



Dear One,

This Medical Resource Book (MRB) was compiled as a way to assist you with managing and monitoring information while in your present state of wellness. This MRB may also receive information for any disorder you or a loved one might experience.

I have found that organizing information received from different sources has helped empower people in choosing proactive wellness with the assistance of health care providers and I sincerely pray this for you – accept this MRB as a gift.

This Book contains pages of information/categories ready to receive your medical folder from home and any papers in your possession that track your health from any healthcare facilitator.

All of this you may of course add to and/or delete and then...pass it on.

Lead, Kindly Light!

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MEDICAL RESOURCE BOOK

To Assist In Managing and Monitoring Wellness of Body, Mind and Spirit.

This material is solely a guide.

It does not purport to be a definitive medical text.

Content is for informational purposes only. It is strongly recommended that readers consult with their physician, nurse practitioner and/or physical therapist prior to beginning any activities or exercises, to be assured that each activity or exercise is appropriate to their own individual needs and limitations. Participating without professional advice may lead to injuries or complications of pre-existing conditions.

DISCIPLINES/MODALITIES: TO NAME A FEW...

Cancer (Oncology), Cardiology, Ear/Nose and Throat, Gastroenterology, Geriatrics, Gynecology, Hormonal Disorders, Kidney Disease, Neurology, Ophthalmology, Orthopedics, Pediatrics, Podiatry, Psychiatry, Rehabilitation, Respiratory Disorders, Rheumatology and Urology.

CATEGORIES FOR RECEIVING INFORMATION:

Information Management (In General).....	4-5
To Do List.....	6
Advance Directive/Legal	7
Multispecialty Team.....	8-9
Billing (Medical)/Insurance/Financial Responsibility	10
Appointment Chart/ Preparing to Visit With a Healthcare Provider	11-12
Medical Profile.....	13
Medication Log	14-16
Medical Log/Questions for Healthcare Provider.....	17-19
Information Gathering for Disorder/Condition.....	20
Medical Websites	21-22

ORGANIZING YOUR MEDICAL RESOURCE BOOK

- **Gather-up:**

- 1) 3 ring binder (1½ -inch ring)
- 2) 3 hole paper
- 3) Highlighter
- 4) Post-its
- 5) Pen or pencil
- 6) A pack of Double Pocket Dividers.

- **Date all entries of information received to include:**

- 1) Name of person
- 2) Telephone, extension & fax number
- 3) Pager number, cell number
- 4) Website
- 5) Email address

- **A double pocket folder, front side – TO TAKE:**

- 1) Information and articles to read while in waiting room.
- 2) Any papers for the healthcare professionals.
- 3) Any papers or notes gathered that could 'live' in a Category.

- **A double pocket folder, reverse side – TO KEEP:**

- Information necessary for quick reference, example:
directions to the medical facility and parking areas.

INFORMATION MANAGEMENT: (IN GENERAL)...

Aging Well:

- Lifelong Learning Workshops
- Leisure learning courses at your local Center for Higher Learning
- Places of worship...A Purpose, Belief, Meaning In Something/Finding Your Voice/ How and Where To Serve In Your Vineyard!
- The importance of movement, flexibility, measuring the spine, posture, strength, stress & conflict management/resolution/forgiveness.

Articles/Books:

- Library
- Websites
- Association's/organization's newsletter in which you may hold membership pertinent to healthcare and wellness.

Medical Guides:

- American Medical Association Family Medical Guide
- American College of Physicians Complete Home Medical Guide
- Johns Hopkins Family Health Book
- Harvard Medical School Family Health Guide
- Merck Manual of Medical Information-Home Edition

Packing for a Hospital Stay. . .

Keep an ongoing personal list in your Medical Resource Book on what to pack:

- Scheduling Book, Address Book & Medical Resource Book
- Music set with headphones & soft music
- Books, Journal, clip-on booklight
- Clothing: sweater, socks, loose fitting clothing, robe, slippers
- Snacks, water bottle
- Change/dollars for vending machines
- Tape or tacks to display family and favorite photos
- Pad, pens, post-its for numbers and information to include noting at the top of your telephone hospital sheet: the telephone number of the healthcare facility, room number and/or the direct number to your room, messages, dates, gifts, when acknowledged
(Pack thank you notes stationary, stamps for caregivers)

MULTISPECIALTY TEAM: THOSE WHO COMPANION YOU.

