



## Health Information and Education Center

### Effective Recordkeeping



An important part of raising a child or youth with special health care needs is keeping records of the major events in their life. It is important to keep information on appointments, specialists, lab results, diets etc. This will help you in your efforts to effective recordkeeping.

#### Why Keep Records?

It is important to have medical information in one easily accessible place. Keeping track of your family's medical information can prevent unnecessary stress. If you move or change doctors, you will be able to share your medical history with the new doctor before your "official" records get forwarded.



#### What Should I Keep?

Keep all relevant information related to your child including:

Dates of immunizations, hospitalizations, illness and surgeries

Contact information and dates of services for: doctors, specialists, dentists, surgeons, therapists, insurance companies, other providers and schools

Phone conversations logs for: medical professionals, insurance providers

Medications

Insurance information (copy of policy and correspondence)

Education/School documents (i.e. 504 Plan, IEP, notes from nurse, etc.)

Equipment, supplies and vendor information

Emergency contact information

Diet and nutrition

Other information specific to your child



## **Where and When to Start Organizing Your Records?**

**Start today, this month, this year. Don't let the overwhelming thought of organizing prevent you from beginning. Find a method that works for you and use it. The best method is one that you will use regularly.**

### **Some Suggestions:**

**File folder, accordion folders, notebooks and a specific box or file drawer all work as locations to keep records. Find what works best for your lifestyle.**

**Use a different notebook, folder, drawer or box for each child.**

**Go through your records annually to keep them current and up to date.**

**If you have not yet started a recordkeeping system and you are ready to start FVND has a Care Notebook made to assist you. Contact the FVND office from the information below to obtain a copy to assist you.**

*Modified from NYS Family to Family Health Care Information and Education Center*

To contact FVND call 888-522-9654, [www.geocities.com/ndfv/](http://www.geocities.com/ndfv/) or write PO Box 163 Edgeley, ND 58433

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