

**TAKE
CHARGE
OF YOUR HEALTH**

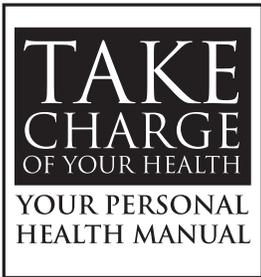
**YOUR PERSONAL
HEALTH MANUAL**

THIS PERSONAL HEALTH MANUAL IS PREPARED FOR:

NAME

DATE

UPDATED (enter dates):



SECTION ONE: Health Contact Information

Save time and make it simple to locate names, phone numbers, passwords, and policy numbers for your health plans and providers. Use this form to compile and record your health contact information so that it is readily available when needed.

Remember that it might not only be you that needs it. Family members will be grateful to know that this important information is also at their fingertips in the event it should be needed.

PROVIDERS

Name, address, and phone number of all care providers including primary care provider, specialists, and other care providers like diabetic nurse educators, physical therapist, dentist, etc.

Provider Name	Address	Phone	Medical Specialty

INSURANCE

Insurance company name, phone number, group plan name/number, policy number. Also include username and password to access insurance account online, if appropriate. Photocopy the front and back of each insurance card and include in your manual.

Insurance Company Name	Phone	Group Plan Name/No.	Account/Internet Password	Policy No.

EMERGENCY CONTACT

Name, phone, relationship to you of individual(s) to be contacted in event of emergency.

Contact Name	Home Phone	Mobile/Work Phone	Relationship

SECTION TWO: Health Numbers

Part of being healthy is being aware of the numbers that most impact your overall health and well-being.

Knowing when your blood glucose was last checked, as well as the results of this test, may save you from unnecessary blood draws. It may also alert you and your primary care provider of unhealthy trends that can only be detected when health numbers are tracked over a period of months or years.

Keeping a record of your health numbers may also prove useful if you change primary care providers or consult with medical specialists who may not have your complete medical record.

Record your important health numbers in your Take Charge Manual. If you do not have blood work results from the past, request this information from your primary health care provider.

	Date/Result	Date/Result	Date/Result	Date/Result	Date/Result	Date/Result
Blood Pressure						
Total Cholesterol						
LDL Cholesterol						
HDL Cholesterol						
Waist Circumference						
Fasting Blood Glucose						
Triglycerides						
Body Mass Index						

SECTION THREE: Medication Listing

Maintaining a current list of all medications you are taking is important for many reasons.

- If your care provider is prescribing a new medication, he/she will want to make sure that the new medication is safe to take with your current medications.
- It is a good idea to have your pharmacist review current medications whenever a new medication is being added. The pharmacist is specially trained to identify any potential for undesired interactions between medications.
- Keeping a list of medications that in the past produced adverse effects (allergy symptoms, upset stomach, etc) helps you alert care providers so that they are not prescribed for you again.

