

Box 1

Description included: Monthly billing/income reports and misc. papers
 No patient names - perhaps the most useful papers for now

Labels on individual folders

IUD	1987
Registration Forms CENSOR - PATIENT NAMES INCLUDED	1985-
ATB (Aged Trial Balance)	1987
Monthly Reports	1987
May-Monthly Reports	1987
July-Monthly Reports	1987
August -Reports	1987
September	1987
October	1987
November	1987
December	1987
June	1987
January-Monthly Reports	1988
Month End Feb-March	1988
Monthly Report-April	1988
May Monthly Report	1988
MaY	1988
June Monthly Report	1988
July-Monthly End Reports	1988
July Report	1988
August Reports	1988
September Month End Reports	1988
October Monthly Reports	1988
November Montly Reports	1988
December Reports	1988
January Reports	1989
January Reports	1989
May Reports (No folder - no label)	1989
loose material	
Doctor's order sheet - blank	
PNHP (Physicians for a National Health Program- Newsletter Fall, Dec issues)	1987
Memo to "all TAHP IPA Physicians"	1987
Brochures describing Marcia Goldensher and Janet O. Yardley's practice	
Physician Directory - TUFTS Associate Health Plan brochure	
TAHP Service Contracts/Agreements Index	

Janet O. Yardley, M.D.

Box 2

Description includes: 1986 Irving Square Family Practice
Encounter Forms and Billing Reports

manila envelope labeled : opening info addresses etc.
Framingham Union Hospital n.d.

folders labelled as follows:

infection Control Committee	1987-1988
AMWA (Br. 39)	1986
ICFM Newsletter	1986
Correspondence (CENSOR - SOME PATIENT NAMES & INFO)	1986-1988
Family Medicine Women's Network Newsletter	1987
NOW (brochures, infor., etc.)	1987
Acupuncture	1987
To be filed at ISFP (time sheets)	1987-1988
Hospital Visit Record (CENSOR - PATIENT NAMES INCLUDED)	1987-1988
Statement for Irving Square Family Practice (CENSOR - PATIENT NAMES INCLUDED)	1988
loose correspondence from SOJOURNER	1989
June Report (Aged Trial Balance	1987
Billing Reports (CENSOR - PATIENT INFORMATION)	1985-1986
Statement sheets for Marcia Goldensher (CENSOR - PATIENT NAMES)	1985
Goldensher - To be billed CENSOR - PATIENT NAMES)	
Bills Sent - Date Order (CENSOR - PATIENT NAMES)	1985
Billing printout (CENSOR - PATIENT NAMES)	1986-1987
loose sheets - billing and insurance infor (CENSOR - PATIENT NAMES) (6 folders)	1985-1987

Box 3

Description included: Billing Files - EOB's; Claim Forms; Collection Reports;
Monthly Reports - Some with patient names, some without

loose manual - Commonwealth of Massachusetts, Medical Assistance Program
Provider Manual Series - All Provider Manuals 1979-1987
placed into 2 folders

Folder: Commonwealth - Health Care for all 1988

loose forms: Commission for the Blind; Medical Assistance Program
request for prior approval - put into 1 folder n.d.

Folder - OB amounts n.d.

Folder - I-9 and W-4 Forms (blank) n.d.

Folder - unidentified (appears to contain mis. correspondence,
billing 1988

Print-outs - Charge Journal for Irving SQ Family Practice
(CENSOR - PATIENT NAMES) 1986

Folder - Unpaid Claims reports(CENSOR - PATIENT NAMES) 1987-1988

Print-outs includes aged trial balance, location analysis,
diagnosis analysis, department analysis, transaction analysis 1989

folder - MENDS II - Daily, Weekly-Monthly n.d.

folder - Cred.2 Journal Summaries - ie. bills(CENSOR - PATIENT NAMES) 1986

folder - Medi-Bill Service Bureau Manual n.d.

loose correspondence (put into 1 folder) 1985-1987

Print-Outs - Cred Journal for Irving SW Family Practice 1985-1986

folder - Accounts receivable 1986

Folders labelled as follows:

Common Health 1988

Healthy Start Claim Forms (blank) n.d.

