

CONTENTS OF PAPER FILE

Every piece of paper in the client's paper file must have the client's name on it. This includes any post-it notes and scrap pieces of paper as well. The client's name can be on the front or the back, top or bottom, as long as it is on the page legibly.

The file will contain the following:

1. Outside file label
2. Financial forms
3. Insurance forms
4. T-19/Medicaid Card
5. Admission forms (Residential files only)
6. Tests/Inventory completed
7. Documentation of Understanding form
8. Release of Information forms
9. Letters
10. Medical form (Residential files and Update evaluations only)
11. Physical (Residential files only)
12. Child physical (Women and Children Residential programs only)
13. Immunizations (Women and Children Residential programs only)
14. Treatment Plan (printed from ISmart, the copy that the client signs.)
15. Q.I Review forms
16. Managed Care forms (Residential files only)
17. Census Sheet (Residential files only)
18. Child Audit Admission forms (Women and Children programs only)
19. TB form (Residential and IV OP clients)
20. MBC Critical Incident Report (if there is one)
21. Apartment Checks (Residential)
22. Medication sheets (Residential)
23. Referral Information
24. Materials from Outside Agencies