

FILING PATIENT RECORDS

OBJECTIVES/RATIONALE

Managing health care information involves accurate filing and organization of patient records. The student will organize and arrange patient records according to standard rules for alphabetical and numerical filing.

TEKS 121.3 13J, 14B

TAKS ELA 1
Mathematics 1, 2, 8

KEY POINTS

- I. Filing is a systematic, orderly arrangement of papers, cards, or other materials for future reference.
- II. Filing systems
 - A. Alphabetical
 1. Most common
 2. Alphabetized A-Z like a telephone directory
 - B. Numerical
 1. Filed by assigned number
 2. Requires a cross-index or cross-reference list, i.e. index card file with patient's name and number. The index card file is filed alphabetically
 - C. Geographic
 1. Filed according to location
 2. Cities, states, or countries are used as key units
 3. Charts are filed by area and alphabetized
 - D. Subject - Material is filed by subject or topic, i.e. diabetes then alphabetized
- III. Cross-indexes or cross-references
 - A. Helps prevent lost and misplaced records
 - B. Index cards/Separate files
 - C. Colored Paper – Example – A child with a different last name from financially responsible party.
- IV. Color-coded indexing
 - A. Folders are marked with a series of colors according to the letters in a patient's name or assigned number.
 - B. A series of two to eight colors are used
 - C. Misplaced folders stand out
- V. Procedures for alphabetical filing
 - A. Names are indexed - place last name first, followed by first name and then middle name or initial

- B. Names of organizations and businesses are usually filed in the same order as they are written.
1. Exception is when the owner's initials form part of the name; then the last name is filed first.
 2. Words such as "of, and, at, the, on, a, and an" are not counted as indexing units. Place them next to the word to which they belong, but put in parenthesis.
- C. Alphabetizing Rules
1. If last names are the same check the first letter of the first name.
 2. Single names come before plural names, i.e. Brook before Brooks
 3. Prefixes are treated as part of the name, not separated; O'Hara is not O and then Hara
 4. Hyphenated names are considered as one unit
 5. Familiar abbreviations are treated as though the word was spelled out in full, i.e. St. would be Saint, Mt. Would be Mount
 6. Geographic locations are used for filing purposes if 2 or more individuals have the exact same name. Geographic order uses state first, then city and finally street address last
 7. Titles or degrees are usually not considered in filing. They are placed in parenthesis at the end of the name for identification purposes.
 8. Terms of seniority such as Jr., Sr., II, are used as the last indexing unit, but not considered when filing
 9. Numbers are indexed as though the number is spelled out. Example: 2nd Street Supply House would be Second Street Supply House
- D. Steps for alphabetical filing
1. Names are checked to ensure accurate indexing.
 2. Cards and folders are separated alphabetically
 3. Begin with A and proceed through the alphabet
 4. Check for accuracy
- VI. Numerical filing Rules
- A. Numbers proceed from small to large
 - B. Zeroes preceding the number are usually disregarded when filing. Example: 00230 would be filed before number 231
 - C. Terminal or last digit numbering is a system that categorizes charts by their last number. Example 02-41-54,08-92-54,18-99-54, and 19-34-54
 - D. Recheck all files for accuracy

ACTIVITIES

- I. Complete Filing Techniques Activity.

Teacher Note

Divide the class into 5 groups

Handout blank file folders and have each group organize and label their files according to their group they were given from the worksheet.

Take all files and place on a table at the front of the class. Then randomly call out a patient's name or number and see if a student can locate the chart. Then reverse the activity and have the student file the chart in the correct drawer. Activity can be expanded to include color-coded indexing.

MATERIALS NEEDED

Filing Techniques Activity

Filing Techniques Activity Key

Blank file folders

Small boxes for file drawers

ASSESSMENT

Accurate filing

ACCOMMODATIONS

For reinforcement, the student will practice filing technique.

For enrichment, the student will interview medical records personnel to discover a method to locate misplaced files. Report to class.

REFLECTIONS

Filing Techniques

Alphabetical Filing: For each group of names below, index each name in the space provided. Then place the indexed names in correct filing order.

Group 1	Indexing Order	Filing Order
Judy Sainer		
Stacy St. John		
John S. Stacy		
Jill Stadler		
Joseph St. Clair		
Michael Scott		
Lois Scanlon		
Bob Scodova		
Frederick C. Set		
Mike M. Sanborn		
John Stanton		
Mike Sanborn		

Group 2	Indexing Order	Filing Order
Henry Russ		
Rupert C. Rush		
Herbert Rusk		
Henry C. Russ		
Orville D. Rush		
Tom D. Rush, Sr		
Robert A. Russell		
Barbara D. Russell		
Tom Dean Rush, Jr		
Michael Rurals		
Brent T. Rusiska		
Bonnie F. Russell		
Kenneth K. Russell		
Lennie L. Ruster		
Mable M. Rustert		
Florence C. Rusher		
Connie S. O'Rush		
Mary Russell-Brown		

