

## Medical Records Management: Conquering Piles of Paper



A good medical records management system could mean the difference between life and death for some individuals. The first components you will need to set up your medical records management system are 3-ring binders. Using categories or tabs for the following information will help a person to locate things quickly within your medical records management file:

1. Current medications – include the name of the drug(s) as well as the dosage. Also include the name and phone number of your pharmacy.
2. Immunizations – Children, as well as young adults entering college, need to have up-to-date information on their shots. It's recommend that adults get Tetanus shots every ten years so this is the perfect place to make note of this information.
3. Allergies – include information on all drug and/or seasonal allergies.
4. Health history – include information on past procedures/surgeries, illnesses, injuries or family history of heart disease, diabetes or cancer.
5. Test/lab results

It's a good idea for each family member to have his/her own medical records management binder. Any time you move or switch to a new healthcare provider, you'll have this important information at your finger tips.

### Medical Records Management For An On-Going Illness Or Injury

A more sophisticated method of record keeping is recommended for an ongoing illness or injury. Unfortunately, the insurance industry is paper intensive so you will have plenty to work with.

Hanging files, including box-bottom ones, are perfect for handling the paper volume you're apt to have. Because your health situation will be an ongoing project, your goal is to be able to quickly find what you need when you need it, especially when talking with doctors and/or insurance claims specialists.

Create a separate file for each of the following categories:



1. Medical bills you receive from healthcare providers, labs, hospitals.
2. Insurance claims you file with the insurance company.
3. Insurance claims that have been paid by your insurance company.
4. Medical bills you have paid
5. All prescription drug information – past and current.
6. Receipts for out-of-pocket expenses
7. Test results from medical providers.
8. Hospital discharge orders/documents.

Within each hanging file, store documents in reverse chronological order with the most recent first. This allows you to see current records first.

Medical records management is much easier once you have a system in place. Try this solution or a variation and you will be surprised at how easy it is to manage your medical records.

By: Audrey Thomas

