# Instructions for Logging or Recording Results

# Results Log – Qualitative Test

1. Record the Facility Information and Test Name on the top of the form.
2. Enter the date of the test, Sample number, Patient name or ID, Test Results, Lot number, and expiration date of test.
3. The person performing the test should initial the results after verifying all of the information has been entered correctly.

# Results Log – Quantitative Test

1. Record the Facility Information, test name, and reportable range for the test on the top of the form.
2. Enter the date of the test, Sample number, Patient name or ID, Test Results, Lot number and expiration date of test.
3. The person performing the test should initial the results after verifying all of the information has been entered correctly.

# Results Log with Quality Control (QC) – Qualitative Test

1. Record the Facility Information and Test Name on the top of the form.
2. Record the QC material lot number, expiration date, positive and negative control results.
3. If the results are acceptable, QC passes and patient results can be reported.
4. If the results are not acceptable, QC fails. Troubleshoot (check expiration dates, storage condition etc.), re-test the QC and document the corrective action taken.

# Results Log with QC – Quantitative Test

1. Record the Facility Information, test name, and reportable range on the top of the form.
2. Record the QC material lot number, expiration date, positive and negative control results.
3. If the results are acceptable, QC passes and patient results can be reported.
4. If the results are not acceptable, QC fails. Troubleshoot (check expiration dates, storage condition etc.), re-test the QC and document the corrective action taken.

# Results Log for Multiple Tests

1. Record the Facility Information on the top of the form.
2. Record the date, sample number, patient ID, test name, reportable range (if applicable), test result, lot number, expiration date, and the initials of the individual performing the test.

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| **Facility:**  RESULTS LOG – QUALITATIVE TEST | Dr. Smith’s Office |
| **Location:** | 123 Main Street |
| **EXAMPLE** | Atlanta GA 55555 |

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| **Test Name:** | XYZ Strep antigen |  |  |

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|  | Date | Sample Number | Patient Name/Patient ID | Test Result | Test Lot Number | Test Exp. Date | Initials |
| 1 | 5/5/2012 | 5/5/2018 | Donald Smith | NEG | Bd-0679 | 11/30/2013 | CO |
| 2 | 5/5/2012 | 5/5/2019 | Chris White | POS | Bd-0679 | 11/30/2013 | CO |
| 3 | 5/7/2012 | 5/6/1930 | Sam Jones | NEG | Bd-0679 | 11/30/2013 | CO |
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RESULTS LOG – QUANTITATIVE TEST

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| **Facility:** | Dr. Smith’s Office |
| **Location:** | 123 Main Street |
|  | Atlanta GA 55555 |

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| **Test Name:** | XYZ ALT | **Reportable Range:** | 5-400 U/L |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date | Sample Number | Patient Name/Patient ID | Test Result | Test Lot Number | Test Exp. Date | Initials |
| 1 | 5/5/2012 | 5/5/2018 | Steve Smith | Male: 30 U / L | C843 | 06/31/2013 | CO |
| 2 | 5/5/2012 | 5/5/2019 | Chris White | Male: 22 U / L | C843 | 06/31/2013 | CO |
| 3 | 5/7/2012 | 5/6/1930 | Sam Jones | Female: 14 U / L | C843 | 06/31/2013 | CO |
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| **Facility:** | Dr. Smith’s Office |
| **Location:** | 123 Main Street |
|  | Atlanta GA 55555 |

RESULTS LOG WITH QC – QUALITATIVE TEST

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| **Test Name:** |  |  |  |

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|  | **Date** | **Sample ID / Patient ID** | **Test Result** | **Initials** | **Test Lot No.** | **Test Exp. Date** | **QC Lot / Exp Date** | **Positive Control Results** | **Negative Control Results** |
| **1** | 5/5/2012 | 5-05-20 / Tom Jones | NEG | SH | Bjz-3 | 8/31/13 | 108-OCB / 9-30-12 | POS | NEG |
| **2** | 5/6/2012 | 5-05-22 / Mattie Dunn | NEG | CO | Bjz-3 | 8/31/13 | 108-OCB / 9-30-12 | POS | NEG |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |
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\* Reportable Range is the range of results for which a test system has been proven to yield accurate results. This is usually found in the current manufacturer’s instructions for the test.

RESULTS LOG WITH QC – QUANTITATIVE TEST

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| **Facility:** | Dr. Smith’s Office |
| **Location:** | 123 Main Street |
|  | Atlanta GA 55555 |

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| **Test Name:** |  | **Reportable Range:** |  |

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|  | **Date** | **Sample ID / Patient ID** | **Test Results** | **Initials** | **Test Lot number / Test Exp. Date** | **QC Level 1 Control** | **QC Level 2 Control** |
| 1 | 5/5/2012 | 5/5/2018 / Steve Smith |  |  |  | Lot #: | Lot #: |
| Range: | Range: |
| Result: | Result: |
| 2 | 5/5/2012 |  |  |  |  | Lot #: | Lot #: |
| Range: | Range: |
| Result: | Result: |
| 3 | 5/5/2012 |  |  |  |  | Lot #: | Lot #: |
| Range: | Range: |
| Result: | Result: |
| 4 |  |  |  |  |  | Lot #: | Lot #: |
| Range: | Range: |
| Result: | Result: |
| 5 |  |  |  |  |  | Lot #: | Lot #: |
| Range: | Range: |
| Result: | Result: |
| 6 |  |  |  |  |  | Lot #: | Lot #: |
| Range: | Range: |
| Result: | Result: |
| 7 |  |  |  |  |  | Lot #: | Lot #: |
| Range: | Range: |
| Result: | Result: |
| 8 |  |  |  |  |  | Lot #: | Lot #: |
| Range: | Range: |
| Result: | Result: |
| Result: | Result: |

This job aid is a component of the free, on-demand CDC training course “Ready? Set? Test!” Find the course at <https://www.cdc.gov/labtraining>.