LABELS

Applying labels to the file folder tab to color code your filing systems adds a number of benefits and efficiencies to your filing system. Two of the more prominent benefits are referencing and locating file folders within the system and, perhaps the most cost saving benefit, is locating misfiles within a filing system. Using color coding in your filing system can speed up referencing and spotting costly misfiles by as much as 70 percent

The four most commonly used methods of color coding are as follows:

Alphabetical-The use of alpha labels to designate a file by patient, client or customer name. By using the first few characters of a name, there is little to no need for a cross reference system to access active files. The amount of alpha letters needed to color code a single file is determined by the size of the overall filing system, frequency of common names, etc…

Straight Numeric-The use of numeric labels to designate a file by customer number, date, social security number, etc… Use of numeric labels usually requires some level of cross reference and is very simple in nature. The most recent file (new customer, patient, etc…) is usually found at the end of a straight numeric filing system.

Alpha/Numeric-The use of a combination of alpha and numeric labels to create a filing system. The use of both alpha and numeric labels are used to create a specific file for customer files, court files, service records, property management files, etc…

Terminal Digit-The use of numeric labels for large volume filing systems. This unique systems breaks large filing systems up in groups of 100 or 1000 files, depending on the overall size of the filing system. This type of system places the initial emphasis on the ending digits of the file number to speed referencing, thus the name "Terminal Digit". You are basically creating smaller systems, or groups, within the entire filing system.

Other labels such as Year, Month, Solid (designator) labels can be used to further departmentalize or detail the information located on the tabs of files within your filing system.