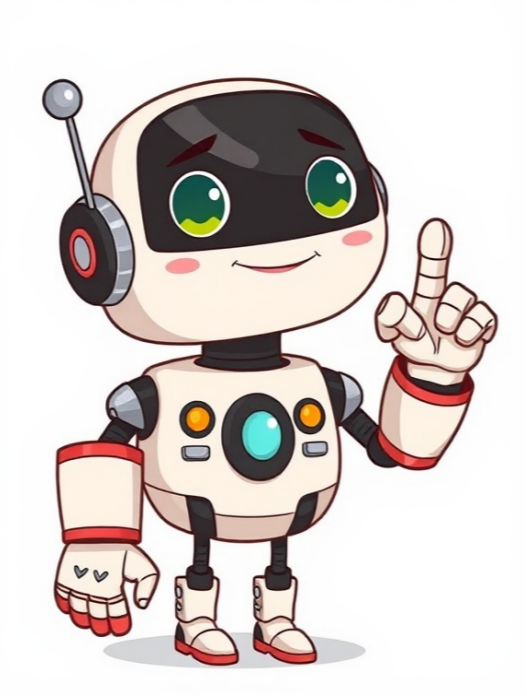


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Member of: FilingSupplies.com Out Guide Center Tab - Letter - 12-3/4" x 9-1/2" - 10 Color Options - 25/Pack Center Tab Outguide features large angle cut pocket. "OUT" is debossed into the tab. Pocket allows for easy insertion and retrieval of data without completely removing the guide from the file. The large pocket is used to hold documents and information... FilingSupplies.com Out Guide Bottom Tab Full Pocket - 13" x 9-1/2" - 6 Color Options - 25/Pack Large Bottom Tab Full Pocket Out-guide. Place a charge out slip into the full pocket to track the location of the removed file. The large pocket is used to hold documents and information that accumulates while the file is out. "OUT" is embossed into the... Amerifile Amerifile Bottom Tab Outguide with Slant Pocket - 10 Colors To Choose From - 13" x 9-1/2" - Box of 25 Bottom Tab Slant Pocket Outguide. Pocket is cut at an angle to allow for fast and easy document access. "OUT" is debossed into the tab. 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Tabbies Tabbies 74500 - RED CENTER TAB VINYL OUTGUIDE, LETTER - OVERALL: 9-1/2"H x 12-7/8"W, BODY SIZE: 9-1/2"H x 12-3/8"W, RED, 10/PACK (74500) CENTER TAB VINYL OUTGUIDE, CENTER TAB VINYL OUTGUIDE, LETTER - OVERALL: 9-1/2"H x 12-7/8"W, BODY SIZE: 9-1/2"H x 12-3/8"W, RED - 10/PACK Tabbies Tabbies 74584 - YELLOW LARGE TAB VINYL OUTGUIDE, OVERALL: 9"H x 13-1/4"W, BODY SIZE: 9"H x 12"W, YELLOW, 10/PACK (74584) LARGE TAB VINYL OUTGUIDE, LARGE TAB VINYL OUTGUIDES, OVERALL: 9"H x 13-1/4"W, BODY SIZE: 9"H x 12"W, YELLOW - 10/PACK FilingSupplies.com carries end-tab folders for open-shelf systems, top-tab folders for drawer filing, and heavy-duty classification folders with dividers and fasteners for multi-section records. Pick letter or legal size, then choose material (11-pt, 14-pt, or 18-pt manila), optional reinforced tabs, color-coding, and expansion capacity to match your volume. Folder FAQs End-tab vs. top-tab — what's the difference? End-tab folders show the tab on the long side and are used on open-shelf systems; top-tab folders show the tab along the top edge and are designed for drawer filing. When should I choose classification folders? Choose classification folders when you need built-in dividers and 2-prong fasteners to separate sections within one file—ideal for medical charts, legal matters, and case files. Letter or legal size — how do I pick? Letter (8.5" x 11") fits standard documents; legal (8.5" x 14") fits longer forms. Match the folder to both your documents and storage equipment. What tab and material options are available? Tabs include full-cut, 1/2-cut, or 1/3-cut (assorted positions). Materials range from 11-pt to 18-pt manila, with optional reinforced (2-ply) tabs for added durability. Can I add fasteners, pockets, or expansion? Yes—add 2" bonded fasteners (various positions), pockets/jackets, and expansion gussets (e.g., 3/4" to 2"). Check each product's options for capacity and placement. Do you offer volume pricing or custom printing? We offer bulk price breaks and custom printing (logos, lines, colors). Call (800) 810-3453 for a quote. Build a durable, age-appropriate classroom with furniture, early-learning materials, storage bins, learning centers, and presentation tools. Choose adjustable pieces that grow with grades, label friendly bins for quick clean-up, and tech carts that secure, charge, and move easily. Education FAQs What safety labels should I look for on school and early-childhood items? For children's products, look for CPSIA compliance and a Children's Product Certificate (CPC). Art materials should be labeled to ASTM D-4236; many also carry ACMI's "AP" (non-toxic) or "CL" seals. These help confirm proper cautionary labeling and third-party testing where required. How do I pick classroom furniture across grade levels? Favor adjustable-height desks/tables and seating tested to ANSI/BIFMA X6.1 for educational use. Check manufacturer grade/height charts; adjustable ranges let you cover multiple grades with one model and simplify purchasing and spares. What's the best way to organize supplies and centers? Use latching, stackable bins (clear for quick ID; colors for zones/subjects). Add label holders on bins and shelves, and keep a posted color key so students can verify the room