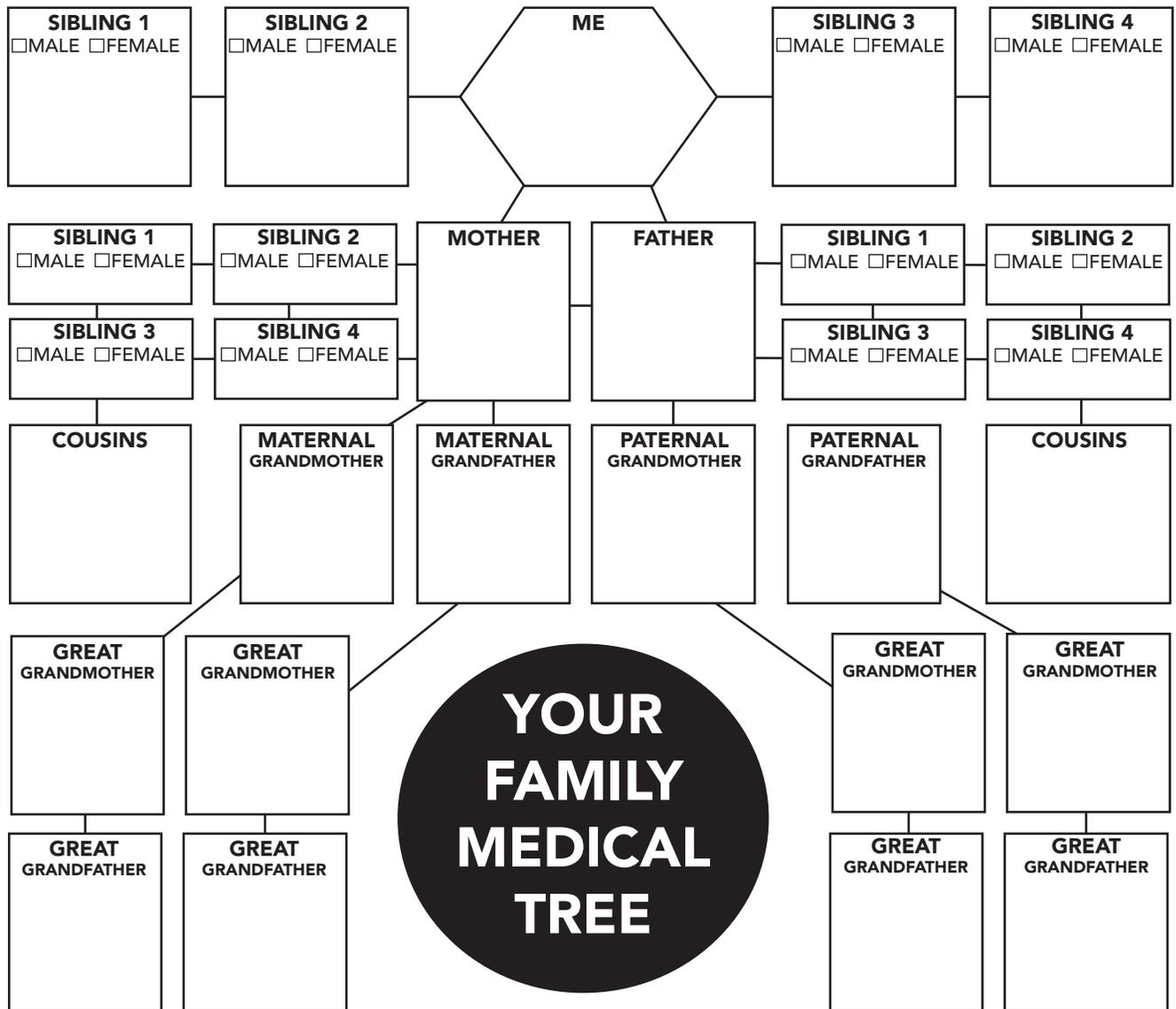
Use this table to build a list of the drugs that are currently prescribed for you. Complete the chart below to maintain an active log of medications prescribed for you. If you take more than five medications, please make additional copies of this form to ensure you record ALL of your medications.

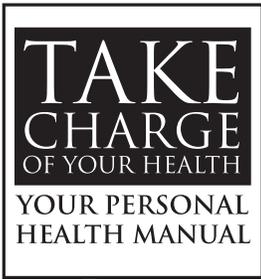
	Medication	Medication	Medication	Medication	Medication
Name of Drug					
Date Prescribed					
Name of Provider Prescribing Drug					
Dosage					
Reason for Taking Drug					
Additional instructions (take with food, etc)					
How Long to Take This Drug					
Other Comments					

SECTION FOUR: Family Medical Tree

Creating a complete picture of your family's medical history offers you a glimpse of health risk factors that may have been passed down to you. Knowing what might be ahead helps you better plan what you can do **NOW** to minimize your risk of health problems **LATER**. Record any history of heart disease, cancer, diabetes, stroke, vision problems, high blood pressure, and other important health problems for each of your close family members. This information can help direct the attention of you and your care provider to take the key prevention steps that are right for you.

Complete your Family Medical Tree below:





SECTION FIVE: Health Information

Through the years it is possible that you will visit several different care providers and your medical information may become scattered between offices and clinics. To keep track of all of your information, it is a good idea to maintain your own file of records.

