

Manage All Information

A practical binder system for organizing the documents, contacts, medical details, and receipts that caregiving requires.

Caregiving comes with lots of information that requires organization. This free resource will give you a way to do that.

Materials Needed

- Three-ring binder (I use a 1")
- Eight to ten three-ring binder dividers
- Plastic sleeves for a three-ring binder

Label the Dividers

1. Personal Information

- Page 1 - Full name, address, and next of kin
- Page 2 - Photocopies of ID/driver's license, insurance cards, Medicare card, and drug insurance
- Page 3 - Power of Attorney
- Page 4 - Living Will

2. Medical Support

- Doctors' names and information
- Any home health workers
- Any home aide company

3. Drug Information

- List of current drugs
- List of drug and food allergies

4. Latest Labs

- Copies

5. Previous Hospitalizations

- Dates, place, and phone number
- Previous surgeries and medical issues

6. Medical Equipment

- List of equipment
- Business cards showing where equipment was acquired

7. Private Papers

- Funeral plan
- Will and legal papers
- Another copy of Power of Attorney

8. Current Receipts to Turn In to the Estate

- Drugs
- Specialized needs

For First Responders

Keep current medical and contact information ready to hand to emergency personnel.

Important: Have one page, or several pages stapled together, with current medical conditions, medications, allergies, doctors' names, and a contact person's phone numbers and addresses.

Keep copies in the front of your binder. Give a copy to first responders. If both ambulance and fire personnel come, give a copy of this information to both for their records.

Archive Information That Is No Longer Current

You may find that some information is no longer critical to the care of your loved one. Collect that information in another binder, or organize it into manila folders and label the outside. Store it in a clearly labeled container.

This information may need to be referred to later or may be needed for an audit of money spent from the estate.

Store Receipts by Year

If your loved one's estate repays you for money spent on drugs, resources such as diapers, or other needs, keep current receipts in the binder and store paid receipts by year in a different binder or in manila folders.

This organizer is based on one caregiver's experience. Adapt it to your family's needs and consult qualified medical, legal, or financial professionals when appropriate.