independently. How do I choose learning games and manipulatives by age? Match to the stated age/grade band and learning goals (fine motor, numeracy, literacy). For early childhood, prioritize oversized pieces, wipe-clean surfaces, and non-toxic finishes. What should I consider in a charging/tech cart? Count devices and case sizes; resist slot width/height, cable management, ventilation, and locking doors. If devices support fast-charge (e.g., USB-C PD), confirm the cart's power specs and total charging wattage. Do you support school POs, bulk pricing, or custom printing? Yes—volume pricing and custom imprinting (school name, mascot, subject headers) are available. Call (800) 810-3453. From color file labels to printable sheets, select the right size, adhesive, and print method to match your filing system and equipment. Decide on sheet vs. roll format, then pick permanent or removable adhesive and your color set. Labels FAQs Sheet vs. roll labels — what's the difference? Sheet labels (letter-size) run through laser/inkjet printers; roll labels feed through thermal or dedicated label printers. Permanent or removable adhesive? Permanent adhesives are best for long-term filing; removable adhesives peel away cleanly from most surfaces for temporary notes or re-use. Will these labels work in my printer? Check each item's spec for "laser," "inkjet," or "thermal." Avoid running inkjet-only sheets through a laser printer. How do I match the label size to folder tabs or binder spines? Measure the printable area of your tab or spine and match to the label's width/height. If unsure, choose a slightly smaller label for clean alignment. Can I get preprinted sequences or color bars? Yes—choose preprinted sets (A-Z, 0-9, months) or request custom colors/text to match your filing system. Do you have templates? We provide size specifications and many custom label templates. If you need help aligning, call (800) 810-3453. Organize binders with preprinted or blank tabs. Select the number of tabs per set (5, 8, 10, or 12), choose paper with reinforced tabs or durable poly, and match letter or legal size for a clean fit. Tab Dividers FAQs What do 5-, 8-, 10-, or 12-tab sets mean? That's the number of tabs per set. More tabs provide finer organization; fewer tabs give larger, easier-to-read tabs. Paper vs. poly — which should I choose? Paper (often with Mylar-reinforced tabs) is economical and easy to write on; poly resists tears and moisture for heavy use and frequent handling. Are the tabs printable? Some tabs are hand-write only; others are laser/inkjet printable. Check each product for "printable" support and printer compatibility. Will they fit my binder? Choose letter (8.5" x 11") for most 3-ring binders or legal (8.5" x 14") for longer documents. Many options are pre-punched for standard rings. Can I mix preprinted and blank tabs? Yes—use a preprinted core set and add blank or custom tabs for sections unique to your workflow. Do you make custom tab sets? Yes—tab titles, colors, and sheet stock can be customized. Call (800) 810-3453. From everyday paper and pens to binders, mailers, and desk organizers, pick durable, compatible options that match your equipment and team size. Start with the right paper and labeling, then add organizers that keep work moving. Office Supplies FAQs Which paper weight and brightness should I choose? Use 20 lb / 75 gsm, 92-brightness for everyday printing; step up to 24–28 lb and 96+ brightness for presentations and double-sided color. If you print heavy coverage or duplex often, the thicker stock helps reduce show-through. Always confirm your printer's supported paper weights. Round-ring vs. D-ring binders — what's the difference? D-ring binders hold more paper at the same spine width and keep pages lying flatter, which reduces edge wear. Round-rings are economical for smaller sets. Pick capacity based on sheet count and how often you turn pages. What does "sheet capacity" mean on staplers and hole punches? It's measured using standard 20 lb copy paper. If you use heavier paper, expect a lower effective capacity. For shared spaces, choose high-capacity staplers/punches to avoid jams and downtime. Will labels, envelopes, and mailers work with my printer? Check each item's spec for "laser," "inkjet," or "thermal." Laser-safe adhesives resist heat; some inkjet-only sheets shouldn't go through laser