

CPG9d - APPENDIX 2

Essex Partnership University NHS Foundation Trust									
Quality Assurance Record- Documents Scanned, <i>updated: 19/07/2016</i>									
Scanned By:				must NOT be same person:		Checked By:			
Department:					QA Date:				
<i>(Scanning)</i>			Date Created:		Box Barcode NQ*			*	
Hospital No:	No of Pages	OK a/x	Error Code	Action Required:	Any document changes must be done in both <i>Live</i> and <i>Legal</i> repositories:				
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Error Code:	Count:	Error Code:	Count:
A Date Error		L Document Not found, <i>Re-Scanned:</i>	
B Corr Sender / Corr Recipient error		M 2 or more patients scanned in the same Doc:	
C Wrong document Type:		N Document Not Scanned to Scanning Folder:	
D Text or barcode covered (<i>post it, folded, Creased</i>)		O 2 or more different documents for the same patient scanned together:	
E Bar Coded Docs being scanned <i>upside down, Failed:</i>		P Wrong Bar coded Coversheet printed and scanned for the wrong Patient:	
F 2,3,4, sheets scanned together:		Q <i>Scanning failures</i> (barcodes damaged, <i>tom</i> , <i>double image</i> , <i>punched, angled, glass dirty</i>)	
G A4 scanner failure (<i>VRS</i>) & <i>recycled paper used.</i>		R Scanned Single Sided, <i>Re-Scanned:</i>	
H <i>Other:</i>		S <i>Documents in Failed Folder:</i>	
I Printing Issues (<i>Low ink</i>)(<i>Leaking Ink</i>), Bar Code <i>Failed:</i>			
J Other printing issues			
K Document partly Scanned:			