Prepping & Indexing Quality Monitor Form

Prepper/Indexer Initials (list all 3):	Date of Review:	Chart Type (circle)	ER	OPC	OPS/IP	LOOSE

Check Error Type: ☐ **Prepping** ☐ **Scanning/Indexing**

Reviewer Initials: _____	MAJOR – 100 points														MINOR – 20 points					Total Charts: _____
Account #	Wrong Patient's form(s) found in chart (includes mom's prenatals in baby's chart)	2 different Patient names on 1 form	Wrong Acct. # - Same Patient (2 accts in same chart)	Whole/majority of chart prepped/indexed to wrong Acct. #	Wrong bar-code prepped/indexed on a FaceSheet (20) or ER FaceSheet (100)	Original Chart Form Flipped and/or not Scanned/Indexed	Some data on form not readable or covered up due to prepping/scanning	Poor Quality Original Stamp not utilized	Staple(s) Not Removed	Unscanned data/Photograph not completed or not completed correctly	No Prepper Initials or Data	Form prepped/indexed to wrong barcode (do not put facesheets and ER facesheets here)	Face Sheet indexed without entire chart	Manager use only - did not give prepper error	Taping not done appropriately	Documents not in Date or Page Order within Barcode Section	Document in Chart That Should Have Been Flipped	Document Types in BarCode Order	Barcode not facing up/in correct position	Comment/Other
1																				
2																				
3																				
4																				
5																				
6																				

Bring questions regarding your errors to management within 2 working days. Thank you.

Prep Date	Page Count

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MHCC-2807 (Rev. 3/14) Original: Designated Mailbox Yellow: Prepper's Mailbox Pink: Attach to BPSI Productivity Tracking Log