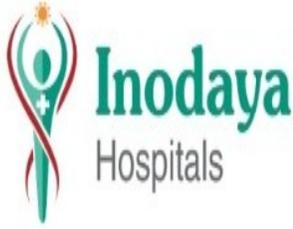
#### 4.1 Clerical Error identified by Typist:

- Clerical error in the test reports can be identified by the Radiologist/Technician/Typist before its release to the patient.
- In that case the report is corrected for the typographical error and the record for the same is maintained in the format for report correction.

#### 4.2 Amendment identified from Complaints:

- If any complaint or request for review of the test results is received, it is verified that whether it is technical reason or clerical mistake.
- If it is Technical doubt, another radiograph is taken

Prepared by: 	Verified By 	Approved by: 
Dr. Alekhya .R	Dr. Gowtham Krishna	Mrs. G. Lakshmi Lavanya
Radiologist	Medical director	Chief executive Officer



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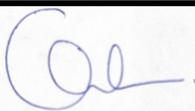
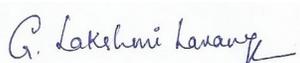
- If re do results show variation, test report requires amendment and this is also classified as non-conformity and recorded in the format.
- Original report is called back and preserved in the Imaging.
- After identification of the amendment it is informed to Radiologist.
- Radiologist reviews the amendment content and after its approval it is sent to typist for typing.
- After typing it is again send to authorized signatory for signing of the test report.
- After signing the test report it is send to Reception.
- Amended report is made available to the patient with the caution to ignore the earlier one and followed by the original. A signature is taken from the patient or relative after receiving the amended report.
- A copy of the Amended report is preserved in computer as softcopy.

#### RECORDS:

- Recall register

#### Document Revision History

DOCUMENT REVISION HISTORY		
Version	Date of issue	Reason for Revision
Original version - 1	10/03/2022	Prepared 5 <sup>th</sup> edition
Revised version - 2	05/07/2023	Periodic revision and update
Revised version - 3		

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Revised version - 4		
Revised version - 5		

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