

My Important Information



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How to Use This Section

This section contains forms and worksheets you can use to gather and keep all of your important records and information in one place. Make copies of these forms as you need them—two copies of each form are included here. Keep one copy blank for copying purposes.

Be sure to update these forms as needed.

Important Information For Me and My Family

1. Gather all your important documents and files.
2. Fill out one copy of the following form (both sides) as completely as you can. Leave the other copy blank, and keep it in the binder.
3. Make a copy of the completed form, and give this to your personal representative.
4. Keep the completed form in a safe place, as the information it contains is confidential.
5. Update the form periodically as necessary (use the blank form to make more copies).

The *Important Information for Me and My Family* form follows this page.

Medication and Health Information

1. Gather your medications and health records.
2. Fill out one copy of the form as completely as you can. Leave the other copy blank, and keep it in the binder.
3. Make a copy of the completed form and give this to your family member(s) or others who help you with your care, as you prefer.
4. Keep a copy in this binder for you to refer to, as needed.
5. Update periodically as necessary (use the blank form to make more copies).

The *Medication and Health Information* form follows this page.

Assessments/Records

If you have enrolled in the *Partners in Care* project, a copy of your self-assessment can be added here. Other personal or health/medical records can be added here as well.

Keep this in a secure place to safeguard confidential information.