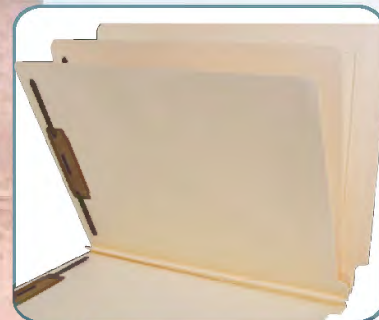


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Efficiently Managing Patient Records

Building the best solution
for your clinic or practice



Designing the best shelf filing system for your practice.

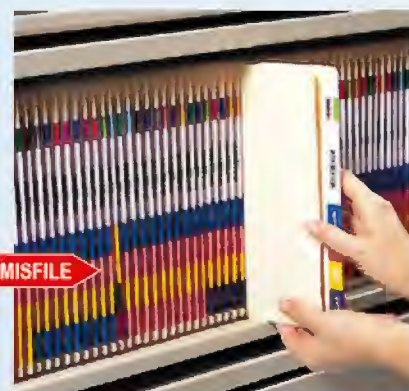
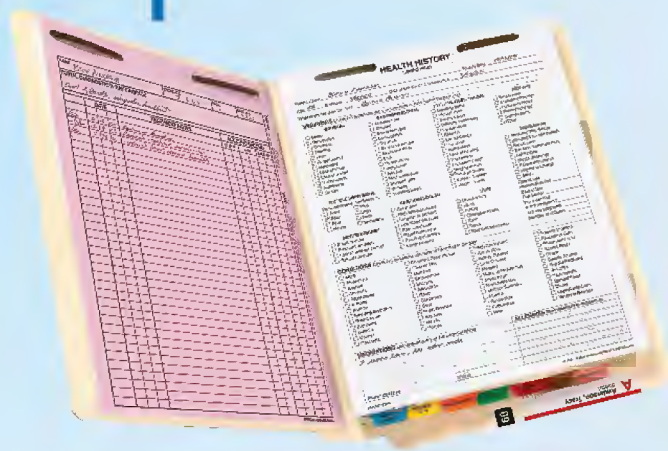


On average, physicians spend three hours each week looking for missing information.

Combining end-tab charts with open faced filing cabinets creates a system that is easily and quickly accessed by multiple users simultaneously.

Color-coded systems cut labor costs by up to 30% compared with drawer based filing systems.

The labor costs involved in handling and retrieving records averages more than 20 times the cost of the files themselves.



How much money does your practice waste searching for missing or misfiled charts?

The average office has 3% to 5% of their records misfiled. The cost to recreate them can be upwards of \$200 each.

Software tracking systems save time by making the location of every chart easily accessible.

Make sure your charts comply with HIPAA guidelines concerning confidentiality of patient records.

Total Records	_____
x	
4% Misfiles	
x	
\$200 Recovery	
=	
Total Recovery Costs	_____

80% Personnel

11% Equipment
5% Space
4% Supplies

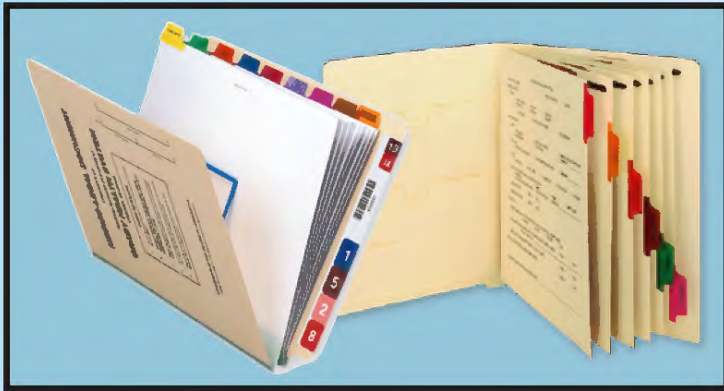
80% of filing system costs come from the labor used retrieving and refiling information.