- Your full name, SS #, insurance number, address, city, zip code & all #'s: telephone, pager, fax, e-mail address, cell
- Full names, addresses, telephone, fax, website/e-mail addresses, office hours/location/directions to the facility
- Physician, Medical Specialist, Nurse Practitioner, Registered Nurse, Front Office Person, Phlebotomist
- Insurance/Billing Facilitator/Financial or Legal Experts
- Psychologist/Counselor/Social Worker
- Pharmacist, telephone, location, hours of operation, your payment plan in their computer.
- Library
- Clergy person/Spiritual Advisor
- Discharge Planner from a healthcare facility:
- Case Manager/Advocate/Patient Representative
- Home Health Services
- Caregivers at home, addresses, telephone numbers
- Glossary/Terms

EXAMPLE - MULTISPECIALTY TEAM:

Advocate/Caregiver/Case Manager:

Name _____ Address _____

Office Phone _____ Pager _____ Fax _____ Email _____

Dental:

Name _____ Address _____

Office Phone _____ Pager _____ Fax _____ Email _____

Office Hours _____

Ear, Nose and Throat:

Gastroenterology:

Family Practitioner:

Mammogram:

Oncology:

Ophthalmology:

Orthopaedics:

Pathology Lab:

Pharmacy:

Radiology:

Rheumatology:

Sitters:

Urgent Care:

Vision:

BILLING (MEDICAL)/INSURANCE/FINANCIAL RESPONSIBILITY:

- It is very important for you to provide your healthcare providers with all related information such as policy number, group number and the correct mailing address for your insurance company.
- Check with your health insurance company to obtain the list of approved providers. If you choose a provider not on the list, you may be responsible for full payment.
- Ask your insurance company what happens if you see an 'out-of-network healthcare provider.'
- If you are covered by more than one insurance company plan:
 1. Make this information known to the health provider when you check in for your appointment or for a visit of any nature.
 2. Always give both insurance companies the same information.
 3. One of your health plans is primary and will be billed first, then the secondary insurance will be billed.
- Ask what your portion of the bill will be and understand what your insurance covers and does not cover. Identify any required co-payment and deductible amounts required by your insurance.
- Identify ongoing medical expenses for which to budget.

Your Name _____ Address _____
Telephone _____ Social Security Number (SSN) _____
Date of Birth (DOB): _____

Next of Kin/Representative/Emergency Contact

Name _____ Address: _____
Telephone: _____ Relationship: _____

1. Primary Insurance:

Name: _____ Address: _____
Telephone: _____ Group # _____
Employer _____ Name of Insured _____

2. Secondary Insurance:

Name: _____ Address: _____
Telephone: _____ Group # _____
Employer _____ Name of Insured _____

Notation:

PREPARING TO VISIT WITH A HEALTHCARE PROVIDER

- On first and subsequent visits to your healthcare provider, bring all medications that you are currently taking, both prescription and all over-the-counter, in a Ziploc, such as: nose sprays, vitamins, creams, laxatives, cold medicines, aspirin, Tylenol, herbs, vitamins or other supplements.
- If this is your first visit to a new doctor:
 - Bring past medical records, including what treatments and tests you have had (see Condition Summary) the names of previous healthcare providers, and, if possible, copies of your primary healthcare providers' notes.
- Condition Summary:
 - 1) Name of condition: _____
 - 2) Specific type: _____
 - 3) Status/Severity: _____
 - 4) Complications: _____
 - 5) Date diagnosed: _____
 - 6) Age at diagnosis: _____
 - 7) Healthcare provider who diagnosed: _____
 - 8) Diagnostic tests performed: _____
 - 9) List other chronic conditions: _____
 - 10) Have you made any changes to your diet or exercise routine as a result of your condition? ___ Yes ___ No
 - 11) Have you traveled to a foreign country recently? _____ Yes _____ No
 - 12) List any other treatments completed or tried (include physical therapy, radiation, acupuncture, massage, immobilization or anything else not already listed above. Give as many details as possible, including when you had it, duration of treatment, how well it worked, side effects):

- Bring copies of X-rays, CAT scans, MRI films, blood test results, or other test
- For any healthcare provider visits, bring this Medical Resource Book with extra copies for the provider of your:
 1. Medical Profile
 2. Medicine Log
 3. Medical Log.

EXAMPLE OF A MEDICATION LOG

- Date from first dosage to last dosage!
- List purpose of the medication and if generic, prescribed or Over the Counter (OTC).
- Chart Temperature and time on this log.