fusers. Use your printer's label or heavy-stock setting for best feed and adhesion. How do I choose mailers and shipping boxes? Bubble or poly mailers are great for lightweight, non-fragile contents; corrugated boxes protect heavier or delicate items. Match interior dimensions to your contents, add cushioning if needed, and choose stronger board as weight increases. Do you offer eco-conscious options or bulk pricing? Many items are available with recycled content or reduced-waste packaging, and we offer volume price breaks. Call (800) 810-3453 for large-order help or product guidance. Equip classes, teams, and rec programs with durable balls, goals, cones, pinnies, storage, and safety gear. Match sizes and materials to age group and whether you play indoors or outdoors. Sports & Athletics FAQs What ball sizes should I choose for different ages? Use age-appropriate sizes for safer, more successful play. Common guidelines include: Basketball: Size 5 (27.5") youth, Size 6 (28.5") intermediate, Size 7 (29.5") official. Soccer: Size 3 up to ~8 years, Size 4 ~8-12, Size 5 ~12+. Volleyball: Regulation balls for teens/adults; lighter training balls for younger players. Always check the product page for the manufacturer's recommended age range. Indoor vs. outdoor — which materials hold up best? Composite or rubber-covered balls and poly cones hold up well outdoors; leather and fiber composites are best indoors. For markers, look for UV-stable plastics; for goals, choose powder-coated frames and weather-resistant nets for outdoor use. How many pinnies, cones, or markers do I need? For classes and drills, packs of 12 are a good start; 24–36 pieces cover full-class activities and multiple stations. Choose mixed colors for quick team splits and field zones. Tips for storage and care? Use ventilated ball bags or carts, wipe down gear after outdoor use, and avoid prolonged heat/sun in storage. Inflate balls to the manufacturer's recommendations and check pressure periodically to extend lifespan. Are items latex-free and school-safe? Many products are offered in latex-free or phthalate-free materials. Look for those callouts on the product page. Children's items may include compliance statements on labeling; review those details if you're purchasing for younger ages. Do you support bulk orders or custom printing (team names)? Yes—volume pricing and custom imprinting are available on many items. Call (800) 810-3453 for a quote or assistance with large sets. Do you offer free shipping? Yes—free ground shipping on orders of \$99+. What are your shipping rates? \$6.95 for labels-only orders under \$40 \$14.95 flat rate for everything else Do you offer bulk discounts? Yes—volume pricing is available on many items. Contact us for a quote or large-order assistance. Do you accept purchase orders (POs)? Yes—we accept POs from schools and government agencies. If you need terms or documentation, please reach out. Where can I read your full Shipping and Return policies? See our Shipping Policy and Return Policy for full details. Questions? Call (800) 810-3453 or contact us. © 2025 Chart Pro SystemsCustomer Service 1.888.678.4585 Member of: How is an outguide used when filing medical records? they're placed in the file to mark the place where a folder has been removed. Each guide has a pocket for a card indicating who removed the record and/or items that accumulate while the records is out of it's storage area. What is an Outguide used for in filing quizlet? An outguide is placed in the medical record files when a file folder has been removed to identify the individual for whom the record was removed or the current location of the record. ... In an alphabetic system, an appointment is made using the patient's name, and the medical record is filed under the patient's name. What is an indirect filing system? Indirect Filing System. A filing system in which an intermediary source of reference, such as a card file, must be consulted to locate specific files. OUTfolder, a folder used to provide space for the temporary filing of materials. OUTguide, What is the most common method for filing paper medical records? Question Answer what is the most common method for filing paper medical records? alphabetical by client true or false: legible, complete medical records are an asset to the hospital, and they bring value during a valuation TRUE