Ensure that your personnel don't spend their time searching through an inefficient system by implementing color-coding and bar code tracking.



Step 1

Choose the appropriate chart for your medical practice based on the number of documents stored, security, activity, and shelf life.

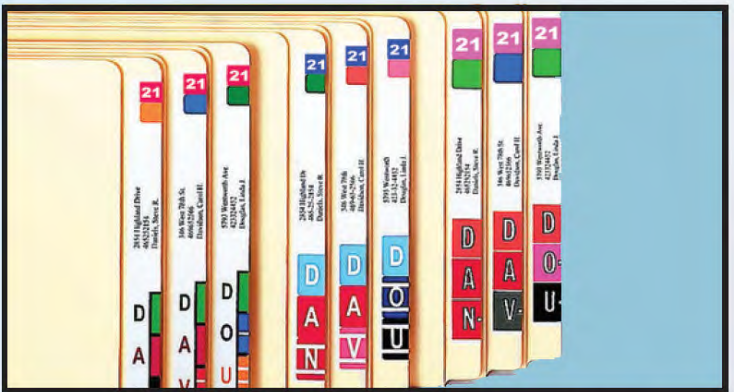


Step 3

Design the appropriate color-coded system that will reduce misfiles and increase filing productivity.

Step 2

Create the most efficient medical chart with custom printing, pocket installation, custom indexes, filebacks, and file dividers.



Step 4

Implement on-demand label generating software to facilitate the ongoing label generating needs of your practice.



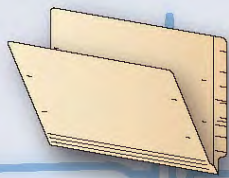
STEP 1

BUILDING THE BEST CHART SOLUTION

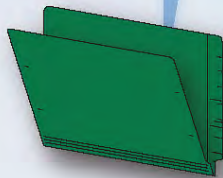
The Ideal Filing Solution Accounts For:

- Number of Charts Stored
- Security of Documents
- Average Chart Activity
- Required Shelf Life

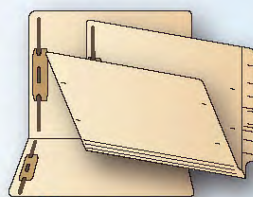
End-Tab charts are the basic building blocks of an efficient and effective filing system. Understanding your needs is the most critical aspect to choosing the right solution for your practice.



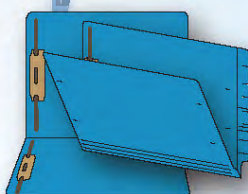
85SR102



85C##SR102



85SR102BF213



87C04SR102BF213

End Tab Charts

Letter Size: 9 1/2" H x 12 1/4" W - Scored for 3/4" Exp. - Embossed Label Placement Marks

Weight	Color	Front	Tab Description	Item No.	Box	Ctn
11 Point	Manila	9.5" H	Single Ply, Full-Cut End Tab	85S102	100	500
11 Point	Manila	9.5" H	Reinforced, Full-Cut End Tab	85SR102	100	500
11 Point	Manila	9.0" H	Reinforced, Full-Cut End Tab	85SR102DF	100	500
11 Point	Colors*	9.5" H	Reinforced, Full-Cut End Tab	85C##SR102	100	500
14 Point	Manila	9.5" H	Single Ply, Full-Cut End Tab	87S102	100	500
14 Point	Manila	9.5" H	Reinforced, Full-Cut End Tab	87SR102	50	250
14 Point	Colors*	9.5" H	Reinforced, Full-Cut End Tab	87C##SR102	50	250
11 Point	Manila	9.5" H	Reinforced, Full-Cut End Tab 1/2 Pocket Inside Front	85S350L	50	250

Single-Ply tabs offer an economical solution for light usage.

Reinforced tabs are suitable for charts accessed on a daily basis. Heavy 14-point paper stands up to heavy use. Full-Cut tabs are ideal for attaching a color coded strip label. Color folders allow users to quickly differentiate between charts. Fasteners keep materials secured and organized within a file.

