Document Imaging System
Scanned Image Monitoring
(Imaging System vs. Original Document)

Operator:_____   Date:_____

Device:_____   Scan Date:_____

Model:_____ (last 4 digits of serial number)

Reviewer:_____

Case #:_____   Case Name:_____

Review Element	Finding	
1. Is image(s) available on the Document Viewing System?	☐ **Yes**	☐ **No**
2. Is all required demographic information listed?	☐ **Yes**	☐ **No**
3. Is image(s) indexed correctly?	☐ **Yes**	☐ **No**
If "No", select reason: ☐ Indexed to the right case but wrong document type. ☐ Indexed to the wrong case / SSN. ☐ Same type documents not grouped together.		
4. Are all necessary pages in the viewing system?	☐ **Yes**	☐ **No**
5. Is the image(s) in the correct orientation? (right side up vs. upside down, etc.)	☐ **Yes**	☐ **No**
6. Is image size correct? If "No", was issue reported? ☐ Yes ☐ No	☐ **Yes**	☐ **No**
7. Is image quality representative of original documents?	☐ **Yes**	☐ **No**
8. Is this image(s) indexed to the correct archive box number?	☐ **Yes**	☐ **No**
9. Was scanning performed within established timeframes?	☐ **Yes**	☐ **No**
Comments:		

Signatures:

_____   _____
Reviewer   Operator

Shaded elements are considered critical and counted toward performance standards.
Non-shaded elements are non-critical and do not count toward performance standards.