Medical-record scan quality checklist

Free one-page PDF. Print and write by hand. No account is needed; this PDF has no editable form fields.

One document set per sheet. Mark unknown or missing items; this checklist does not certify a medical record.

Person / family label	Document type / date
Paper original location	Digital copy location
Expected / captured pages	Reviewed by / date

Check each item

- ☐ Correct person and document type recorded; uncertain details marked.
- ☐ Every available page captured, including a reverse side with writing.
- ☐ All page edges, printed dates, units and page numbers visible.
- ☐ No glare, fingers or blur hiding text; smallest relevant text readable when enlarged.
- ☐ Page order checked; expected page count recorded or marked unknown.
- ☐ Source image kept separately from OCR, translation and personal notes.
- ☐ Saved file reopened from its final folder; a private backup checked.
- ☐ Missing pages and unreadable areas listed, with a person to follow up.

Missing pages / unreadable areas / owner

Keep completed copies private. This checklist organizes documents; it does not interpret results, validate clinical information or provide treatment instructions.