End Tab Charts With Fasteners

Letter Size: 9 1/2" H x 12 1/4" W - Scored for 3/4" Exp. - Embossed Label Placement Marks
2" Bonded Fasteners

Weight	Color	Fast. Position	Tab Description	Item No.	Box	Ctn
11 Point	Manila	1st	Reinforced, Full-Cut End Tab	85SR102BF21	100	500
11 Point	Manila	1st & 3rd	Reinforced, Full-Cut End Tab	85SR102BF213	50	250
11 Point	Manila	5th	Reinforced, Full-Cut End Tab	85SR102BF25	100	500
11 Point	Manila	3rd & 5th	Reinforced, Full-Cut End Tab	85SR102BF235	50	250
11 Point	Colors*	1st & 3rd	Reinforced, Full-Cut End Tab Tinted Available in 14 Colors	85C##SR102BF213		
14 Point	Manila	1st	Single Ply, Full-Cut End Tab	87S102BF21	50	250
14 Point	Manila	1st & 3rd	Single Ply, Full-Cut End Tab	87S102BF213	50	250
14 Point	Manila	1st	Reinforced, Full-Cut End Tab	87SR102BF21	50	250
14 Point	Manila	1st & 3rd	Reinforced, Full-Cut End Tab	87SR102BF213	50	250
14 Point	Manila	3rd & 5th	Reinforced, Full-Cut End Tab	87SR102BF235	50	250
14 Point	Colors*	1st & 3rd	Reinforced, Full-Cut End Tab Tinted Available in 14 Colors	87C##SR102BF213	50	250
11 Point	Manila	1st	Reinforced, Full-Cut End Tab	85S350LBF21	50	250



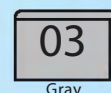
Pink



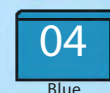
Orange



Yellow



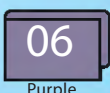
Gray



Blue



Red



Purple



Goldenrod



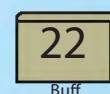
Lavender



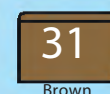
Green



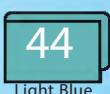
White



Buff



Brown



Light Blue

* Use the color number to replace the ## in colored folder item numbers.



872M2

End Tab Manila Expandifile Folders

Weight	Tab	Capacity	Dividers	Item No.	Box	Ctn
14 Point	Full Cut End-Tab Top and Side Reinforced	2" Expansion	1 Divider	872M1	20	100
14 Point	Full Cut End-Tab	3" Expansion	2 Dividers	873M2	15	75

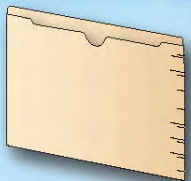
File charts are useful for securing documents that can not be hole punched for use with fasteners.

Useful for items that require quick retrieval as documents are not secured directly to the folder.

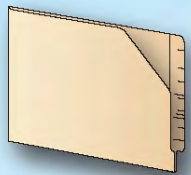
Documents ideal for pockets include lab reports, photos, compact discs, and dental x-rays.



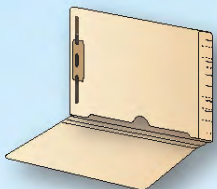
85S350LBF21



P1168



P1178



SWMFP-10BF21

Manila Chart Jackets

Letter Size: 9-1/2" H x 11-3/4" W

Weight	Front	Description	Item No.	Box	Ctn
11 Point	9.0" H	Flat Expansion, Closed 3 Sides	1109S	50	250
11 Point	9.5" H	Scored 3/4" Expansion, Closed 3 Sides	1209S	50	250

