

10 Tips for Effective File Management

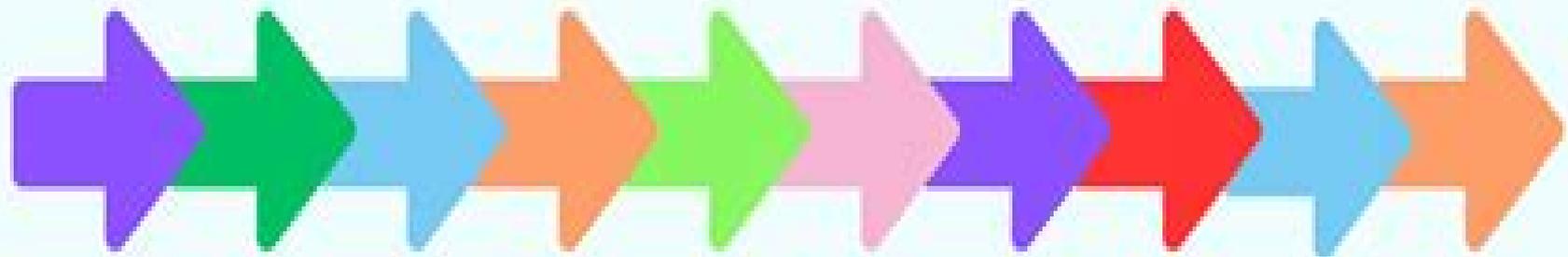
#1- Delete any unnecessary data

#3- Establish folder hierarchy

#5- Use the search function to find files

#7- Encrypt important business documents

#9- Back up your files regularly



#2- Use file naming convention

#4- Use tags on all documents

#6- Store files in a central location

#8- Use color coding

#10- Remove duplicates and use shortcuts

Basic Filing For Health Information Management

RS Peters



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