Date:

Time:

Temperature:

From: 1 January 2004 to 15 January 2004

	AM	NOON	PM	BED
<u>MEDS:</u>	S	_____	_____	_____
Acetaminophen	S	_____	_____	_____
w/ codine (Tylenol)	M	_____	_____	_____
Tablet every 4-6 hrs.	T	_____	_____	_____
(For pain/cough)	W	_____	_____	_____
	T	_____	_____	_____
	F	_____	_____	_____

Side Effects:

	AM	NOON	PM	BED
<u>Cefzil</u> (500 mg)	S	_____	_____	_____
1 tab 3x daily	S	_____	_____	_____
til finished.	M	_____	_____	_____
(antibiotic)	T	_____	_____	_____
	W	_____	_____	_____
	T	_____	_____	_____
List Side Effects:	F	_____	_____	_____

Date: From

To:

AM	NOON	PM	BED
S	_____		
S	_____		
M	_____		
T	_____		
W	_____		
T	_____		
F	_____		

AM	NOON	PM	BED
S	_____		
S	_____		
M	_____		
T	_____		
W	_____		
T	_____		
F	_____		

AM	NOON	PM	BED
S	_____		
S	_____		
M	_____		
T	_____		
W	_____		
T	_____		
F	_____		

Date

Temperature:

MEDICAL LOG, CONTINUED

SYMPTOM DESCRIPTORS:

Pain can be:

Sharp, dull, pounding, jabbing, grabbing, hot, burning, achy, throbbing, deep, heavy, localized to one spot, all-over

Body part can feel:

Numb, tingly, "buzzing," hot, cold, swollen, bloated, weak, shaky, trembling, crampy, tender, tight, weak

Stomach can be:

Queasy, nauseated, vomiting, cramping, bloated

Symptom can be:

Constant, intermittent, persistent, occasional, rare

PRIORITIZE THREE MOST PRESSING QUESTIONS YOU WOULD LIKE ANSWERED HAVING KEPT YOUR MEDICAL LOG UPDATED. ASK TO FAX OR EMAIL PRIOR TO YOUR VISIT/APPOINTMENT:

1. _____?
2. _____?
3. _____?

YOUR HEALTHCARE PROVIDER VISIT CHECKLIST:

Provider being seen: _____
Date of visit: _____
Reason for visit: _____
Special concerns: _____

HEALTHCARE PROVIDER TO PATIENT GENERAL QUESTIONS:

- What has happened to you since the last office visit?
- What symptoms have you had?
- What symptoms are you currently having?
- What side effects have you had?
- What lab tests have you had?
- How have you been faring emotionally?

QUESTIONS FOR YOUR HEALTHCARE PROVIDER:

If blood work, do I fast? _____
When do you expect to receive results of my medical procedure and who will call me with the results?

When may I resume my normal activities? _____

FOR A CHILD:

Have with you the school's medical form to be signed for medications and special instructions.

From the pharmacist - An extra labeled medicine bottle for school (with meds that you have pre-counted if necessary for 4x per day dosage).

TO DO BEFORE DEPARTING HEALTHCARE FACILITY

1. Double check all forms from your chart needed for other medical tests before departing doctor's office. Example: lab request, directions to the lab, x-rays...instructions for preparation for tests, directions to facility parking/valet parking.
2. Check that all papers that need signing are signed.
3. Get a full receipt with the proper coding on the form.

IF A DISORDER/DIAGNOSIS/CONDITION...INTEGRATE BELOW INTO ABOVE CATEGORIES:

- What is the full name of my disease or condition?
- What hospitals are the best at treating this type of condition?
- What stage, grade or severity is it? (If appropriate)
- What medications am I currently taking?
 - What are their names? (Brand and/or generic name)
 - What are they supposed to do?
 - What side effects are common?
- What other treatment options are available aside from the one(s) I am doing?
- What are the pros, cons, risks and benefits of all my options?
- How would my doctor like to be contacted if I have a question?
- Is there a nurse or physicians assistant generally available for questions?

—Prayer Warriors/Journal/Ideas!

- www.spiritualretreatcenters.org

—Integrative Therapies:

- Acupuncture, Biofeedback, Hypnosis, Therapeutic Massage, Meditation, Mental Imagery and Relaxation Techniques are covered by most insurance companies, however, check your coverage verbiage.

—Body Image:

- Body enhancement possibilities: Wigs, Turbans, Prosthesis, Ostomy Supplies, etc...

—Caregivers/Family/Sitters/Calendar:

- Names/Numbers/Appointments/Important Dates/Sitters Schedule.
- Envelope for initialed receipts of necessary purchases and payment acknowledged.

—Employment Information

—Home Health

—Hospice

—Medical Supplies and Equipment

- Check the Yellow Pages for specific needs to your diagnosis/condition, example: Assistive Living Devices, Medical Supplies, Prosthesis, etc...

—Nutrition:

- Favorite foods, menus, recipes, vitamins, herbs, caloric boosters.