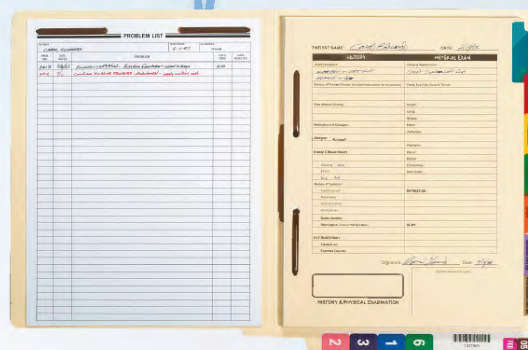
Letter Size: 9-1/2" H x 11-1/4" W

Weight	Front	Description	Item No.	Box	Ctn
11 Point	9.5" H	Flat Expansion, Closed 3 Sides	P1168	50	250
11 Point	9.5" H	2" Expansion, Closed 3 Sides, Ships Flat	P1168W2		200
11 Point	9.5" H	Flat Expansion, Closed 2 Sides, Diagonal Cut Front Panel	P1178	50	250

Manila Chart Pockets

Letter Size: 9-1/2" H x 11-3/4" W

Weight	Front	Description	Item No.	Box	Ctn
11 Point	9.5" H	Reinforced, full-cut, full pocket on inside back flap	SWMFP-10	50	250
11 Point	9.5" H	Reinforced, full-cut, full pocket on inside back flap, 2" bonded fastener in position 1	SWMFP-10BF21	50	250
11 Point	9.5" H	Reinforced, full-cut, full pocket on inside back flap, 2" bonded fastener in position 1&3	SWMFP-10BF213	50	250
11 Point	9.5" H	Reinforced, full-cut, half pocket on inside front flap	85S350L	50	250
11 Point	9.5" H	Reinforced, full-cut, half pocket on inside front flap, 2" bonded fastener in position 1	85S350LBF21	50	250
11 Point	9.5" H	Reinforced, full-cut, half pocket on inside front flap, 2" bonded fastener in position 1&3	85S350LBF213	50	250



STEP 2

CUSTOM INDEXES AND FILEBACKS

Create a filing system inside each patient chart or project file by subdividing information with your own custom indexed dividers.

Color-coded Mylar tabs with your headings preprinted on them keep documents separated.

Fasteners keep pages secure and in the proper order.

Follow these simple steps to create the system that works best for your files.

Ordering Instructions

- Choose the style of index, fileback, or self-adhesive fileback
- Specify material weight and material color
- Specify tab cut (see charts for details)
- Specify a title and color for each tab position (see charts for details)
- Specify packaging: Collated in sets, or not collated - titles boxed individually

Indexes

Index dividers are two-hole punched and secured to a chart's fasteners. Add pages by removing pages and indexes at the insertion point.

90 lb. or 110 lb. White or Ivory Stock, 124 lb. Manila Stock

2-Hole Punched (2-3/4" center-to-center) and Reinforced with Mylar

Tabs Printed on Both Sides and Fused with Colored Mylar

Dimensions are 8-1/2" x 11" Plus 1/2" for Side Tabs and 3/8" for Bottom Tabs



Filebacks

Filebacks allow you to add pages within each section without removing dividers. Comes with installed fastener attached below a punched foldover hinge. Remove entire sections without disrupting the rest of the pages.

110 lb. or 124 lb. Manila Stock

2" Bonded Fastener Preinstalled

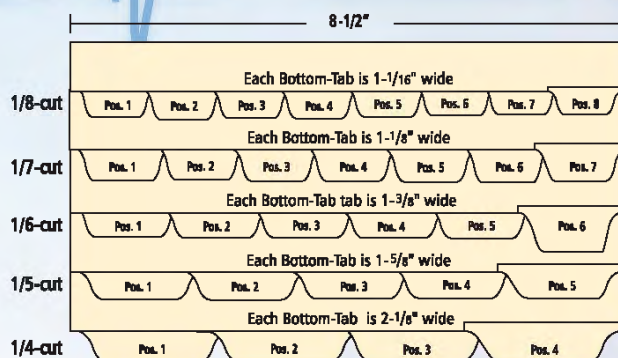
1" Scored Hinge with Mylar Reinforced Slits

