

Name: _____

Date: _____

Managing Medical Records Chapter 13

F K Q Q A E L I F E V I T C A U L E I G J C Z I
Z Y P U O E O Y A T Z P O P B J M L J D E H L Q
F K K E M R E X P G V L G Z V I B I E D L N K J
J X Q D L E T Z V O F I R J D G E F N M I W Y D
V N I O K I G L F I L E G U I D E R K Z F Z L H
I R A S X D F S S W W U H O G T C E J J D D L P
V D E G X F A E B A Q H F F P M V L Y J E Q C V
Q W G R O H E F V Y B U K F T T I K N R S W J M
P P Z M L H D V N I R U P C D I U C C H O J R P
U H W V J F Q F J V T Y S R J U U I M G L O U S
L F K S J F V J W V K C V O H I K T G F C O X L
O X G G L D N W N W I I A G B K H A Q J O G S P
P H E F V R E T E N T I O N S C H E D U L E W P
O A D O N G F R J M U X G I I M S Z K J V U W G
V L I N D I R E C T F I L I N G S Y S T E M N L
E W C G S Z W H V O L N W P Q C Y P I F R I W M
V V G C L F A E V K G U K Z S D N H U R D S C U
Z T E R M I N A L D I G I T V W A L J O K T K K
T Q Y G B I N D E X I N G R U L E S C K J N G I
U D Y A G N I L I F L A C I T E B A H P L A U W
M O N G B P C R O S S R E F E R E N C E S B A Q
S K V H I C O M P A C T I B L E F I L E W V W G
V P K U D Z G N P N W B W W E N G M M B I P B R
O P E H L J D N U J Q T O A B Z B T V A V L P M

INDIRECT FILING SYSTEM

ALPHABETICAL FILING

RETENTION SCHEDULE

COMPACTIBLE FILE

CROSS-REFERENCE

TERMINAL DIGIT

INDEXING RULES

INACTIVE FILE

TICKLER FILE

CLOSED FILE

ACTIVE FILE

FILE GUIDE

CODING