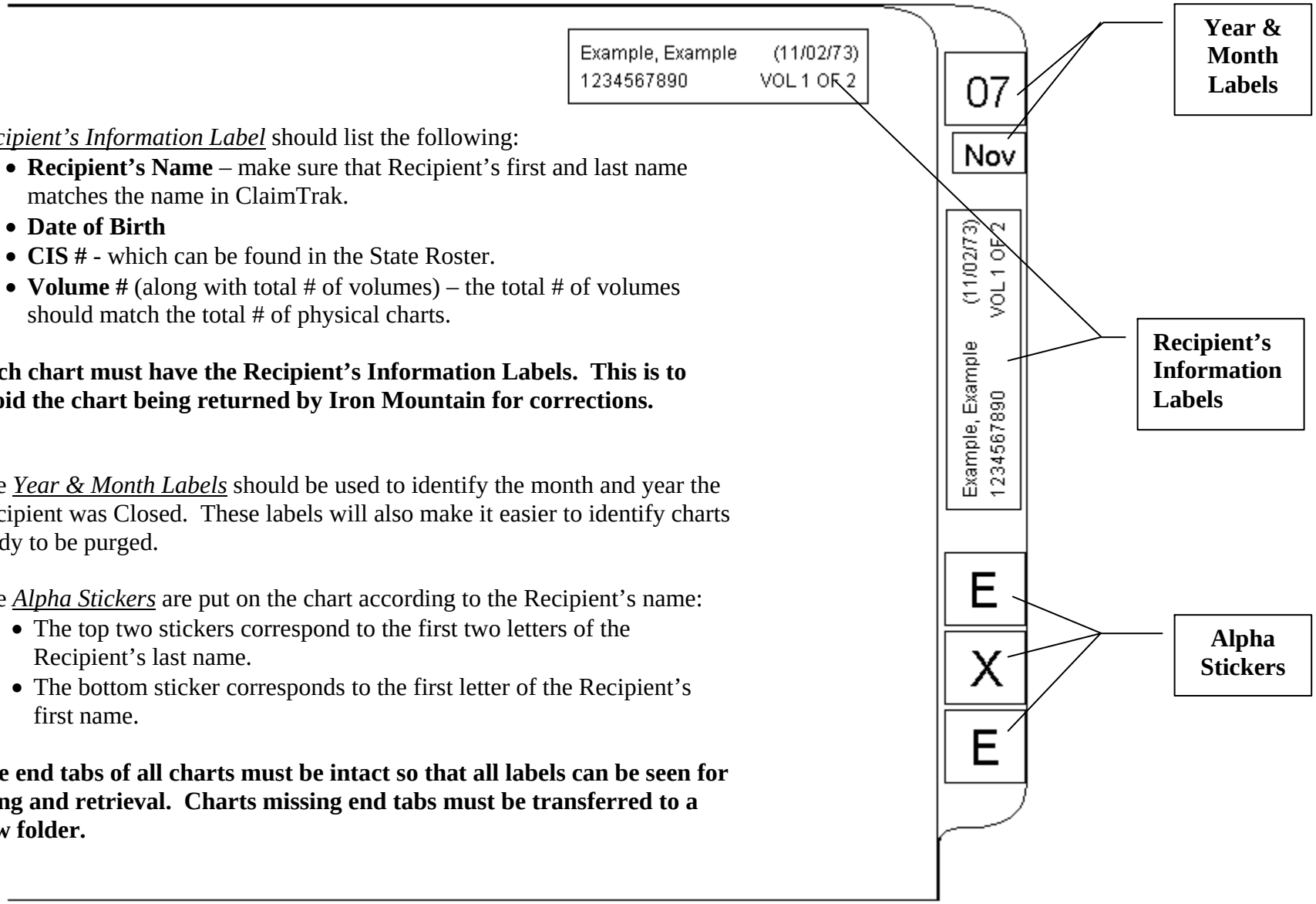
Sample of Label Placement Partners in Recovery



Recipient's Information Label should list the following:

- **Recipient's Name** – make sure that Recipient's first and last name matches the name in ClaimTrak.
- **Date of Birth**
- **CIS #** - which can be found in the State Roster.
- **Volume #** (along with total # of volumes) – the total # of volumes should match the total # of physical charts.

Each chart must have the Recipient's Information Labels. This is to avoid the chart being returned by Iron Mountain for corrections.

The *Year & Month Labels* should be used to identify the month and year the Recipient was Closed. These labels will also make it easier to identify charts ready to be purged.

The *Alpha Stickers* are put on the chart according to the Recipient's name:

- The top two stickers correspond to the first two letters of the Recipient's last name.
- The bottom sticker corresponds to the first letter of the Recipient's first name.

The end tabs of all charts must be intact so that all labels can be seen for filing and retrieval. Charts missing end tabs must be transferred to a new folder.