Creating New Provider Files

Supplies needed; Provider File, Burgundy & Green Folders, Hanging file of a size to hold file.

File Tag Labels: 3 Provider name tags w/ Provider Name, Provider Number, city of physical location. 1 each: certificate , rate, licenses, correspondence. 2 green dots w/m/v date.

1. Starting with hanging file, put provider name label on file tag and attach to hanging file.

2. Using the burgundy or red folder, attach the "Certification" to the tab on the first page on the left side.

B. Put "Rate" label on Right hand page tab.

C. Turn to the LAST TWO PAGES of the folder (folders will have different numbers of pages), put the license label on the left hand page.

D. Put the correspondence label on the upper right hand corner of the right page.

E. Put a provider label on the large tab on the last page of the folder so it can be seen when the folder is closed

F. Put one of the green date dots on the upper right hand corner so it's known when the file was created.

III. The green folder is much easier to do as it only needs the provider name label put on the large tab on the last page and the green dot put on the upper right hand last page.