Bad checks 1987-1988

Copies of submitted medicare(CENSOR - PATIENT NAMES) 1988

Loose material - Commonwealth of Massachusetts - Dept of Public
Welfare - Request for payment by Physicians (CENSOR - PATIENT NAMES) 1987-1988

Hosp. Admissions(CENSOR - PATIENT NAMES - INCLUDES TREATMENT) 1988

Act. EOB - NOTE EMPTY FOLDER

Allstate 1988

Blue Shield(CENSOR - PATIENT NAMES) 1988-1989

AETNA EOB's included in with the Bankers Life & Casualty folder 1989

Comm of MA 3rd Prtg EOB Disability 1988-1989

Confederation Life EOB's 1987

Control Data EOB - NOTE EMPTY FOLDER

Disability Voucher & EOB 1989

Durham Life EOB's

FHP CAP(CENSOR - PATIENT NAMES) 1989

FHPS 1989

FMC EOB - FIB + Media - NOTE EMPTY FOLDER

Golden Rule - NOTE EMPTY FOLDER

Great West Life - EOB's NOTE EMPTY FOLDER

Guardian 1989

Box 3 (Page 2)

Hartford - NOTE EMPTY FOLDER	
Home Life Ins. EOB's - NOTE EMPTY FOLDER	
John Aiden (CENSOR - PATIENT NAMES)	1989
John Hancock EOB's (CENSOR - PATIENT NAMES)	1989
Healthy Start NOTE EMPTY FOLDER	
LINCOLN NATIONAL EOB's NOTE EMPTY FOLDER	
MASS REST. INS. TRUST EOB's NOTE EMPTY FOLDER	
Medicare (CENSOR - PATIENT NAMES)	1988-1989
Medicaid (CENSOR - PATIENT NAMES)	1988-1989
Medex (CENSOR - PATIENT NAMES)	1989
Med. Claims Ser. (CENSOR - PATIENT NAMES)	1989
Med Tac EOB's NOTE EMPTY FOLDER	
Metropolitan EOB's (CENSOR - PATIENT NAMES)	1989
Mutual of Omaha EOB's NOTE EMPTY FOLDER	
Misc Ins. (CENSOR - PATIENT NAMES)	1989
Northwestern National NOTE EMPTY FOLDER	
Private Pay stubs(CENSOR - PATIENT NAMES)	1989
Prudential EOB's(CENSOR - PATIENT NAMES)	1989
State Mutual EOB NOTE EMPTY FOLDER	
TAHP EOB's (CENSOR - PATIENT NAMES)	1988-1989
THP EOB's (CENSOR - PATIENT NAMES)	1988
Travelers EOB's (CENSOR - PATIENT NAMES)	1989
Union Mutual NOTE EMPTY FOLDER	
ZEBA EOB'S NOTE EMPTY FOLDER	
Claim Forms empty forms filed alphabetical by insurance	
TAHP & THP LIST(CENSOR - PATIENT NAMES)	1987-1988
FHP Member listing(CENSOR - PATIENT NAMES)	1988
Lists NOTE EMPTY FOLDER	
Journals 1989	1989

Janet O. Yardley, M.D.

Acc. 360

Box 4 & Box 5

Description written on top of original box : Encounter Forms & Day Sheets

entire box contains completed forms (**CENSOR - PATIENT NAMES**)
also 1 money receipt books (contents placed into 2 boxes)

1986 -1988

Janet O. Yardley, M.D.

Acc # 360

Box 6

Could not locate a written description

Print-out of patient billing (CENSOR - PATIENT NAMES)	1985-1986
loose brochures describing Goldensher & Yardley practice	
Folders labelled as follows:	
HSSC (Hispanic Social Services Committee)	1987-1988
SMILES Day care center	1985
LMH Quarterly Staff	1985
Dept. Medicine(CENSOR - PATIENT NAMES)	1987-1989
ER Problems	
OB dept LMH	
Projections and Printouts ISFP	1986-1987
Encounter Form (blank forms)	
Lease	
Startup (printouts)	
Practice Management	
Irving Square Family Practice - Startup	1984
MAFP (Mass. Academy of Family Practice)	1985
TAHP IPA 15	1988
TAHP	1989
Preterm(CENSOR - PATIENT NAMES)	
Staff Meeting Agenda, Notes	1989
FHP (CENSOR - PATIENT NAMES)	1988
FHP Referral/Incentive (CENSOR - PATIENT NAMES)	
Insurances 88 - Trav - Health Start	1988
TAHP/ MHT THP 88	1988
Insurances '88 Med TAC - Misc - S L-S includes Mis Ins. (CENSOR - PATIENT NAMES)	1987-1988
Insurances '88 Medicare & Medex(CENSOR - PATIENT NAMES)	1988
Medicaid ' 88 (CENSOR - PATIENT NAMES)	1987-1988
Insurances A-JH 1988	1988

Box 7

Could not locate a written description

Round frame with drawing enclosed - description by donor "Gift
from a Patient to Dr. Yardley"

n.d.

