

**McLaren Print System Order****Order No: 74185 Reprint Previous Order No: 67286****Order Date: 2022-12-16****User: Angie Motes****Phone: 1-North****Ship Location: McLaren Flint- Medical Records Attn: 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
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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 pen 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 preppe/indexed on a FaceSheet (20) or ER FaceSheet (100) Original Chart Form Flipped and/or not Scanned/Indexe Some data on form not readable or covered up due to preppe/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 preppe/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