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.

RESULTS LOG – QUALITATIVE TEST

Facility: _Dr. Smith's Office_
Location: _123 Main Street_
Atlanta GA 55555

Test Name: _XYZ Strep antigen_

EXAMPLE

	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
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

RESULTS LOG – QUANTITATIVE TEST

Facility: Dr. Smith's Office
Location: 123 Main Street
Atlanta GA 55555

Test Name: XYZ ALT

Reportable Range: 5-400 U/L

	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
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

RESULTS LOG WITH QC – QUALITATIVE TEST

Facility: Dr. Smith's Office
Location: 123 Main Street
Atlanta GA 55555

Test Name: _____

	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									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

*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

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

Test Name: _____ **Reportable Range:** _____

	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.