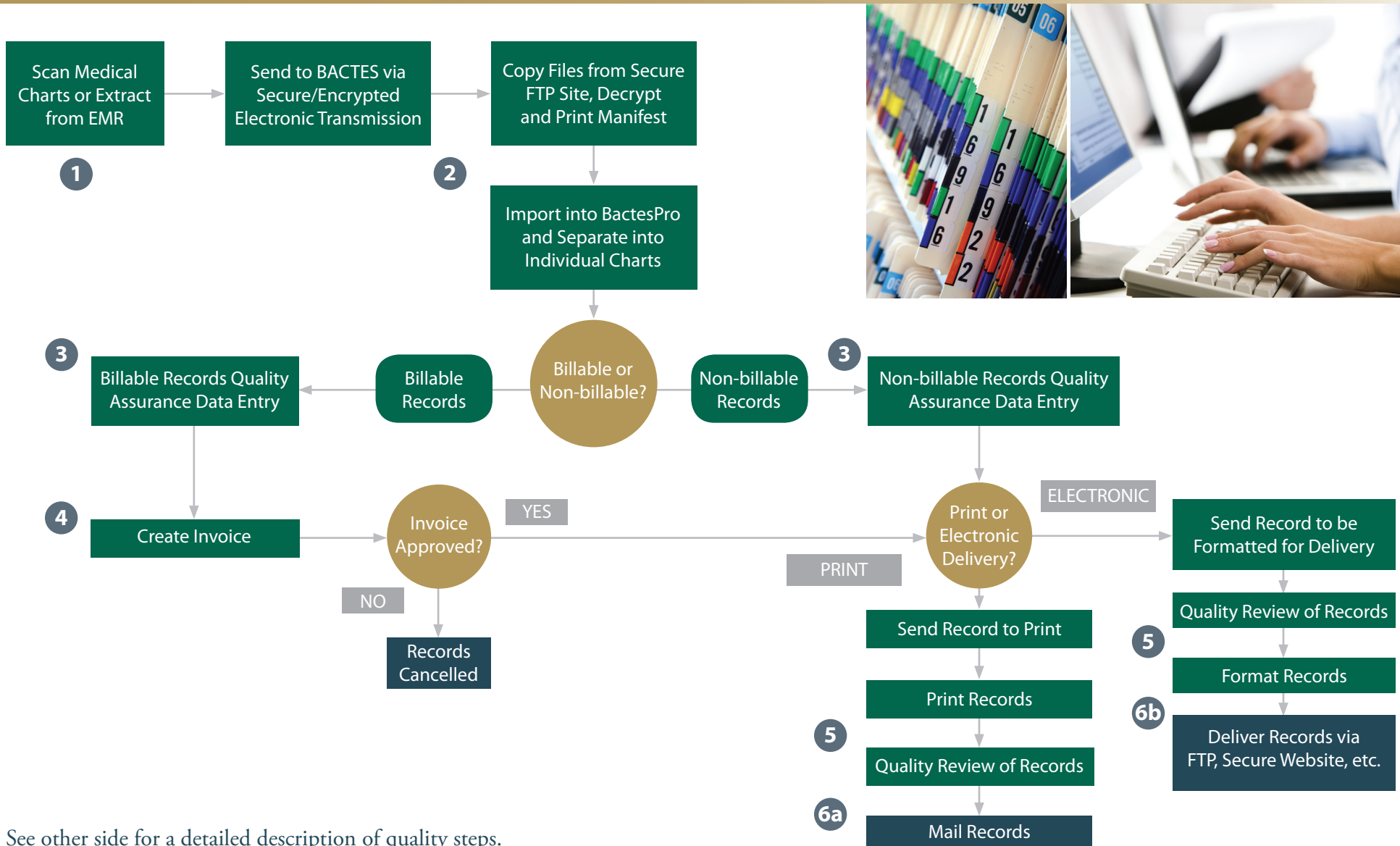


UNPARALLELED QUALITY CONTROL PROCESS: BACTESPRO WORKFLOW



See other side for a detailed description of quality steps.

Quality Steps

STEP	DESCRIPTION	RESPONSIBILITY
1	Review request/authorization for HIPAA compliance and records requested. Verify that the correct record has been pulled to fulfill the request.	BACTES-Field
2	Verify that all records scanned by Bactes Field Representative get uploaded to BactesPro.	Data Capture Department
3	Review each record, verify HIPAA compliance, capture requestor and patient information, verify that the records and the request are for the same patient.	Data Capture Department
4	Review information on record as recorded by Data Capture Department. Verify and invoice the record according to state statutes, national agreements and/or other applicable guidelines.	Invoicing Department
5	Review each printed (or electronic) page of the record. Verify the following: 1. Request is valid 2. Records match the request 3. All pages in the record belong to the patient on the request 4. Address and requestor information 5. Image quality is acceptable. 6. No information requiring special authorization is present in record. Record any misfiles and complete the record.	Quality Department
6a	Before mailing, recheck to ensure that request and records attached are for the same person, verify that mailing address matches the address on the request.	Quality Department
6b	Before delivering electronically, recheck to ensure that the records attached are for the patient requested, verify the electronic delivery method and verify the destination pathway.	Quality Department