

My Medical Notebook

A Model for Self-Management & Medical Responsibility

My Medical Notebook is designed with the goal of shifting patients toward self-management of their health and wellness. It supports the idea that all individuals should have accountability and responsibility toward maintaining their own good health.

With **My Medical Notebook**, individuals can:

- Track medical history
- Record basic contact information on health-care providers
- Track use of medications and supplements
- Plan for doctor visits and record the results
- Record daily activities to track health patterns.

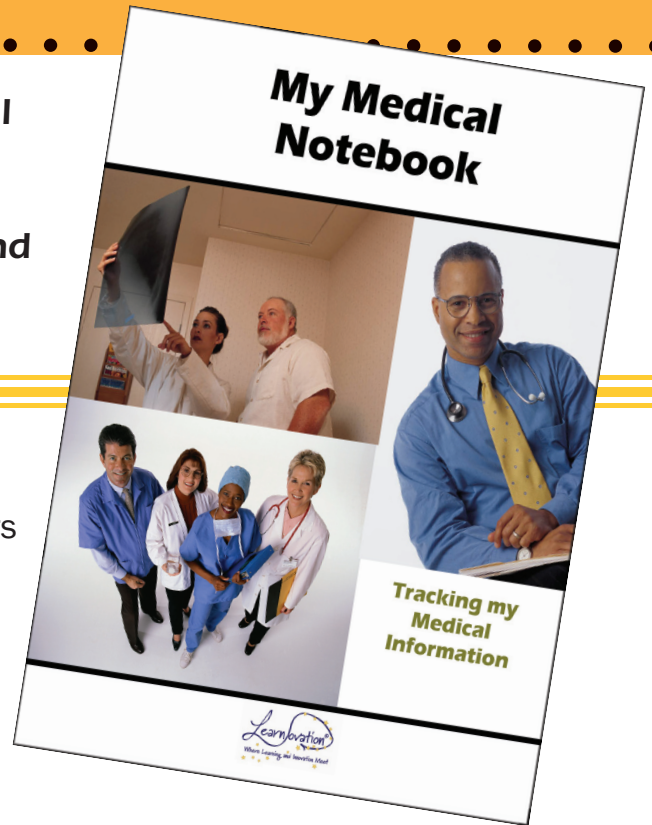
The **Medical Notebook Pamphlets** provide additional information and strategies

for getting the most out of the health-care system. Five **medical pamphlets** address

issues such as having a successful doctor visit, tracking your family's health, and managing medications. The **Mental health pamphlets** take a look at common

issues of substance abuse, special needs learners, post-traumatic stress, and general mental health.

All the materials come complete with **measurable outcomes assessment forms** to track client progress and assist caseworkers in helping their clients become good users of the health-care system.



Improved Care through Self-Management

My Medical Notebook and Pamphlet Series

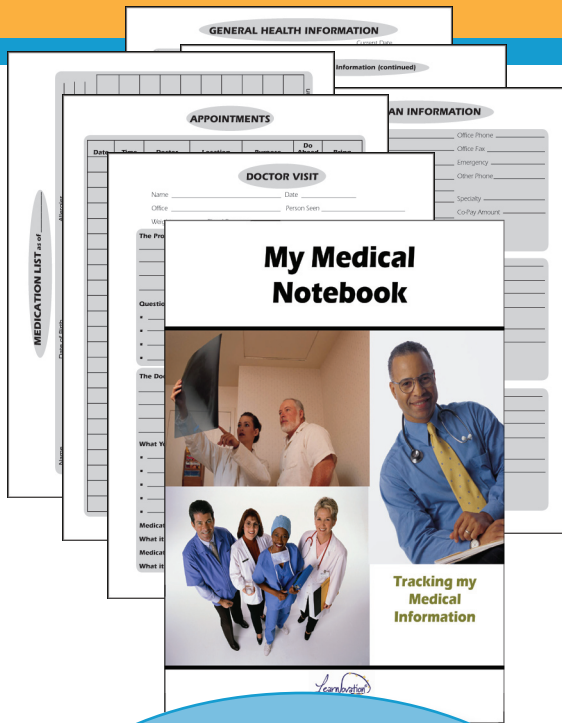
help clients to:



- ☑ Identify key concepts to successfully track and manage their own health care
- ☑ Determine strategies to improve their communication skills with health-care professionals
- ☑ Improve time management skills to keep appointments and track information
- ☑ Be better consumers of medical care, both physical and mental services
- ☑ Feel empowered to be active participants in their own health care.

My Medical Notebook is effective with many diverse populations including:

- ▷ Prison/ Reentry
- ▷ Veterans
- ▷ Low-Income
- ▷ Elderly
- ▷ Students in Special Education
- ▷ Individuals with Disabilities
- ▷ Young Families.



\$18.95 per unit

Includes:

- Medical Notebook
- 10 medical/mental health pamphlets
- Assessment forms.

The Medical Notebook has been reviewed by doctors, psychologists, dietitians, and health-care staff.

- **Physicians** appreciate the planning features of the Doctor Visit form. They are willing to spend extra time with a patient who comes in knowing what they want out of the appointment and who is willing to participate in the process.
- **Dietitians** love the Daily Food and Exercise Log, especially the one for diabetics!
- **Office staff** appreciate the patients who can come in with all their medical history in one place, saving them time and energy.



My Medical Notebook – How It Works

The medical notebook is a structured tool designed to help individuals track and set up a framework for their care. Each notebook comes with:

- **A three-ring binder** for tracking medical information, appointments, and effectively communicating with health-care professionals
- **Tabbed sections with specific forms** used to track general health information, health-care provider information, information on doctor visits, medications, and a wellness plan
- **Assessment documents** for each section.

My Medical Notebook includes the following tabs and forms (▷):

- ▷ Contact Information
- Tab 1: My Health**
 - ▷ General Health Information
 - ▷ Allergies
 - ▷ Medical Permissions/Directives.
- Tab 2: My Providers**
 - ▷ Physician Information
 - ▷ Insurance Information
 - ▷ Pharmacy Information.
- Tab 3: My Medicine**
 - ▷ Medications
 - ▷ Supplements
 - ▷ Medications Stopped
 - ▷ Prescription Reorders.
- Tab 4: My Doctor Visits**
 - ▷ Appointments
 - ▷ Lab Log
 - ▷ Doctor Visit (10 sheets).
- Tab 5: My Wellness Plan**
 - ▷ Daily Food and Exercise Log for Diabetics
 - ▷ Daily Food and Exercise Log.
- Tab 6: Information from My Doctor**
 - ▷ Individuals track any information sheets from health-care providers.

Four-page, full-color pamphlets complement the medical notebook and focus on specific medical and mental health subjects.

Important information chunked for readability

Exercise applies pamphlet information

Positive attitude messages encourage patients to take charge of their own health care

Each pamphlet can be completed in 30-45 minutes

The Doctor Says... tips for interacting with health professionals

Medical pamphlets link to medical notebook forms

Written at the federally mandated 9th-grade reading level

Includes an outcomes assessment tool for use by caseworkers in a short review

Mental Health Pamphlets feature Learning to Cope and What's My Self-Talk? feature boxes

Medical Notebook Pamphlets

Medical Information

- M1-** Your Medical Notebook
- M2-** The Doctor Visit
- M3-** Managing My Medication
- M4-** Family Health
- M5-** Special Health Concerns

Mental Health Information

- MH1-** Mental Health
- MH2-** Post-Traumatic Stress
- MH3-** Alcohol Abuse
- MH4-** Drug Addiction... Recovery
- MH5-** Special Needs Learners

Helping Your Doctor Help You
The Savon Self-Care Advisor © 2007
Here are the top 10 things you can do to get the most out of each doctor visit.

