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**PROFICIENCY TESTING  
 PERFORMANCE EVALUATION  
 2018 Microbiology - 3rd Event**

Please check the reports carefully. Errors made by API will be corrected if reported within 60 days of the final report date.

**Customer Information**

Name  
 Department  
 Address

API Customer Number: **00000** CLIA Number: **11D0000000**  
 These reports have also been prepared for:  
 Georgia Department of Community Health

The American Proficiency Institute evaluation reports consist of four parts: Report Cover, Performance Summary, Comparative Evaluation, and Participant Data Summary. The Performance Summary and Comparative Evaluation are enclosed, and the Participant Data Summary is available on our website. Click on 'Participant Data Summaries' on the left side of the screen, choose a Test Event, and select an analyte and peer group to view the statistics.

Laboratories should review the Performance Summary and Comparative Evaluation thoroughly for failures or 'not graded' analytes. Laboratories are responsible for documenting and performing corrective action for failures and must perform a self-evaluation using statistics presented in the Participant Data Summary for samples that have not been graded.

**PERFORMANCE REVIEW AND CORRECTIVE ACTION**

After reviewing the evaluation reports, complete the information below and retain this form along with the enclosed reports for your records. Reviewed

by (Lab Director or designee): Walt Disney MD Date: 12/5/2018

Corrective action taken (if indicated):

GM-11 and GM-12 were graded as unacceptable. After reviewing the original testing documents, it was discovered that there was a transcription error. The results for GM-11 and GM-12 were reversed when entered into the API web site. The correct results were self-evaluated and deemed acceptable.

In the future, the results entered in the computer will be double checked by someone other than the person that originally entered them to avoid possible transcription errors.