



Instructions for Using Your Personal Medical Organizer

Your Personal Medical Organizer consists of two files:

The index file is designed to be printed on Avery® Ready Index® Dividers (Product #11171), which are available at most office supply stores.

The remaining file is to be printed on plain paper. It is recommended that you use 24 lb. paper for a higher quality product. Blank pages are included to allow you to print the entire document double-sided. The cover page can be inserted in the front of a presentation binder, or in a self-adhesive sheet protector that sticks on the front of a regular binder.

The pages should be inserted as follows:

After Index Sheet: Personal Information and Family Medical History

Section 1: Contacts

Section 2: Medical History and Symptom Diary

Section 3: Medications

Section 4: Copies of reports, correspondence, etc.

Section 5: Receipts (to be inserted in a plastic sheet protector)

The binder can be taken to medical appointments, hospital visits, etc., and used as a reference when applying for disability benefits of any kind. You can also take it when traveling, in case a medical emergency arises when you are away from home.

The Symptom Diary can be used to track unusual experiences, flare-ups of symptoms, if you do something you didn't used to be able to do, etc.

You can put copies of drug information sheets from the pharmacy in the Medications section, along with your Medications log. You can then refer to these if you experience any side effects to see if these are common, and highlight them to mention to the doctor at your next appointment.

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Visit www.organizedassistant.com/contact to inquire about a customized Personal Medical Organizer, or to submit questions or comments about this product.