

Instructions

It is easy to complete your personal health information and to maintain it.

The steps are as follows:

1. Make a commitment to complete your personal health information and to keep it updated after each change in medication or condition.
2. Assemble the following:
 - All personal information
 - Legal name
 - Date of birth
 - Social security number
 - Names, addresses and phone numbers of all personal contact information
 - Children
 - Grandchildren
 - Next of kin
 - Closest friends and relatives (only those to be notified in an emergency)
 - Names, addresses and phone numbers of all health care providers
 - Physicians
 - Hospitals
 - Specialists
 - Names and dosage of all medications
 - Prescription
 - Over the counter
 - Herbal supplements
 - Be sure to include the dosage and the condition for which the medication is taken
 - All insurance information
 - Health insurance
 - Dental insurance
 - Medicare
 - Medicare supplemental insurance
 - Medicare prescription insurance
 - Make copies of all insurance cards
 - Copies of your Health Care Power of Attorney and Health Care Directive

Instructions *(continued)*

3. Enter all this information into the pdf templates found at www.seniorlifemn.com/incaseofemergency/templates
4. Print and place each page in a protective sheet and file behind the corresponding label.
5. Be sure to make at least four (4) copies of your medication forms so that each health care provider can be given a copy. Do not rely on one provider passing your information along to the next provider.
6. Place your completed In Case of Emergency notebook in plain view for anyone to see.
7. Update your notebook after any change in medication or condition.
8. Do not hand write changes.
9. Make changes on your saved documents and replace old documents immediately.
10. Tell your loved ones about this book and where it is located.

**CONGRATULATIONS FOR TAKING CHARGE OF
YOUR PERSONAL HEALTH AND HEALTH CARE!**

Introduction

As a woman, wife, mother, grandmother, gerontologist and care manager, I have learned that we all wish to receive the best health care possible whether we are sick with the flu or a life-threatening illness. We believe that if we choose our physicians wisely, we will receive this standard of care. We look to our health care providers to be knowledgeable, skilled and competent in the advice they provide and the services they administer. We expect perfection in diagnosis and treatment.

Yet few of us think about what our physicians need from us in order to provide this high-level of health care. If we are paying a visit to our family physician that has been treating us for many years, we expect their records of our health history to be accurate. If we are seeing a new physician, we expect our personal health data to be transferred from one provider to another and, again, that this information is current and accurate. We seldom ask ourselves if there is anything we need to ensure the physician has all information necessary to make their “perfect” diagnosis.

In Case of Emergency was originally designed to aide in the coordination of care between me, as a care manager, and my clients. But when my mother suffered a stroke in the middle of the night, and my father and I found her health records to be slightly outdated, I immediately understood that this tool was needed by everyone. Only we can personally ensure complete and accurate information is available to any health care provider. In Case of Emergency contains your personal health history assembled and maintained by you, the patient, and is readily available for instant retrieval. Whether you are at home or away, whether you can speak records are easily accessible in one well-documented and assembled notebook. Your commitment to keep your records current will ensure your attending physician has all the information she needs to make the “as close to perfect as humanly possible” diagnosis.

I commend you for taking charge of your health and your health care. We never know how valuable either of them is until we have lost one or the other. Make a commitment to yourself, your family and your health care providers that you will keep this information accurate and current. It may prove to be your best tool in providing quality care to you.