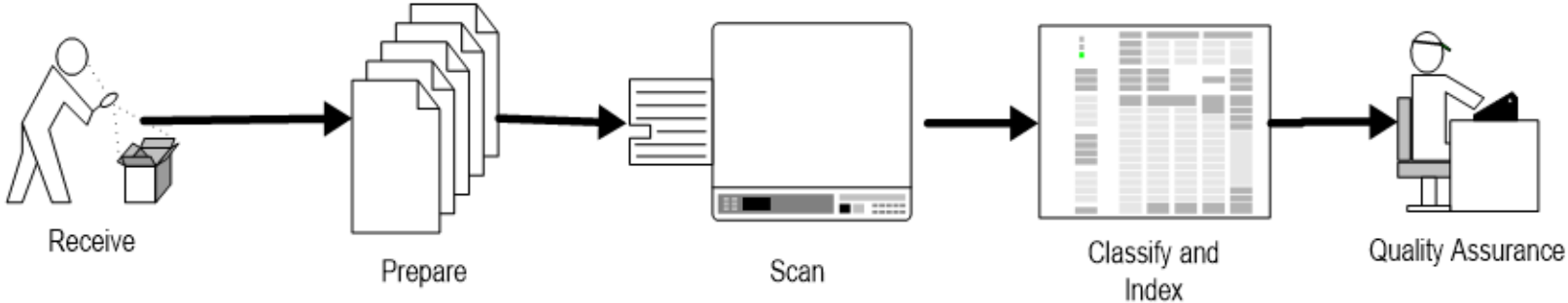


Procedural Considerations - Imaging Services

Establishing consistent procedures is essential in ensuring that records and information are managed as per legal, regulatory and operational requirements and consistent service delivery. Imaging typically includes the following steps, each of which require thought, planning and communication:



- | | | | | |
|---|--|--|--|--|
| <ul style="list-style-type: none"> — Accept custody of records — Complete any required transfer or logging records — Verify record content/subject | <ul style="list-style-type: none"> — Sort/Batch records is required — Remove staples and clips — Identify record types/barcodes if required — Identify record types/barcodes if required | <ul style="list-style-type: none"> — Place records in scanner — Perform quality review | <ul style="list-style-type: none"> — Classify and Index — Complete metadata — Assign security — Save to repository | <ul style="list-style-type: none"> — Perform QA according to established standard |
|---|--|--|--|--|