medical records can be release to whom? The owner and someone with the owners consent What is an indexing unit in alphabetic filing system for medical records? Indexing units are pieces of information used to identify the correct filing location. The records are arranged alphabetically based on the first unit. All names that have exactly the same first unit are then arranged by the second unit, the third unit, and so on. What is an Outguide used for in filing? An Outguide is an indispensable filing accessory. When a file is removed from the system, an Outguide is inserted in its place to alert that the file is being used. The Outguide has a small pocket into which a charge out slip can be placed to track the location of the removed file. What are the two main patient filing systems? Most healthcare facilities file their health records with a numeric filing system. There are three types of numerical filing systems that are utilized in healthcare; straight or consecutive numeric filing, terminal digit or reverse, and middle digit. What are the 3 types of filing systems? Filing and classification systems fall into three main types: alphabetical, numeric and alphanumeric. Each of these types of filing systems has advantages and disadvantages, depending on the information being filed and classified. What are the 5 basic filing systems? The five basic steps for filing. Conditioning, releasing , Index and coding, Sorting, Storing and filing . What are the three types of filing? All filing systems fall into three general classification categories: subject, numeric, and alphanumeric. What records besides medical records should be kept indefinitely? Vital papers such as financial reports and legal documents are considered permanent records and are kept indefinitely in a secure file (see Table B-1). A loose-leaf notebook can hold a record of the physician's personal inventory; changes and additions may be made simply by adding and deleting pages. Why is it important to use a filing system to keep medical records? Proper filing of patient's medical records ensures easy retrieval and contributes to decreased patient waiting time at the hospital and ensures continuity of care. It is therefore, imperative, that medical records are always kept in the interest of both the clinician and the patient. Where can you view a detailed assessment of a patient's medical history? The Notes tab in the EHR contains narrative information about a patient's current and past medical history. It is where all members of the health care team communicate about the patient during a hospital visit or while receiving outpatient care. What are the 12 main components of the medical record? Patient Demographics; Face sheet, Registration form. ... Financial Information: ... Consent and Authorization Forms. ... Release of information: ... Treatment History. ... Progress Notes. ... Physician's Orders and Prescriptions. ... Radiology Reports: Which of the following is an advantage of using a numeric filing system for paper medical records? What are two advantages of a numeric filing system for paper medical records? ... It is used to tickle the memory by serving as a reminder that a specific action must be taken on a specific date, is a type of chronologic system. How many folders are needed to create a manual tickler file? Setting up 43 folders First you need to set up your tickler file system. You set up daily folders for the running month and monthly folders for the running year. A maximum of 31 daily folders and 12 monthly folders gives you a total of 43. Vinyl Outguides - Lowest Pricing Guaranteed! Control your files and documents with our durable outguides. Outguides are an indispensable filing accessory. When a file is removed from the system, an outguide is inserted in its place to alert that a file is out. The outguide has a small pocket for sign out and to track file location. The large transparent pocket is used to hold documents that accumulates while the file is out of the filing system. Different colors can be used to represent individuals, dates, departments etc.... Time is saved in locating and repositioning files. Available in a multitude of styles. Looking for a special size or color? Contact the professionals at Franklin Mills for personal assistance in determining the best vinyl outguide solution for your department. Vinyl Outguides