

## Caregiver Healthcare Organizer

Suggested contents for 3 ring binder:

- [ ] Full page Monthly calendar – \*for patient's appointments, to communicate with co-caregivers, to document the Caregivers schedule (so gaps in care are visible for others to fill in), to schedule visits from friends/family to allow CG reprieve
- [ ] optional: dividers for Health Summary, Medications, Care Team, Visits and Discharges, Resources, Directives/POA, Notes & questions
- [ ] Copies of any important documents, ID, insurance card, list of emergency contacts
- [ ] List of active diagnoses and past medical history and family medical history
- [ ] List of prescription and over the counter medications and supplements – including dosage, frequency of use, condition it is for, name of pharmacy and prescribing provider. Keep it updated!
- [ ] Medication administration chart (if multiple caregivers or complex regimen)
- [ ] List of providers – primary care provider, specialists, preferred pharmacy, medical supply store, etc. Include addresses and phone numbers, and names of key staff who have cared for the patient.
  - [ ] OR business card holder page
  - OR staple business cards to page or divider
- [ ] Discharge paperwork or doctor visit summaries
- [ ] Notebook paper for taking notes during visits, keeping list of questions for providers, etc
- [ ] Advance directive and organ or body donation information
- [ ] Copies of certificates of relationship (adoptions, marriage)
- [ ] Contingency plan for backup caregivers