

My Medical Records Manager

Name:

Address:

City/State/Zip:

Phone:

Health Insurance Company:

Policy Number:

Phone:

Contact:

Medicare Information:

In case of Emergency Contact Name:

Address:

City/State/Zip:

Phone:



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My Medical History

The most important factor in receiving good health care is to give specific medical information to your health care provider and staff. Keeping permanent records of your medical history promotes better communications between you and your provider ensuring you get the best care possible.

Past Illnesses (include those from childhood)

Type	Age/Date

Allergies

Type (food, medicine, environment)	Symptoms	Medications

Family Medical History (cancer, high blood pressure, heart disease, etc.)

Relative	Disease or illness

Current Medications I am Taking:

Prescription	Purpose/Illness	Dosage	Frequency

Surgeries:

Type	Date	Hospital	Attending Physician

Immunizations:

Type	Date Given	Location/Doctor

My Health Care Providers' Information

Name	Address	Phone/Fax

As the patient, you have the right to:

- ◆ Receive complete, accessible and quality health care and information that is provided in a respectful and timely manner.
- ◆ Ask questions. It is very acceptable to ask questions of your health care provider. Continue to ask questions until you understand. Write down answers, or record answers with a tape recorder so you don't get confused. Call back to ask additional questions. Take a friend or family member into the health care provider's office with you so they can get the information or ask questions. They may hear things you miss.
- ◆ Obtain the necessary information to make an informed decision regarding your health.
- ◆ Receive privacy and confidentiality regarding your symptoms, treatment, tests, and medication.
- ◆ Request and receive copies of your medical records and written reports.

Providing the correct information about your health is central to a successful visit to your health care provider's office. Your relationship with your health care provider is a partnership.

You need to provide your health care provider:

- ◆ A list of symptoms you're experiencing. Do not be shy, ashamed or embarrassed about asking questions. Tell the truth. This is your health, and accuracy is important. List the most severe and most problematic symptoms first. Be specific. How long have you had them? When did they occur? What makes the symptoms better? Or worse?
- ◆ A list of questions for the health care provider. Have your health history and drugs, with dosages, you are taking.
- ◆ Your medical background/health history. Accuracy is essential! Write down your health history and add to it as the years go by.
- ◆ A description of your pain -- where, how, and how much your symptoms hurt. Tell the health care provider if the pain is sharp, dull, burning, etc. Pain scales are very common and are used to help describe pain. A pain scale is 0-10, with 0 being no pain and 10 being unbearable pain.
- ◆ A list of prescription medication, herbs, supplements, vitamins and over-the-counter medications you are taking on a regular basis, or that you have taken or applied topically to relieve your symptoms. Accuracy of dosages is important. You can list these on your health history.

Be patient and allow your health care provider some quiet time to think about what you are sharing with him/her and to review your chart. This will give him/her the opportunity to better diagnose and treat your symptoms. Be sure to answer the health care provider's questions in a straightforward, direct manner.

