

REGISTRATION QA DAILY CHECKLIST

Hospitals can use this when they perform manual QA.

Employee name: _____	Reviewer initials: _____
Registration date: _____	Reviewed date: _____
Patient account no: _____	Total errors: _____

Reviewer to check the following items from one or more of the below-listed source documents:

- (a) Copy of insurance card & patient ID
- (b) Copy of insurance eligibility response
- (c) MSP Questionnaire
- (d) Copy of physician orders

Patient information:	Error	Guarantor information:	Error
Patient name format	<input type="checkbox"/>	Guarantor relationship to patient	<input type="checkbox"/>
Patient address	<input type="checkbox"/>	Guarantor name	<input type="checkbox"/>
Patient phone number	<input type="checkbox"/>	Guarantor address	<input type="checkbox"/>
Patient SSN	<input type="checkbox"/>	Guarantor phone number	<input type="checkbox"/>
Patient date of birth	<input type="checkbox"/>	Guarantor SSN	<input type="checkbox"/>
Emergency contact	<input type="checkbox"/>	Guarantor date of birth	<input type="checkbox"/>
Patient employer	<input type="checkbox"/>	Guarantor employer	<input type="checkbox"/>
Employer address	<input type="checkbox"/>	Employer address	<input type="checkbox"/>
Employer phone number	<input type="checkbox"/>	Employer phone number	<input type="checkbox"/>
Patient MRN	<input type="checkbox"/>	Minor listed as guarantor	<input type="checkbox"/>
Insurance information:	Error	Other information	Error
Insurance co. name	<input type="checkbox"/>	Incomplete/incorrect MSP	<input type="checkbox"/>
Insurance policy/group no.	<input type="checkbox"/>	Medical necessity checked/ABN	<input type="checkbox"/>
Subscriber name	<input type="checkbox"/>	Accident code/date & time	<input type="checkbox"/>
Subscriber date of birth	<input type="checkbox"/>	Coverage/benefits verified	<input type="checkbox"/>
Subscriber/patient relationship	<input type="checkbox"/>	Incorrect insurance placement	<input type="checkbox"/>
PreCert required	<input type="checkbox"/>	Medicare and Medicare HMO loaded	<input type="checkbox"/>

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