

Document ID <b>G&amp;A102</b>	Title <b>FILES AND RECORDS MANAGEMENT</b>	Print Date <b>mm/dd/yyyy</b>
Revision <b>0.0</b>	Prepared By <b>Preparer's Name / Title</b>	Date Prepared <b>mm/dd/yyyy</b>
Effective Date <b>mm/dd/yyyy</b>	Reviewed By <b>Reviewer's Name / Title</b>	Date Reviewed <b>mm/dd/yyyy</b>
	Approved By <b>Final Approver's Name / Title</b>	Date Approved <b>mm/dd/yyyy</b>

**Policy:** The Company will retain records in an orderly fashion for time periods that comply with legal and governmental requirements and as needed for general business requirements.

**Purpose:** To outline the methods for filing, retaining, and disposing of business records necessary to support our work (including opinions, resolution of differences, conclusions and research utilized in analysis), our correspondence with customers/clients, our work product and items of continuing significance.

**Scope:** This procedure applies to all business documentation generated by the company. However, this does not necessarily cover internal or certain day-to-day business correspondence.  
Drafts or other documents not utilized should not be retained. Documents and records transmitted as attachments via email should be considered separately from the email messages to which they are attached. Original client records or intellectual property will be returned to clients and will not be a part of our ongoing files.

**Responsibilities:**  
The File Manager will be responsible for categorizing and maintaining a listing of records maintained and the location (i.e. by wall unit and shelf row number).  
The Controller is responsible for overseeing the execution of company policy for Record Retention, Storage and Destruction of obsolete company records.

#### **Procedure:**

### **1.0 FILING SYSTEM**

**1.1** To ensure efficient access, filing centers will be established in each department. To reduce the amount of duplicate and unnecessary record retention, individual desk files should be avoided unless they are used in daily operations. All other departmental or company records should be filed in the departmental central filing areas.

# Client Records Filing Manual

**A Loxley**



## **Client Records Filing Manual:**

*Instruction Manual for Client Oriented Record Entry* Colorado. Division for Developmental Disabilities, 1980

*Lippincott Williams and Wilkins' Administrative Medical Assisting* Laura Southard Durham, 2008 Lippincott Williams Wilkins Administrative Medical Assisting Second Edition teaches students the theory and skills to become effective medical office assistants The text and ancillary resources address all the required administrative competencies for CAAHEP and ABHES program accreditation The book includes critical thinking questions and is written for maximum readability with a full color layout over 100 illustrations and boxes to highlight key points A bound in CD ROM and a companion Website include CMA RMA exam preparation questions an English to Spanish audio glossary a clinical simulation administrative skill video clips competency evaluation forms and worksheets for practice A Skills DVD with demonstrations of the most important medical assisting skills is available separately An Instructor s Resource CD ROM and online instructor resources will be available gratis upon adoption of the text

*Law Office Procedures Manual for Solos and Small Firms* Demetrios Dimitriou, 2005 This step by step guide is the key to developing a tailor made office procedures manual containing everything from client data sheets and docket control systems to employee benefits and file management policies In addition the entire text is included on CD ROM for easy customization

**Study Guide for Jones & Bartlett Learning's Administrative Medical Assisting** Julie Ledbetter, 2020-04-23 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Jones Bartlett Learning s Administrative Medical Assisting Fourth Edition is more than just a textbook it s an engaging dynamic suite of learning resources designed to train medical assisting students in the administrative skills they ll need in today s rapidly changing health care environment

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**New York Court of Appeals. Records and Briefs.** New York (State)., Health Information Technology - E-Book Nadinia A. Davis, Melissa LaCour, 2014-03-27 Reflecting emerging trends in today s health information management Health Information Technology 3rd Edition covers everything from electronic health records and collecting healthcare data to coding and compliance It prepares you for a role as a Registered Health Information Technician one in which you not only file and keep accurate records but serve as a healthcare analyst who translates data into useful quality information that can control costs and further research This edition includes new full color illustrations and easy access to definitions of daunting terms and acronyms Written by expert educators Nadinia Davis and Melissa LaCour this book also offers invaluable preparation for the HIT certification exam Workbook exercises in the book help you review and apply key concepts immediately after you ve studied the core topics Clear writing style and easy reading level makes reading and studying more time efficient Chapter learning objectives help you prepare for the credentialing exam by corresponding to the American Health Information Management Association s AHIMA domains and subdomains of the Health Information Technology HIT curriculum A separate Confidentiality and Compliance chapter covers HIPAA privacy regulations Job

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