Folders labelled as follows:

printouts - Medi-Bill Alphabetical patient listing for Irving SQ family practice	1987
Collections - Moved no Forw. Add	1989
loose material - Schedule of closing Irving SQ family Practice put into 1 folder	1989
Problem Acct's filed in with Copies of # 4 Forms folder (CENSOR - PATIENT NAMES)	1988-1989
Copies of # 5 forms	1989
Misc	1986
Medicaid (CENSOR - PATIENT NAMES)	1987
ZEBA (CENSOR - PATIENT NAMES)	1986
AETNA (CENSOR - PATIENT NAMES)	1986-1987
unlabelled folder appears to be payments from Commonwealth of Massachusetts state Treasurer to Irbing SQ Family Practice Possible insurance payments for patients	1985-1986
Prudential (CENSOR - PATIENT NAMES)	1987
Union Mutual (CENSOR - PATIENT NAMES)	1987
Bakery & Conf (CENSOR - PATIENT NAMES)	1986
Conn Gen (CENSOR - PATIENT NAMES)	1986
Medtac (CENSOR - PATIENT NAMES)	1985
Travelers (CENSOR - PATIENT NAMES)	1987
TAHP/THP Patient Listings NOTE FOLDER EMPTY	
Medicare (CENSOR - PATIENT NAMES)	1986-1987
FHP (CENSOR - PATIENT NAMES)	1985
Blue Shield (CENSOR - PATIENT NAMES)	1986-1987
loose material from various insurance co's - put into 1 folder	1987
Computer's Things for Maryann	
Commercial Forms on File (CENSOR - PATIENT NAMES)	1986
Commerican EOB (CENSOR - PATIENT NAMES)	1985
Insurance File Data (CENSOR - PATIENT NAMES)	1986
EOB's with problems	
MISC	1987
Returned checks & notices	1987
W,X,Y.Z Old EOB's not yet posted awaiting charge entry (CENSOR - PATIENT NAMES)	1987
TZ 1987 EOB's	1987
Medicaid (CENSOR - PATIENT NAMES)	1987
Misc EOB's (CENSOR - PATIENT NAMES)	1987
Private statement stubs	1987
1987 EOB's F-P (CENSOR - PATIENT NAMES)	1987
A-D 1987 EOB's (CENSOR - PATIENT NAMES)	1987
FDP - Capitation EOB's (CENSOR - PATIENT NAMES)	1986-1987

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ACc 360

Box 7 Page 2

Disability Voucher Copies 1987(CENSOR - PATIENT NAMES)	1987
1987 Hosp Adm (CENSOR - PATIENT NAMES)	1987
Unfinished EOB's (CENSOR - PATIENT NAMES)	1987
Pending EOB's	1987
Envelope contained a certificate "The Department of Family and Community Medicine recognizes Janet Yardley, M.D. for participation as an active teacher in the Longitudinal Preceptorship elective 1988-1989	

Janet O. Yardley, M.D.

Box 8

Description included: 1986 Irving Square Family Practice
Encounter Forms and registration
Forms with patient names

Contents of box contains all loose forms **(CENSOR - PATIENT NAMES)** 1986

2 Ideal Interchangeable syringes

Janet O. Yardley

Box 9

Description included: 1985-86 Irving Square Family Practice
Billing information with patient names

Entire Contents (CENSOR - PATIENT NAMES)

Folders labeled as follows:

Private Patient Payments
loose print-outs Medical Assistance Program
Day Sheets - Irving Square
PGH Patients
Global
Credit Journals - Irving Square
Blue Shield EOB
Misc Correspondence
PGH Family Health Plan - EOB
Medicare EOB's
Medicaid Reports (for pt)
MX - EOB
CCF-s Goldensher
CCF-s Yardley
PGH - EOB
Medicaid - EOB's (3 folders)
loose patient payment forms

1985-1986

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