

McLaren Print System Order

Order No: 69818
Order Date: 2022-05-12
User: Angie Motes
Phone: 1-North

Ship Location: McLaren Medical Records- Angie Motes
401 S. Ballenger Hwy
Flint, MI 48532

Forms

Quantity: 1000
Paragon Dept No: 91500
Dept Name: Medical Records
Company Number: 60

Order Total Price: 182.00

Item Number: MHCC-2807
Item Description: Prepping & Indexing Quality Monitor Form
Revision Date: 1/2022
Print: 1 sided black and white
Paper: 3 Part (White, Yellow, Pink)
Size: 8.5 x 11
Fold:
Finish:
Drill:
Misc Info: SS, 8.5 x 11, 3 Part

Prepping & Indexing Quality Monitor Form

| | | | |
|--|-----------------|---------------------|----|
| Prepper/Indexer Initials (list all 3): | Date of Review: | Chart Type (circle) | ER |
|--|-----------------|---------------------|----|

Check Error Type: Prepping Scanning/Indexing

| | | |
|--------------------------|--|--|
| Reviewer Initials: _____ | MAJOR – 100 points | MINOR – 20 points |
| Account # | Wrong Patient's name(s) found in chart (includes mother's initials 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/Indexing 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 |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

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

| Prep Date | Page Count |
|-----------|------------|
| | |
| | |
| | |

| Prep Date | Page Count |
|-----------|------------|
| | |
| | |
| | |

Spec Info:

MHCC-2807 (Rev. 3/14)

Original: Designated Mailbox

Yellow: Prepper's Mailbox

Pink: Attach to BPSI Productivity Tr