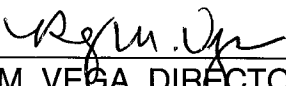


Guam Behavioral Health and Wellness Center		
TITLE: Color Coding Medical Records for Filing	REFERENCE #: MR-06	PAGE: 1
DIVISION: Inpatient/Outpatient- Medical Records	TJC: IM.02.02.03	
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: 8/11/2013	
	REVISED:	

POLICY:

- A. All charts shall be color-coded by number to assure organization and appropriately filed medical records.

PROCEDURE:

- A. It is the duty of medical record's personnel to create a folder for every new consumer.
- B. Specific colored number labels are placed on the outside end-tab of the medical record folder.
- C. Each color indicates a specific number to assure continuity.
- D. To locate a medical record, determine the last two (2) digits of the medical record number. Please refer to the example below for further guidance.

EXAMPLE:

- A. Chart #015198 would use the following colored numbers:
 - a. Black (9) would be the top number, identifying the tens place.
 - b. Red (8) would be the bottom number, identifying the ones place.
- B. All medical record numbers are a six (6) digit number however; it is easiest to think of all medical record numbers as a five (5) digit number.
 - a. The zero (0) in the front of the other five (5) digits of the medical record number will always be there however; when searching for a medical record it is not significant to use the zero (0) in the front.
- C. To find the "98" section using the five (5) digit number (i.e., 15198) theory explained above you would:
 - a. Look within the "98" section from the left and ascending to the right based on the three (3) digits following the zero (0) "151".
 - b. Since 151 is one of the larger numbers you would find this chart closer to the far right section of the "98's".