

Standard Folder Structure

**Proposed DocMan Folder List**

<----- ISD Speciality list with proposed folder ----->

Accident & Emergency	C2 Accident & Emergency								
Administration	E1 General Practice	Benefits Agency		Insurance Reports		Criminal Justice Reports		Letters from Patients	
Allergy	AW Allergy								
Breast	H1A Breast Screening Service		Breast Clinics						
Cardiology	A2 Cardiology	A21 Paediatric Cardiology		C41 Cardiac Surgery		RK2 Electrocardiography	C4 Cardiothoracic Surgery		C42 Thoracic Surgery
Clinical	Clinical Notes								
Complementary Medicine	AC Homeopathy	Chiropractic	Osteopathy	Herbal Medicine	Acupuncture				
Dental/Max-Fac	D1 Community Dental	D2 General Dental	D5 Orthodontics	D8 Paediatric Dentistry	D9 Oral Pathology	DB Dental & Maxillofacial Rad	DC Surgical Dentistry	RD Dental surgery assistants	
	D4 Oral Medicine	D3 Oral Surgery	D6 Restorative Dentistry	D7 Dental Public Health	DA Oral Microbiology	RS Dental Therapists	RC Dental hygienists	DD Fixed & Removable Prosthodontics	
Dermatology	A7 Dermatology	Paediatric Dermatology							
Dietetics	General Dietetic Services		Nephrology & Nutritional Support						
Education	Educational Material	Research Questionnaires & Data							
Endocrine/Diabetes	A8 Endocrinology & Diabetes	A81 Endocrinology		A82 Diabetes	Osteoporosis Clinic		Paediatric Endocrine & Diabetes		
ENT	C5 Ear, Nose & Throat (ENT)		Paediatric ENT						
Gastroenterology	A9 Gastroenterology	Liver Transplant							
General Medicine	A1 General Medicine	ITU Discharge to Physician Care			Specialist Multidisciplinary Obesity Reports				
General Surgery	C1 General Surgery	C11 General Surgery (excl Vascular)		ITU Discharge to Surgeon Care	C3 Anaesthetics		Minor Surgery		
Genetics	A3 Clinical Genetics	Family History Cancer Care Clinic							
Geriatrics	AB Geriatric Medicine		Geriatric Day Hospital		Specialist Falls Clinic				
Historical	Unclassified Historical Scans		Unclassified Back Scanning						
Imaging	H1 Clinical Radiology	RK Diagnostic radiographers	RK1 Electroencephalography	RK3 Ultrasonics		RM Medical Photographers	RL Therapeutic Radiographers	RK4 Nuclear Medicine	
Infectious Diseases	A6 Infectious Diseases		HIV	AIDS	Paediatric Infectious Diseases				
Labs	Microbiology	Haematology	Biochemistry	Blood Group Reports		Serology			
Neurology	AH Neurology	AV Clinical Neurophysiology		C6 Neurosurgery		Paediatric Neurology			
Nursing	General Nurses	T11 School Nurses	T5 Community Nurses	T6 Health Visitor		School Nursing	Colostomy or Incontinence	Vaccination	Immunisation
Obstetrics/Gynaecology	E11 GP Obstetrics	E12 GP Other than Obstetrics	F1 Obstetrics & Gynaecology	F1A Well Woman Service	F1B Family Planning Service	F2 Gynaecology	F3 Obstetrics	F31 Obstetrics Ante-Natal	F32 Obstetrics Post-Natal
Occupational Medicine	AK Occupational Medicine								
Occupational Medicine	Employment Medicals & Reports								
Oncology	AD Medical Oncology		H2 Clinical Oncology						
Ophthalmology	AT Medical Ophthalmology		C7 Ophthalmology	RG Dispensing Opticians	RH Optometrists		RJ Orthoptists		
Orthopaedics	C8 Trauma & Orthopaedic Surgery								
Out of Hours	GP Out of Hours	NHS 24	Letter to NHS24	OOH contact with CPN's					
Paediatrics	AF Paediatrics	AFA Community Child Health	CA Paediatric Surgery		T7 Sick Children's Nurses		T8 Nursery Nurses		

Standard Folder Structure

Pathology	J3 Chemical Pathology	J1 Histopathology	J2 Blood Transfusion	J5 Immunology	J4 Haematology		
Physiotherapy	R5 Physiotherapists						
Plastics	C9 Plastic Surgery	Cosmetic Surgery					
<b>Podiatry</b>	R1 Chiropodists/Podiatrists	R11 Surgical Podiatry					
Psychiatry	G1 General Psychiatry (Mental Illness)	G1A Community Psychiatry	G21 Child Psychiatry	G3 Forensic Psychiatry	T31 Community psychiatric nurses	T41 Community Mental Handicap Nur	
	T3 Mental health nurses	G2 Child & Adolescent Psychiatry	G22 Adolescent Psychiatry	G4 Psychiatry of Old Age	G5 Learning Disability (Mental Handicap)	RK1 Electroencephalography	
Psychology	G6 Psychotherapy	R2 Clinical psychologists					
Referrals	Referrals	Secondary Care Referrals					
Rehabilitation	AP Rehabilitation Medicine	Spinal Injury Rehab		Prosthetics	Orthotics	Occupational Therapy	Sports Medicine Clinics
Renal Medicine	AG Renal Medicine	Nephrology Clinics		Paediatric Nephrology		Renal Transplant	Dialysis
Respiratory	AQ Respiratory Medicine						
Rheumatology	AR Rheumatology	Pulmonary Tuberculosis		Cystic Fibrosis	Spirometry		
Sexual Health	AA Genito-Urinary Medicine	STD		Psychosexual Services	Gender Identity	Family Planning	Well Woman Services
Shared Services	Counselling outside NHS	Community Care	Child Protection	Support for Learning	Substance Misuse		
Speech & Language	Speech & Language Therapy						
Urology	CB Urology	Prostate Clinics	Erectile Dysfunction	Male Infertility	Paediatric Urology		
Vascular	Vascular Surgery	Interventional Radiology					

Microtech Support Limited  
 Portland House  
 3 Portland Road  
 Milmarnock  
 Wyrshire  
 A1 2DL  
 1<sup>st</sup> March 2005