Tabs Printed on Both Sides and Fused with Colored Mylar

Dimensions are 8-1/2" x 11" Plus 1/2" for Side Tabs and 3/8" for Bottom Tabs



Tab Cut Sizes



POCKETS, DIVIDERS, GUIDES, AND OUT GUIDES

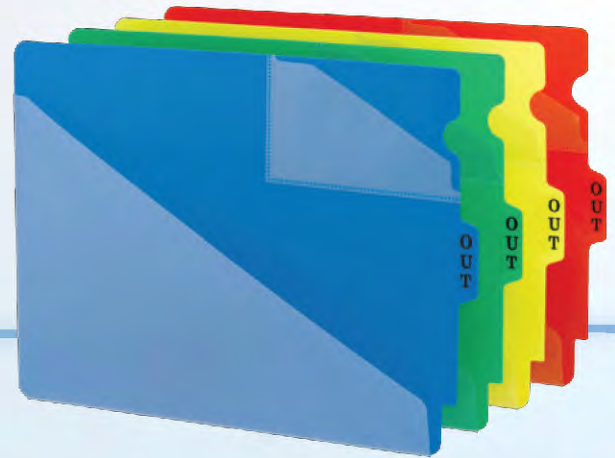
Self-Adhesive Pockets

Pockets eliminate the need to hole-punch documents while still maintaining order and organization for small and odd size positions.

Available in manila, golden kraft, see-through poly, and vinyl.

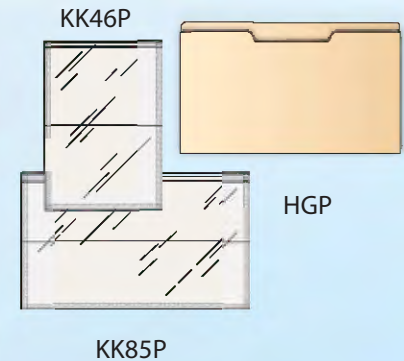
Have your pockets pre-installed in charts or purchase separately for self application.

A variety of sizes ensures the proper fit for any size documents.



Self-Adhesive Pockets

Description	Size	Item No.	Description	Size	Item No.
Poly	2-1/2" W x 3-1/4" H	KK325P	Manila	6-1/4" W x 4" H	KK64MP
Poly	3-1/2" W x 5" H	KK53P	Manila	8-3/4" W x 5-1/4" H	HGP
Poly	6-1/2" W x 4-1/2" H	KK46P	Manila	9-1/8" W x 4-5/8" H	4129
Poly	4-1/2" W x 6-1/2" H	KK64P	Manila	11-1/4" W x 8-5/8" H	FGP
Poly	8-3/4" W x 5-1/4" H	KK85P	Vinyl	5" W x 3" H	P1158
Golden Kraft	9-1/2" W x 6" H	SW9EP	Vinyl	8" W x 5" H	P1161



Self-Adhesive Dividers

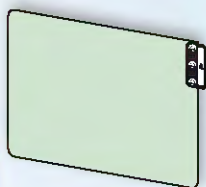
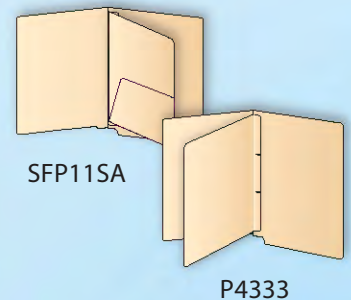
Dividers provide additional organization in any chart.

Manufactured from 11 point manila.

Easily create up to four categories when these dividers are used in standard fastener charts.

Chart Dividers

Description	Size	Item No.
Divider without fasteners	9-1/2" x 11-3/4"	P4333
Divider with 1" crimp-on fastener	9-1/2" x 11-3/4"	P4327
Divider with 2" bonded fasteners on both sides	9-1/2" x 11-3/4"	P4333BF213
Divider with 5-1/2" high pockets on both sides	8-13/16" x 11-1/4"	SFP11SA



A1243-25

File Guides

The signposts of your filing system, guides help bring you quickly to the section of the filing system that you need.

