

Name: _____

Date: _____

medical records

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

inspecting and releasing
color coding systems
vertical files
objective
coding
SOAP
PHR

release of information
sorting and storing
tickler files
outguides
closed
POMR
EHR

indirect filing system
retention schedule
subjective
indexing
active
SOMR

numeric filing system
terminal digit
alphabetic
inactive
HIPAA
EMR