

## Directions for Assembling Your Personal Health Record

### Why have a Personal Health Record?

Who, better than you, to have all the information about your health care available to share with your key healthcare providers? Having a Personal Health Record (PHR) puts you in charge of your health. The process of compiling, recording and updating your health records will help you to be better informed about your health and help you pull all the medical information together in one place. Having it available to share with providers can greatly assist you in: (1) being sure you have all relevant medical information in one place, and (2) asking questions of your healthcare provider.

To view a video about the importance of compiling a Personal Health Record, visit [www.overlakehospital.org/resources](http://www.overlakehospital.org/resources). Available on the same Web page are forms for completing your own PHR, in both WORD and PDF versions.

### Assembling Your Information

You will need to fill out a form provided by your physician's office to request copies of your medical records and test results. There may also be a small charge for copying your medical records. Copies of your medical information from a specialist's office may also be essential if you see specialists on a regular basis.

In compiling your records, it is important to include information in the following categories:

#### **Personal Information**

This should include personal information as well as medical insurance, name and subscriber numbers. It is also helpful to list emergency contacts and/or caregiver information.

#### **Medication List**

Be sure to keep your medication information updated and bring this to all doctor and hospital visits. You will be asked for your current medication list at both your doctor's office and at the hospital. It's also excellent to make an additional copy, fold it, and keep in your wallet for reference in case of an emergency.

#### **Medical History / Family History**

There is a lot that can be known about future risk for health problems if family history is known, as well as your current and past medical problems. It is easy to forget medical problems and treatments once the problem is solved, but it can be important information in any new medical problems.

#### **Lab Results**

Request that copies of lab results are sent to you personally as well as to the physician's office. It is important that you are able to review your lab results. This knowledge helps you be in control of your own healthcare and have results available for other providers.

### **Discharge Instructions**

If you are hospitalized, be sure to get a copy of your discharge instructions and understand what is expected of you.

### **Advance Directives**

Make copies of your Advance Directives to keep in this section. You will be asked for them whenever you are hospitalized. It is important to review them with your primary care physician, family and key specialists who may be involved with your care in the hospital. Visit [www.overlakehospital.org/resources](http://www.overlakehospital.org/resources) for more information and forms for Advance Directives.

### **Notes / Questions to Providers**

For multiple visits to multiple providers you may want to make extra copies of the form “My Appointment Planner,” which is included in our large format PHR.

## **Electronic PHRs**

There are many different versions of electronic PHRs available. We have provided a list of them on our Web site that you may choose to use. You will still need to compile your information to enter on the PHR. In the future, electronic PHRs may help to compile some of the information, but you will still need to know what it means.

## **Getting Started**

Whether you start by simply collecting past medical information and tests and putting them in a folder, printing out our PHR forms and assembling them in a notebook or saving them to a flash drive, or enrolling in an electronic PHR, it’s important to begin the process.

You are also welcome to sign up for one of our classes about putting together a Personal Health Record. As a class participant, you will receive a free, pre-assembled Personal Health Record with all the forms you will need. Call Senior Care at 425-688-5800 to find out about the next class time and location. Whichever approach suits you best, it’s important to cover the main categories outlined above and get started today. Your PHR may be a life saver!

As Dr. Carolyn Clancy, Director of the U.S. Agency on Healthcare Research and Quality says, “The ultimate purpose of you having personal medical information is so you’re aware, it’s available if needed and so you’re engaged with your healthcare. The information systems of the future will solve the availability question—being engaged is something that you have to do.”

### **Family and Friends**

Be sure to let family members know about your PHR so they know how to access it and use it.