

## **Folders for Administrative Supportive Staff**

### **Mobile Psychiatric Nursing**

- 1. Scheduled Intake/1<sup>st</sup> Scheduled Nurse**  
For packets that have been prepared for Intake Specialist or Nurse.
- 2. Completed Intake/1<sup>st</sup> Scheduled Nurse**  
For packets once the Intake is done and the 1<sup>st</sup> appointment with the Nurse is scheduled.
- 3. CX/NS for 1<sup>st</sup> Scheduled Nurse after Intake**  
For packets once the Intake is done but the Client has been a no show or cancelation for the Nurse.
- 4. Intake Packets to Scan/Index**  
For packets that need to be double checked by support staff after Timesheet checking has occurred.
- 5. Incomplete Charts**  
For Checklists that are still waiting for material to complete the chart.
- 6. Timesheet Errors**  
Copies of timesheets with correction slip should be placed in this folder.
- 7. Timesheets**  
For timesheets that are ready to be checked by the Timesheet Checker.
- 8. Payroll Timesheets**  
For timesheets that are ready for payroll/billing
- 9. Unsigned Superbills**  
Once a copy has been indexed to the chart, the original goes in this folder until it signed.
- 10. Scanning/Indexing**  
The folder for all hard copy documents that accompanied the timesheet or came in separately.

## Outpatient Clinic

**1. Scheduled Bio/Intakes**

For packets that have been prepared for the Mental Health Worker or Therapist.

**2. Completed Bio/Scheduled Intakes**

For packets once the Bio is done and the Intake is scheduled with a Therapist.

**3. CX/NS for Intake after Bio**

For packets once the Bio is done but the Client has been a no show or canceled for the Therapist.

**4. Intake Packets to Scan/Index**

For packets that need to be double checked by support staff after Timesheet checking has occurred.

**5. Incomplete Charts**

For Checklists that are still waiting for material to complete the chart.

**6. Timesheet Errors**

Copies of timesheets with correction slip should be placed in this folder.

**7. Timesheets**

For timesheets that are ready for payroll/billing

**8. Unsigned Superbills**

Once a copy has been indexed to the chart, the original goes in this folder until it signed.

**9. Scanning/Indexing**

The folder for all hard copy documents that accompanied the timesheet or came in separately.