Pressboard Guides

Letter Size: 9-1/2" H x 12-1/4" W, Legal Size: 9-1/2" H x 15-1/4" W

Color	Description	Weight	Letter	Box
Green	Vertical metal tab - blank tab inserts	Heavy 25 Point	A1243	50
Green	Vertical metal tab - alphabetic inserts	Heavy 25 Point	A1243-25	1 Set

Manila Out Guides

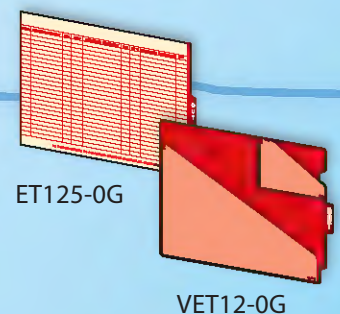
Letter Size: 9-1/2" H x 12-1/4" W, Legal Size: 9-1/2" H x 15-1/4" W, 1/5 Cut-tab, Charge out form printed on two sides

Color	Weight	Letter	Box
Manila	Heavy 18 Point	ET125-OG	100

Vinyl Out Guides

Letter Size: 9-1/2" H x 12-1/4" W, Legal Size: 9-1/2" H x 14-3/4" W, Center-tab, Two-pockets, "Out" embossed on two sides

Color	Weight	Letter	Box
Red	Rigid 15 Point	VET12-OG	50
Blue	Rigid 15 Point	VET12-OG-BE	50
Green	Rigid 15 Point	VET12-OG-GN	50
Yellow	Rigid 15 Point	VET12-OG-Y	50

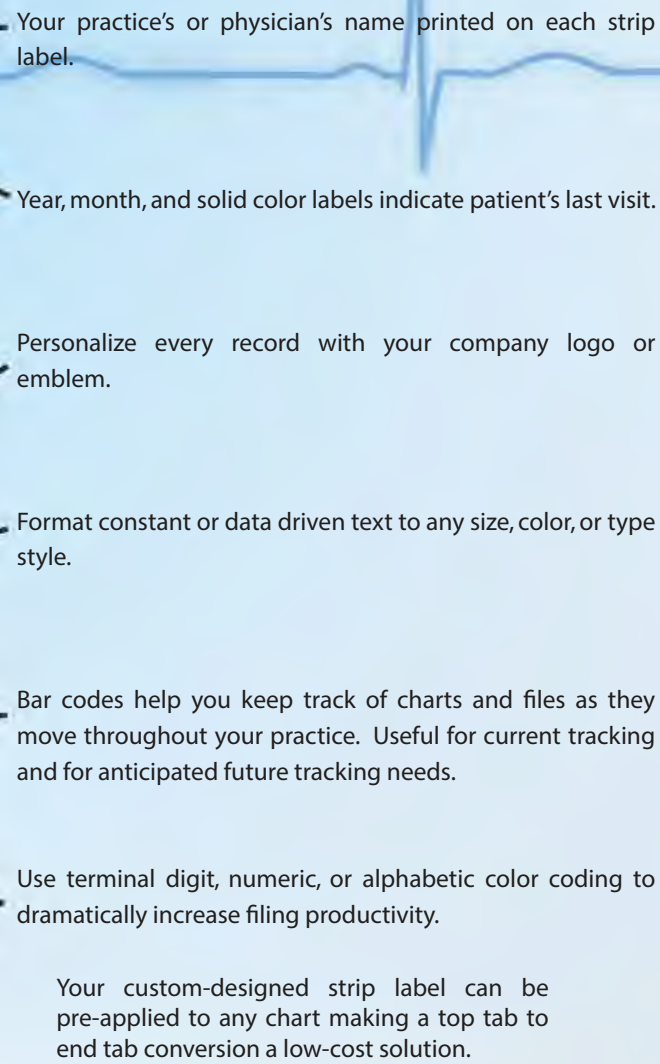


Out Guides

When a chart is removed from the filing system, mark its place with an out guide. Charge-out forms indicate who has the chart, and when it will be returned.

