

Medical Records Standard Format

Location/Tab	Document	Order*
LEFT: (In this order)		
All Consents	Problem/Summary List/Immunizations	R
	Growth and Development Charts	R
	Advance Directives	R
	Demographics	R
	Insurance	R
	Hospital Records	R
RIGHT:		
Progress Notes		
On top of all right-side tabs	Progress Notes	R
	All Specialized Assessments	R
	Worker's Compensation Forms/Reports	R
	Urinalysis (If attached to progress notes)	R
	Radiation Oncology Reports	R
	Physician Orders	R
	Prescription Copies	R
	Message Record including refill request	R
	OB Hospital Records	R
	No-Show Forms	R
Referrals/Consultations	Letters between Health Care Workers	R
	Home Health Records (Only filled upon official request)	R
	Physical Medicine Reports including:	R
	-Audiology	R
	-Sports Medicine	R
	-PT/OT	R
Psychiatry	Psychological Reports	R
Labs	All Diagnostic Tests and Reports, including Lab, Pathology, as well as those from TDH	R
X-Ray	All Diagnostic Radiology reports including:	R
	-Heart Station reports	R
	-Neurology	R
	-GI Lab Reports	R
	-Respiratory Therapy	R
Correspondence	Records Received-from other facilities other than hospital	C
	Correspondence regarding insurance, Social Security, etc.	C
	Release of information Documents	C
	Return to Work Statements	C
	Financial Application	C

*R=Reverse Chronological
 C= Chronological
 Revised 10/2008