

- ASSESSMENT FORM
 - 01/01/2023
 - 02/01/2023
- DRUG SCREEN
 - 03/01/2023
- EKG
 - 04/01/2023
- INSURANCE
 - PROOF OF DELIVERY 05/01/2023
- LAB
 - LABCORP 06/01/2023
 - LAB TEST 02/13/2023 →
 - QUEST 08/01/2023
 - INFUSION ORDERS 03/01/2023
 - ORDER 01/02/2023
- MEDICAL HISTORY
 - MEDICAL RECORD 09/01/2023
 - EMS REPORT 12/30/2023
- MEDICAL RECORD
 - FMLA 03/28/2023
 - REQUEST 10/01/2023
 - VERBAL AUTH 11/01/2023
 - WRITTEN AUTH 12/01/2023
- MEDICATION
 - MED LIST 01/01/2023
- NMDP
 - PHYSICAL 03/01/2023
 - FILGRASTIM #1 04/01/2023
- OLD DEMO
 - INTAKE-1 06/01/2023
 - HX 07/01/2023
 - INSURANCE 08/01/2023
- PAT DEMO
 - PHOTO ID 09/01/2023
 - INSURANCE 10/01/2023
 - HIPAA 11/01/2023
 - DEMO CHECK 12/01/2023
 - HX REVIEW 01/01/2023
 - SP 02/01/2023
 - PARENTAL AUTH 03/28/2023
 - LEGAL GUARDIANSHIP 03/28/2023
 - POWER OF ATTORNEY 03/28/2023
- PHYSICAL
 - 04/01/2023
 - DOT 06/01/2023
- PT
 - 07/01/2023
- RETAIL
 - 05/01/2023
- VACCINATION
 - PPD 07/01/2023
 - HEP A 08/01/2023
 - HEP B 09/01/2023
 - COVID-19 VACCINE CARD 03/01/2023
- WORK INJURY 1
 - MED AUTH 10/01/2023
 - BAT 04/01/2023
 - RTW 12/01/2023
 - DRUG SCREEN 01/01/2023
 - COC 02/01/2023
 - MRO 03/01/2023
 - FINAL MRO 05/01/2023
 - PT NOTES 07/01/2023
- WORK VISIT 1
 - DRUG SCREEN 09/01/2023
 - BAT 10/01/2023
 - FedEX LABEL 1/1/2023
 - UPS LABEL 1/1/2023
 - PHYSICAL 01/01/2023
 - WATER LOG 01/01/2023
- ANIMAL BITE
 - 03/28/2023
- PRO PAYMENT
 - 11/6/2023

Lab Result Sheet		
Patient Label		
iStat	CBC	Urinalysis
Tape Results Here	Tape Results Here	Tape Results Here
Piccolo	Piccolo	Lipid Panel
Tape Results Here	Tape Results Here	Tape Results Here
Cardiac	BNP	D-Dimer
Tape Results Here	Tape Results Here	Tape Results Here

Notes:

- Only use capital letters.
- **Never create a different image category. Call Mariann Schuessel or Nicole Lewis if you are unsure of how to label a document.**
- Use the date format provided by DocuTAP (MM/DD/YYYY), and change the "unknown" text to the proper document name.
- Place all images related to a work injury in the "WORK INJURY #" folder. If the patient has multiple work injury visits, place in correct folder.
- Place all images related to a work visit in the "WORK VISIT #" folder. If the patient has multiple work injury visits, place in correct folder.
- Assessment and Retail are not placed into the "Work Injury" or "Work Visit" folders.
- If a patient is paying for the DOT physical out of pocket, place in the "Physical" folder.