

Prepping, Scanning/Indexing/QC & Validation Quality Monitor Form

Employee Initials: _____

Check Error Type: Prepping Scanning QC Indexing Validation

Reviewer Initials: _____

MAJOR – 100 points

MINOR – 20 points

Chart Type: _____

Account/FIN #	MAJOR – 100 points										MINOR – 20 points					Comment/Other				
	2 different Patient names on 1 form	Data on Form Not Readable, Covered Up, or Skewed Due to Prepping/Scanning	Facesheet Indexed Without Chart or Chart Indexed Without Facesheet	Form Prepped/Indexing/Validated to Wrong Barcode (including Facesheets)	Missing Information on Batch Cover Sheet	Original Chart Form Flipped and/or not Scanned/Indexing	Poor Quality Original, BCO, or Other FAC Stamp Not Used or Used Incorrectly	Staple(s) Not Removed	Unscanned Data Sheet Not Completed or Not Completed Correctly	Wrong Acct.# - Same Patient (2 acct# in same chart)	Wrong / Missing Patient Sticker and / or Account Number	Wrong Patient's form(s) found in chart	Document in Chart That Should Have Been Flipped	Document Types not in BarCode Order or Barcode Up-Side Down	Documents not in Date or Page Order within Barcode Section	Documents not Subtitled or Subtitled Incorrectly	Missing Pages Not Noted or Wrong Page Numbers Not Corrected	Taping not done appropriately	Color Photos and / or EKGs Left in Chart (Port Huron only)	
1																				
2																				
3																				
4																				
5																				
6																				

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

Prep Date	Page Count