

AMARILLO CAMPUS

Location/Tab	Document	Order
LEFT: (in this order) On top of all left-side tabs	Legal documents-custody;	R
	POA; Advanced Directives	R
	Problem/Summary list	R
	Growth and Development Charts	R
Immunization	Immunization Records	R
Registration	Demographics	R
	Registration/Consent forms	R
Medicaid/Insurance	Insurance documentation/records	R
	Financial Applications	R
	Workers Compensation forms/reports	R
Refills	Refill requests	R
	Prescription copies	R
Referrals	Referral documentation	R

R-Reverse Chronological

Updated 11/17/08

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Location/Tab	Document	Order
RIGHT: On top of all right-side tabs	Progress Notes	R
	All Specialized assessments	R
	Radiation Oncology reports	R
	Physician's orders	R
	Message records	R
	No-show forms	R
	Urinalysis if attached to progress notes	R
	Audiology	R
Lab	All diagnostic tests & reports, including lab, pathology, as well as those from TDH	R
X-ray/EKG	All diagnostic radiology reports including: - Neurology - GI lab reports - Respiratory therapy	R
Cardiology	All cardiology reports/documentation for Pediatrics	R
H&P Consultations	All physician-to-physician correspondence	R
	All healthcare worker correspondence	R
Hospital Reports	Copies of in-house hospital records	R
EPSDT	Early Periodic Screening Development Testing	R
	TX Health Steps	R
Miscellaneous/Correspondence	OB hospital records	R
	Home Health records	R
	Physical Medicine reports including: - Sports Medicine - PT, OT, Speech Therapy	R
	Records received from other facilities other than hospital	R
	Correspondence regarding insurance, Social Security, etc.	R
	Release of Information documents	R
	Return to Work statements	R

R-Reverse Chronological
Revised 11/17/08