



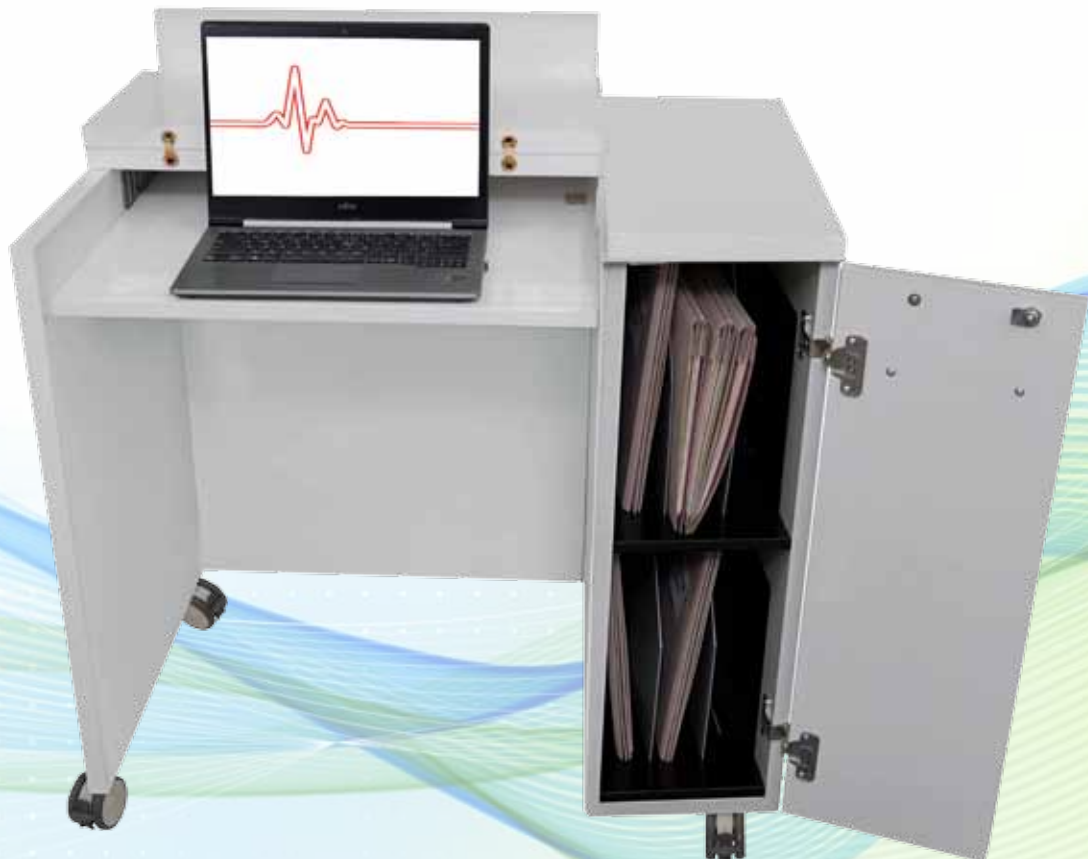
ProStak
Tidy Storage Solutions

Pro-Stak Guide To The Selection of **Medical Records Trolleys**

We have produced this handy guide to assist you in selecting the right medical records trolley to meet your exact requirements.

This will help to guide you through the various things to consider, as the user needs to understand what is really needed when choosing new secure medical records trolleys.

You can fill in this form for your own reference, and when completed you are welcome to send a copy of it over to Pro-Stak so we can help confirm your selection of trolley.



Phone: 0330 700 3 700 (UK)

Web: www.pro-stak.com

Pro-Stak Guide To The Selection of Medical Records Trolleys

There are 6 main things to consider:

1. How will the trolley be used?

Static Use

(Example: At a Nurse Station or similar)

Mobile Use

(Example: Doctors and Nurse Ward Rounds)



