

IDIOTS GUIDE FOR FILING PAPERS IN NOTES

- a) IDENTIFICATION SHEET - District Spells. Daily Nursing Notes.
- b) CLINICAL FORMS - Clinical Practice Notes for Medical Staff recording, Key Worker entries and D.V. Forms.
- c) CORRESPONDENCE - All Letters, Day Patient Admission and Discharge Forms.
- d) INVESTIGATIONS - All investigation forms, Prescription Cards and Drug Recording Cards, E.C.G.(in envelope) and E.E.G. results.
- e) LEGAL DOCUMENTS - Section Papers, Court of Protection, Incident Forms, Sick Notes and Property Forms, E.C.T consent forms.

ALL PAPERS ARE TO BE IN CHRONOLOGICAL ORDER,
i.e. OLDEST ON TOP