

## APPENDIX QQ

### CLIENT FILES: ORDER OF INFORMATION

ARRANGE THE PAGES WITHIN EACH SECTION FROM BOTTOM TO TOP (i.e. #1 on bottom, #2 on top of #1, #3 on top of #2 etc.)

Section I: ADMINISTRATIVE: inside of front cover

1. Order of information
2. Release forms for/to
3. Telephone intake form
4. Application for clinical services/authorization
5. Billing forms
6. Emergency medical info.
7. New face sheet - BE SURE TO TYPE IN IDENTIFYING INFORMATION BEFORE PLACING IN FOLDER (If an old face sheet is in the folder, place it under the new one)

Section II: CHRON SHEETS: front side of first inside divider

1. Chron sheets (most recently dated page on top)

Section III: AUDIOLOGY: backside of first inside divider

1. All audiology reports, charts, and in-house referrals, including any hearing screenings with the most recent on top
2. Serial audiogram (always on top)

Section IV: SPEECH/LANGUAGE: front side of second inside divider

All speech/language reports and in-house speech/language referrals with the most recent on top.

1. initial evaluation test forms
2. initial evaluation report
3. treatment data
4. treatment notes
5. term treatment report

Section V: OUTGOING CORRESPONDENCE: back side on second inside divider

1. All outgoing correspondence with the most recent on top (i.e. correspondence from us to others)

For example: (cover letters, letters for hearing aids, letters to schools)

Section VI: INCOMING CORRESPONDENCE: inside of back cover

1. All reports, letters, etc. that come in to us  
-most recent on top