BLOOD TYPE: _____

IMMUNIZATION RECORD

Immunization record to include type of immunization, date, place where you received vaccine.

Type of Immunization	Date	Where Received

ALLERGIES/SENSITIVITIES

List allergies or sensitivities to drugs, foods, or materials such as latex.

CHRONIC CONDITIONS

List chronic diseases/conditions such as heart disease, diabetes, high blood pressure, macular degeneration, arthritis, osteoporosis, etc.

MAJOR ILLNESSES AND SURGERIES

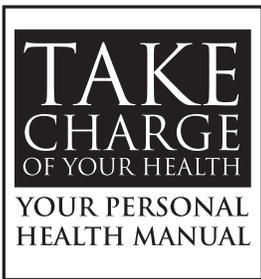
List major illnesses and surgeries, including dates.

SECTION SIX: Medical Visits

Maintaining a log of all medical visits is helpful for staying current with appointments, vaccinations, and numerous other preventive health services such as annual physicals and dental exams. This information can be particularly useful when communicating with your care provider and health insurance provider.

Use this table to compile a detailed list of recent medical visits. To begin, attempt to record all medical visits made during the past 12-18 months. And don't forget eye exams, chiropractic care and dental visits. Make multiple copies of this form so you can keep track of visits in the future.

	Visit Date: _____				
Provider Name					
Tests and Results					
Diagnosis					
Recommended Treatment					
Follow-up					
Other Comments					



SECTION SEVEN: Medical Documents/Health Reports

If you are no longer capable of directing your health care, others may need to make decisions on your behalf. These individuals need to understand what you would want for yourself in these situations. Discussing your wishes ahead of time with loved ones and your care provider is highly recommended.

Many medical documents also allow you to put your wishes in writing so that they can be clearly carried out. You definitely want to have these important documents on file with your primary care provider. Also retain a copy for your records in your Take Charge Manual. Family members and caregivers may need to refer to these documents in order to make important decisions about your health care in the future.

**CHECK OFF THE MEDICAL DOCUMENTS YOU HAVE COLLECTED
(INCLUDE IN YOUR MANUAL)**

- Organ Donation Authorization Document:** Indicates your wishes in regards to organ donation.
- Living Will/Advance Directive:** Informs your health care providers and your family about your desires for medical treatment in the event you are not able to speak for yourself.
- Medical Power of Attorney:** Designates a person to make health care decisions for you if you cannot.

This is a catch-all for health reports that are important for you to retain.

**CHECK OFF THE HEALTH REPORTS YOU HAVE COLLECTED
(INCLUDE IN YOUR MANUAL)**

- Health Risk Assessment report
- Fitness/biometric assessment reports
- Others (Please list):

SECTION EIGHT: Your Primary Care Provider

This section of the Take Charge manual ensures that you secure a primary health care provider.

Establishing a sound relationship with a primary health care provider is one of the most important steps that you can take to ensure good long-term health and quality health care.

As a key player on your health care team, the primary care provider is the coordinator of your health care. This is the individual in the medical system that you will communicate most with and interact on a one-to-one basis with most frequently. The care provider will be responsible for seeing to it that your health care team works together to provide the best possible care for you.

Establishing a trusting relationship with your primary care provider is essential. This allows the provider to understand your overall health history and recommend prevention strategies to reduce your risk for future health problems. A well-developed provider-patient relationship will also yield better communication between the two. Ultimately, better communication with the primary care provider results in better care for the individual!

If you already have a primary health care provider, all you need to do is check "yes" below. If not, follow the steps listed below and secure your primary care provider this week.

Yes, I have secured a primary care provider.

No, I have not secured a primary care provider and will complete the steps below to do so.

- Visit with friends, family, and others. Find out who, on your in-network list, they would recommend.
- Contact the primary care provider office and inquire whether or not new patients are being accepted. If so, find out the process to become a patient.
- Schedule an appointment to meet the care provider to determine if the provider is a good fit for you. Assess whether or not the provider makes you feel at ease, listens to you, and answers questions thoroughly.