**3.02 Filing Records Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Handout Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alphabetic Filing**

* All personal names are transposed so that the last name is the primary indexing unit, first name second and middle name or initial is the third unit.
* April Smith Smith, April
* Jesse W. Brown Brown, Jesse W.
* If filing identical names, use the city and street names to place in alphabetical sequence
* Don S. Clay, Asheboro, N. C. Clay, Don S. Asheboro
* Don S. Clay, Raleigh , N. C. Clay, Don S. Raleigh
* Names with prefixes are filed disregarding punctuation and spacing within the surname
* Rena de la Santos de la Santos, Rena
* Amee La Croix La Crois, Amee
* David M. McArthur McArthur, David M.
* Abbreviated names are files as though the names were spelled out.
* Chas. Malley Malley, Charles
* Charles L. Malley Malley, Charles L.
* Professional titles and degrees are placed at the end of the name and enclosed in parentheses.
* Organizations and Businesses in order they are written

*American, Red, Cross*

* Exception: If Owner's name is name of business, then follow name rules

*The T.S. Eliot Company is filed as Eliot, T., S., Company*

* Hyphenated names are considered as one unit
* After indexing, follow strict alphabetical order, use as many letters as needed to file
* Nothing comes before something
* Numbers in a name are indexed as though they were spelled out

**Numeric Filing**

* Cross indexing (referencing) is required
* Patient names are indexed as for alpha filing
* Agency numbering usually runs in order, and a record is kept of which numbers have been assigned.
* When patient comes to agency, alpha cross index is checked to locate patient's file number
* Numbers go in order from small to large
* If zero falls before other numbers, the zero is disregarded when filing