

Provider Record Location Note should have:

Agency Name:

Agency Box No:

Records Center Barcode:

Notes:

Title	Agency Box/reel No	Records Center Barcode	Notes
ALASKAN RUBY ASSISTED LIVING HOME, LLC (RL9747)	110812-528	678649	recertification 1/1/2011-12/31/2012

Details Contacts Medicaid Codes Rates Consumers Agents Renderers Agencies Notes GR Cert CIR

Note Editor

Save Cancel

Title

Select

Date

2/5/2013

Note

Agency Box/reel No	Records Center Barcode	Notes
110812-528	678649	recertification 1/1/2011-12/31/2012
110812-528	678649	recertification 1/10/2011-12/31/2012

How it Copy/Pastes from Excel

Use the spacebar to fix the alignment

Add additional folder entries to the same note

Final note should be number of folders in box

Transferring to Archives