

REGISTRATION QA MONTHLY TALLY—BY EMPLOYEE

Hospitals can use this when they perform manual QA.

Employee name: _____	Reviewer initials: _____
Registration date(s): _____	Reviewed date: _____
Total patients registered: _____	Total accounts reviewed: _____
*Employee error rate: _____	Total errors: _____
*Employee accuracy rate: _____	Total error-free: _____

* Error rate = Total number of errors divided by total number of accounts

* Accuracy rate = Total number of error-free accounts divided by total number of accounts

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:	Number of errors:	Guarantor information:	Number of errors:
Insurance information:	Number of errors:	Other information	Number of errors:
Insurance Co name Insurance policy/group no. Subscriber name Subscriber date of birth Subscriber/patient relationship PreCert required	_____ _____ _____ _____ _____ _____ _____ _____ _____	Incomplete/Incorrect MSP Medical Necessity Checked/ABN Accident Code/Date & Time Coverage/Benefits Verified Incorrect insurance placement Medicare and Medicare HMO loaded	_____ _____ _____ _____ _____ _____ _____ _____ _____

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