Group 3

Indexing Order

Filing Order

Third Street Ambulance Supplies
EMS Supply Corporation
4th Street Medical Supplies
Mike Smith, DDS, Miami, Florida
American Medical Association
American Nurses Association
A.M. Albion Company
Dr. John's Foot Pads
Mike Smith, MD, Lakeland, Florida
Mike A. Smith, ATR, Arcadia, Florida
The Company for Medical Supplies
M.A. Smith Pharmacy
Smith Medical Equipment of Miami Florida
2nd Avenue Pharmacy

Group 4

Numerical Order: Place the following numbers in numerical order.
Start with the left hand answer column from top to bottom and then use the right column.

05820	50
0582	0062
5822	555
0058	005821
0005	00555
0085	082
008	080
0850	00088
0567	85200

Group 5.

Terminal Number System: Below are two systems of numbers. Divide the numbers into two separate systems (using terminal digits) and then place each system in correct numerical order.

		System 1	System 2
5862-77	5682-77		
4657-77	4004-77		
4328-65	4328-77		
3333-65	0333-65		
0324-65	3245-65		
2435-65	3425-65		
3891-77	0020-77		
0002-77	0002-65		
0200-77	0033-65		
0020-65	5865-77		

FILING TECHNIQUES KEY

GROUP 1.

Indexing order

Sainer, Judy
St. John, Stacy
Stacy, John S.
Stadler, Jill
St. Clair, Joseph
Scott, Michael
Scanlon, Lois
Scodova, Bob
Set, Fredrick C.
Sanborn, Mike M.
Stanton, John
Sanborn, Mike

Filing Order

Sainer, Judy
St. Clair, Joseph
St. John, Stacy
Sanborn, Mike
Sanborn, Mike M.
Scanlon, Lois
Scodova, Bob
Scott, Michael
Set, Fredrick C.
Stacy, John S.
Stadler, Jill
Stanton, John

GROUP 2

Indexing order

Russ, Henry
Rush, Rupert C.
Rusk, Herbert
Russ, Henry C.
Rush, Orville D.
Rush, Tom D., Sr.
Russell, Robert A.
Russell, Barbara D.
Rush, Tom, Dean, Jr.
Rurals, Michael
Rusiska, Brent T.
Russell, Bonnie F.
Russell, Kenneth K.
Ruster, Lennie L.
Rustert, Mable M.
Rusher, Florence C.
O'Rush, Connie S.
Russell-Brown, Mary

Filing Order

O'Rush, Connie S.
Rurals, Michael
Russell, Robert A.
Rush, Orville D.
Rush, Rupert C.
Rush, Tom D., Sr.
Rush, Tom Dean, Jr.
Rusher, Florence C.
Rusiska, Brent T.
Rusk, Herbert
Russ, Henry
Russ, Henry C.
Russel, Kenneth K.
Russell, Barbara, D.
Russell, Bonnie F.
Russell-Brown, Mary
Ruster, Lennie L.
Rustert, Mabel M.

GROUP 3

Indexing order

Third, Street, Ambulance, Supplies
EMS, Supply, Corporation
Fourth, Street, Medical, Supplies
Smith, Mike, (DDS) (Miami, Florida)
American, Medical, Association
American, Nurses, Association
Albian, A., M., Company
Dr., John's, Foot, Pads
Smith, Mike, (MD) (Lakeland, Florida)
Smith, Mike, A., (ATR) (Arcadia, Florida)
Company, (The), Medical (For), Supplies
Smith, M.,A., Pharmacy
Smith, Medical, Equipment, Miami (of),Florida
Second, Avenue, Pharmacy

Filing order

Albian, A., M., Company
American, Medical, Association
American, Nurses, Association
Company (The), Medical (for), Supplies
Dr., John's, Foot, Pads
EMS, Supply, Corporation
Fourth, Street, Medical, Supplies
Second, Avenue, Pharmacy
Smith, M.A., Pharmacy
Smith, Medical, Equipment, Miami (of), FLA
Smith, Mike, (MD) (Lakeland, Florida)
Smith, Mike, (DDS) (Miami, Florida)
Smith, Mike, A.,(ATR) (Arcadia, Florida)
Third, Street, Ambulance, Supplies

GROUP 4

0005	555
008	00555
50	0567
0058	0582
0062	0850
080	05820
082	005821
0085	5822
88	85200

GROUP 5

System 1

System 2

0002-65	0002-77
0020-65	0020-77
0033-65	0200-77
0324-65	3891-77
0333-65	4004-77
2435-65	4328-77
3245-65	4657-77
3333-65	5682-77
3425-65	5862-77
4328-65	5865-77