

Accordion File Items

Purchased Items	Comments	Done (X)
Accordion File		
Tabs <ul style="list-style-type: none"> ○ Medical Record Numbers ○ Matrix ○ Lab Reports ○ List of Medications ○ Notes & Meetings ○ Business Cards ○ Health Plans ○ Invoices and Bills ○ Reference Material ○ Phone Messages (tape the small notes to an 8 x 11 piece of paper) ○ Note Paper ○ Miscellaneous ○ Other: _____ ○ Other: _____ ○ Other: _____ ○ Other: _____ 		
Spiral Note Book		
Current Calendar or Date Book		
Pen, pencil, red pen/pencil and a highlighter		
Business Cards		

***“Get Ready, Get Set...Cuz”
Beatrice Toney Bailey***