Imaging Accuracy Checklist

ATLAS#:	Date Stored:			
Employee Name:	**YES**	**NO**	**N/A**	**Comments**
Are documents using correct key words? (ATLAS number, NCP First Name, NCP Last Name, DOB, SSN)				
Are documents scanned under correct document type?				
Are documents legible?				
Are all pages included?				
Are all blank pages deleted?				
Are all pages in the correct order?				
Are all pages right side up?				
Are pages rotated when appropriate?				
Are duplicates deleted?				
ORDERS: Are orders bookmarked when more than one order is scanned?				

ATLAS#:	Date Stored:			
Employee Name:	**YES**	**NO**	**N/A**	**Comments**
Are documents indexed using correct key words? (ATLAS number, NCP First Name, NCP Last Name, DOB, SSN)				
Are documents scanned under correct document type?				
Are documents legible?				
Are all pages included?				
Are all blank pages deleted?				
Are all pages in the correct order?				
Are all pages right side up?				
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ORDERS: Are orders bookmarked when more than one order is scanned?				

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