DESIGNING A COLOR-CODED SYSTEM

Three colored squares with numbers 2, 3, and 1. The first square is pink with the number 2, the second is dark blue with the number 3, and the third is blue with the number 1.



- Your practice's or physician's name printed on each strip label.
- Year, month, and solid color labels indicate patient's last visit.
- Personalize every record with your company logo or emblem.
- Format constant or data driven text to any size, color, or type style.
- Bar codes help you keep track of charts and files as they move throughout your practice. Useful for current tracking and for anticipated future tracking needs.
- Use terminal digit, numeric, or alphabetic color coding to dramatically increase filing productivity.

Your custom-designed strip label can be pre-applied to any chart making a top tab to end tab conversion a low-cost solution.

A vertical ruler with a yellow background and black markings. The ruler is marked from 1 to 8. To the right of the ruler is a dashed line.

9



7433969

FEB

21

Alphabetic Filing

Charts are arranged by names-company, subject, or individual-in dictionary order.

Alphabetic filing is the most commonly used method for systems with less than 5,000 charts.

Alphabetic filing methods allow anyone direct access to information contained in the files because cross-references are not needed.

When color coding is not used in large volume alphabetic filing systems, the repetition of common names makes filing extremely tedious and may lead to errors and frequent misfiles.

M M

R R

4 4

3 3

5 5

2 2

Terminal Digit Filing

Terminal digit filing systems arrange charts in groups according to last digits.

Terminal digit is an efficient method for systems in excess of 10,000 records or systems with "skips" in the numeric sequences.

Chart numbers are assigned in straight numeric sequence; however, location in the file is determined by reading them in reverse order, in groups of two digits.

File area is divided in to 100 equal sections (00-99) which expand and contract evenly.

Straight Numeric Filing

Charts are arranged by number in sequential order from lowest to the highest.

Straight Numeric is the most practical filing system for large records, especially for filing systems larger than 5,000 records.

A benefit of straight numeric filing is that, unlike large alphabetic systems, there is no duplication of files because each number is unique.

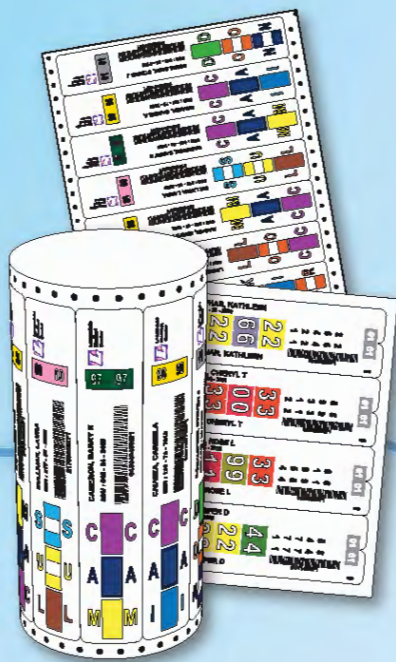
Security of charts is enhanced because access to a record is not possible without access to the alphabetic cross-reference system.

0 0
1 1
6 6
5 5

STEP 4

ON-DEMAND LABEL GENERATION

ColorBar



ColorBar Print Labeling Software

Full-featured design and printing software for creating and printing vibrant, color-coded labels on your PC.

Create any sized label with custom color codes, symbols, text, bar codes, and images.

Automate label production by using data from virtually any database source.