—Telephone Log in your home:

Date	Who	Message	Gift	Gifts Acknowledged/Thank you sent
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—Information Management for a Disorder or Condition:

- Facts/Research:
 - Health books, general medical guides, consumer-oriented disease-specific books & medical reference books: Medical Dictionaries, Pharmaceutical Drug books, Handbooks of Diagnostic Tests and Book of Medical Acronyms & Abbreviations.

- Networking Information:
 - Organizations/Associations:
 - Example: American Cancer Association, Any support groups...Subscribe to their newsletter and visit their website. Ask your doctor and/or medical librarian for toll free numbers & web addresses; check your local newspaper for the Community Calendar.

 - People/Places:
 - Those who can assist you on this journey to include education nurses, patient advocates, medical personnel for second or third opinions and all networking information you can bring to the light of day!

 - In-house Communication Center:
 - By the telephone, a binder of important numbers – healthcare facilities/ practitioners, home emergencies (plumber, roof), restaurants/take-out/drive-through, pharmacist/24 hour drive-through, grocery list, family numbers, inventory list for supplies...

- Libraries/Websites:
 - Research literature addresses general information, nothing definitive!
 - Your public library has a health reference section; larger branches have a more extensive section. See instructions under the website section on page 22. Printing costs are 20¢ per sheet.

MEDICAL SITES:

www.healthfinder.gov

Healthfinder—Developed by the U.S. Dept. of Health and Human Services; includes a directory of health organizations.

www.nlm.nih.gov/medlineplus

MedlinePlus Health Information—Developed by the National Library of Medicine; search for health care facilities and physicians or browse through the medical dictionary, encyclopedias, and other available resources. Site includes an interactive tutorial explaining procedures and conditions. Check out the sections for seniors, women, men, teens, etc.

www.uihealthcare.com/vh/

Virtual Hospital—Created by the University of Iowa Health Care, information laid out for the layman or health care professionals. Check out the link to health topics in the news.

www.usnews.com/hospitals

Check out the new “Directory of America’s Hospitals” (created in cooperation with U.S. News and American Hospital Association); search by hospital name, type of hospital, type of service, and/or region.

www.womens-health.com

Women’s Health Interactive—With this interactive site, access information pertaining only to women; includes discussion groups, newsletter signup, and much more. Check out the interactive network for women with a list of learning centers.

www.pcrm.org

Physicians Committee for Responsible Medicine—Site promoting preventative medicine through innovative programs; example project includes the Cancer project and other clinical research projects.

www.who.int/en/

World Health Organization—Includes information on health reports, and other news internationally.

www.cdc.gov

Center for Disease Control and Prevention—Locate a center near you and view lots of information on various diseases and health guidelines.

www.medem.com

Medem—A doctor-patient communication network founded by a group of medical societies such as the American Medical Association; this site includes an online consultation program.

www.emedicine.com

eMedicine—Listings of resource centers plus lists of recalls and alerts; check out another resource sponsored by eMedicine – a new consumer health site – <http://www.emedicinehealth.com/> -- “with more than 5500 pages of health content, the site contains articles written by physicians for patients and consumers.”

www.ama-assn.org

AMA – American Medical Association—Locate articles found in JAMA – Journal of American Medical Association.

www.mayoclinic.com

Mayo Clinic—This site provides information on managing illness to staying healthy.

Calcasieu Parish Public Library Website Links:

General Websites for Health and Medicine:

- <http://calcasieulibrary.org>
 - Click on Your Library then click on General Websites.
 - Click on Health and Medicine.
 - Click on appropriate website.

Health and Wellness Resources for Adults and Teens:

- Sponsored by the State Library of Louisiana
- Access within library and remote access is possible with a Calcasieu Parish Public Library card.

Adult Health:

- <http://calcasieulibrary.org>
 - Click on Your Library then click on Resources.
 - Scroll towards bottom of page and click on State Library Online Resources.
 - Click on Consumer Health Complete.

Teen Health:

- <http://calcasieulibrary.org>
 - Click on Your Library then click on Resources.
 - Scroll towards bottom of page and click on State Library Online Resources.
 - Scroll and click on Teen Health and Wellness.

THESE SITES WERE DESIGNED FOR EDUCATIONAL PURPOSES AND ARE NOT ENGAGED IN RENDERING MEDICAL ADVICE OR PROFESSIONAL MEDICAL SERVICES. PLEASE CONSULT WITH YOUR QUALIFIED HEALTHCARE PROFESSIONAL.

Calcasieu Parish Public Library reference or branch staff will assist with searching for these websites and other electronic databases, journal articles, and resources. The staff cannot render medical advice on any medical services.

Call people back thanking them when you are particularly grateful!
And/Or, send a copy of your grateful letter to their supervisor.
Your turn for priceless additions...
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