2. Do you need to use a laptop with this trolley, either now or in the future?

See page back page table under inserts and extras for Laptop Drawer Models

Yes

No

Some of our Secure Notes Trolleys have provision for a lockable Laptop Drawer

3. What type of Files or Folders are you using?

A



B



C



D



E



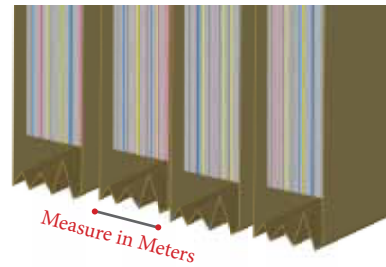
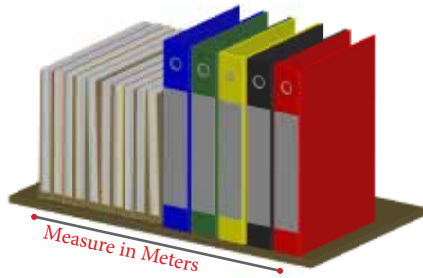
Tick	Type of Files and Folders	Stored	Qty	Linear Meters*
A	<input type="checkbox"/> Lever Arch / Hard Back Files	Shelves	<input type="checkbox"/>	<input type="text"/>
B	<input type="checkbox"/> Case Notes Folders	Shelves	<input type="checkbox"/>	<input type="text"/>
C	<input type="checkbox"/> Care Files - with wire ends for suspension	Suspension	<input type="checkbox"/>	<input type="text"/>
D	<input type="checkbox"/> SP258 - Polypropylene Suspension Files	Suspension	<input type="checkbox"/>	<input type="text"/>
E	<input type="checkbox"/> A4 Paper / Forms / Leaflets	Shelves	<input type="checkbox"/>	<input type="text"/>
			Total	<input type="text"/>

See Section 4 for how to calculate 'Linear Meters'

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4. How to find what capacity of trolley is required.

Measured in Linear Meters as follows:



5. How to hold your folders upright.

If you are using Lever Arch Files and / or Case Notes Folders they are held upright in one of two ways:

Wire Racks



Metal Shelves and Dividers

Code: **DIV**



Spaced at 32mm allows for 32mm, 64mm and 96mm Wide Folders.

Bed Numbers can be labelled on shelf edge using Dymo or similar.

This Option allows for the most efficient retrieval and return of folders to correct place

6. Optional External Clear Document Holders?

Code: **SP137** - 1 to 4 clear plastic document holders can be fitted on request to the sides of most Secure Medical Records Trolleys.



Quantity if Required:

Hospital Name: _____

Delivery Address: _____

Postcode: _____

Contact: _____ Ward Number: _____

Job Title: _____ Department: _____

Phone: _____

Email: _____

Date: _____

Useful Information for Pro-Stak Medical Records Trolleys Range

Pro-Stak Secure Medical Records / Patient Notes Trolleys		Finish	Specifications	Info.	Use	Inserts and Extras		Filing Capacity		Types of Filing			
Code	Trolley Name and Main Features	Melamine	Dimensions (mm) W D H	Leaflet No.	Mobile or Static Use	Wire Racks / Metal Shelves	Suspension Files SP258	Laptop Feature as Standard	L. linear Feet/ Inches	Lever Arch / Hard Back Files	Case Notes Folders	Case / Suspension Files	A4 Papers / Forms / Leaflets
SP100WD	BASIC Trolley with Wire Racks	Maple	660 460 1110	L2	MOBILE Use	Wire Racks	Not Standard	Not Standard	1.120m	Yes	Yes	No	Bottom Shelf
SP100WH		White Gloss											
SP100WD-DIV	BASIC Trolley with Metal Shelves	Maple	660 460 1110	L2	MOBILE Use	Metal Shelves	Not Standard	Not Standard	1.120m	Yes	Yes	No	Bottom Shelf
SP100WH-DIV		White Gloss											
SP100WH-LD	LAPTOP Trolley with Wire Racks	White Gloss	690 460 1210	L3	MOBILE Use	Wire Racks	Not Standard	Laptop Drawer	1.120m	Yes	Yes	No	Bottom Shelf
SP100WH-LD-DIV	LAPTOP Trolley with Metal Shelves	White Gloss				Metal Shelves							
SP100WD-MX	MAXI Flat Top Trolley	Maple	960 420 1140	L5	STATIC Use	Metal Shelves	Not Standard	Not Standard	1.700m	Yes	Yes	No	Bottom Shelf
SP100WH-MX		White Gloss											
SP100WH-CTD	COMPACT 3 Drawer Laptop Trolley	White Gloss	680 650 1335	L6	MOBILE Use	Metal Drawers	Standard	Laptop Drawer	1.060m	Yes	Yes	Yes	No
SP100WH-SS	MOBILE Roller Shutter Trolley	White Gloss	700 490 940	L9	MOBILE Use	Metal Shelves	Standard	Not Standard	0.498m	Yes	Yes	Yes	No
						Suspension Rails			0.550m	No	No	Yes	Yes
SP100WH-LS	STATIC Roller Shutter Trolley	White Gloss	1195 490 940	L9	STATIC Use	Metal Shelves	8 Included	Not Standard	0.996m	Yes	Yes	Yes	No
						Suspension Rails			1.050m	No	No	Yes	Yes
SP264WH	NURSE Station TIDY Unit - No Doors	White Gloss	822 450 1848	L8	STATIC Use	N/A	Not Standard	Not Standard	1.536m	Yes	Yes	No	Yes
SP264WH-D	NURSE Station TIDY Unit - With Doors	White Gloss											
SP100WH-LDT	Observation DESK Laptop Filing Trolley	White Gloss	1090 702 810	L7	STATIC Use	Metal Shelves	Not Standard	Laptop Drawer	0.640m	Yes	Yes	No	Yes



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