Description	Label Size	Item No.
ColorBar Sheet Labels for Laser Printers		
Bright White (6 up label sheet)	8" W x 1-1/2" H	CB-170025
Bright White (7 up label sheet)	8" W x 1-1/2" H	CB-170078
ColorBar Sheet Labels for Inkjet Printers		
Waterguard (6 up label sheet)	8" W x 1-7/16" H	CB-170166
Waterguard (7 up label sheet)	8" W x 1-7/16" H	CB-170173
ClickStrip & Smartstrip Labels for Inkjet Printers		
ClickStrip Waterguard (1 up label sheet)	8" W x 1-1/2" H	02781
Smartstrip Waterguard (7 up label sheet)	7-1/2" W x 1-1/2" H	66006



ColorBar Express Online Label Printing

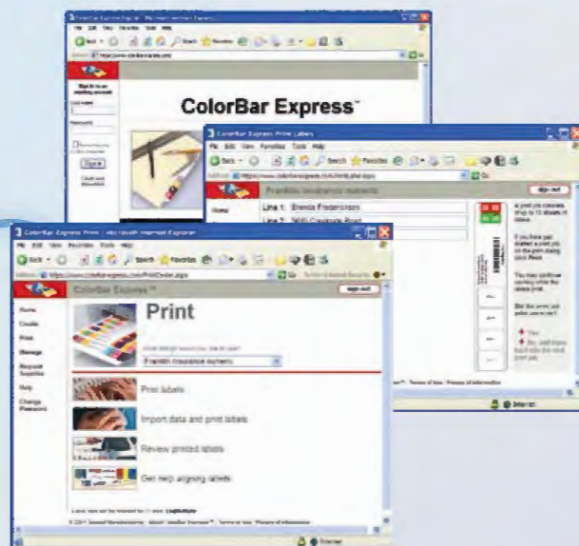
Print color-coded strip labels, complete with text, bar codes, and other information directly from the internet.

Create, print, and manage your record data and labels on the ColorBar Express website with any browser.

Upload your database to our secured servers and have labels automatically generated.

Separate user accounts let you create labels for multiple departments that use different labeling systems.

Automatically manage your label stocks and be alerted via email when supplies begin to run low.



ColorBar Express Label Design Wizard

Application guides you through the label design process and saves you the costs of professional design fees.

Choose from any of the most popular labeling system designs.

The Label Wizard helps you decide which design is best for your filing needs with a series of simple questions.

Rely on us for filing expertise.

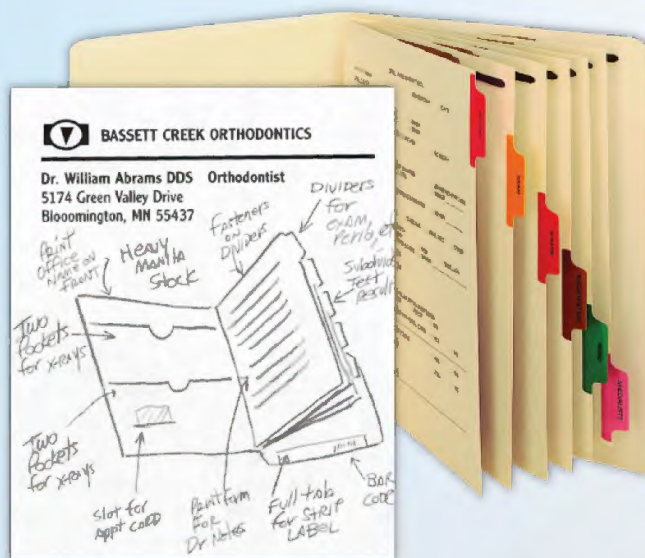
We can help you set up an efficient shelf filing system.

Creating a new filing system from the ground up is a daunting task. Fortunately, you don't have to go it alone. From start to finish we'll help you save money and increase productivity with a shelf filing system designed specifically for your business.

Starting with an initial needs analysis our experts will review your current filing practices and business processes. We'll provide you with cost effective recommendations tailored for your current and future filing needs.

Whether you're converting an existing system or building a shelf system from scratch, we are your source for efficient shelf filing solutions.

- Filing System Analysis and Design
- File System Conversions
- Prelabeled Color-Coded Folders
- Label Printing Software
- Custom Indexes and Filebacks
- Custom Printing



From Start to Finish
you design it, we'll create it.

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