- Talk first about what worries you most.**
 - Don't save it for last - you may not have time.
- Be specific:**
 - About where it hurts, symptoms you've had, what it feels like, and changes you've noticed even if you don't know why they are important.
- Tell the doctor what you want.**
- Bring a list of your medications.**
- Bring a friend or spouse, if needed, to help you listen and describe your symptoms.**
- Find out more about referrals and tests.**
 - If you're referred to someone else, or the doctor suggests certain tests, find out:
 - Why it's necessary
 - How to prepare for it, what to expect
 - When you'll get the results
 - It's covered by your health-care plan
 - How much it will cost you
 - Are there any other options?
- Follow the doctor's orders.**
- Be Prepared For Your Doctor Visit**
 - Know what you want - (I want my knee to stop hurting, I want to be able to keep food down, I want to be able to walk without pain.)
 - How do you feel?
 - Have your own medical history completed.
 - Bring your family health history.
 - Have a list of your medications.
 - Do you need any test results or x-rays?
 - Find child care for your children.

The Doctor Says...

- What is the biggest problem that brought you to my office?
- Answer my questions honestly. Don't tell me what you think I want to hear.
- I'm looking for patterns, so be patient with my questions. One minute my question may be about your blood pressure, the next about your focus on your health.

Exercise - How Do You Feel About Your Visit?

Your attitude and your feelings can help or hurt you during a doctor visit. Look at the following situations - identify how it makes you feel and then how you think that will affect your care. Then decide how you could change your attitude for the better. Consciously think of things that would move you up the scale.

- I'm going to a routine health exam with my doctor.

I feel:	How this will affect my care:
1.	1.
2.	2.
- My doctor recommended I have a test.

I feel:	How this will affect my care:
1.	1.
2.	2.
- My child has just been hurt and is bleeding.

I feel:	How this will affect my care:
1.	1.
2.	2.
- I'm having tooth pain.

I feel:	How this will affect my care:
1.	1.
2.	2.

What emotions do you have when you go to your health care providers?

Positive

- 1 - Appreciative, grateful, thankful
- 2 - Positive, favorable
- 3 - Optimistic
- 4 - Hopeful, promising
- 5 - Confident, strong belief
- 6 - Anxious, fearful
- 7 - Pessimistic, gloomy
- 8 - Frustrated, defeated
- 9 - Overwhelmed
- 10 - Disappointed
- 11 - Worried
- 12 - Discouraged
- 13 - Angry
- 14 - Insecure
- 15 - Depressed

Negative

I'M RESPONSIBLE FOR MY OWN HEALTH CARE

- Go into the appointment knowing what you want to get out of it.
- Don't be afraid to ask questions.

You'll get more when you use good manners

Look at the different health-care professionals you'll see. How do you see and treat them? If you're rude and demanding, chances are they won't be as nice to you either.

- Always be nice to the receptionist you meet at the desk. They can get you into the appointment times and schedule appointments with other doctors you may need. They can see that you get extra samples of medication and can be one of your greatest allies.
- Make friends with the nurses you meet before you see the doctor. They usually speak share their impressions. Many times you can call and talk directly to the doctor's nurse when you have a question later.

Give The Details When You're Sick

- Any recent changes.
- When symptoms began.
- Time of day they occur.
- Have you had them before? What makes them better or worse?
- Have you done something different lately?
- Have you eaten differently or taken new medication?
- Have you had any additional stress?
- Any changes in your mood or sleep?

In Your Medical Notebook:

Look at the following forms in the My Doctor's Visit section:

- Doctor Visit
- Lab Log (if needed)
- Appointments

Outcomes Checklist

The Doctor Visit

WHAT'S MY SELF-TALK?

- Know your strengths as well as your weaknesses. "I can do this, I just do it differently."
- "Sometimes I can create my own rules and my own options."

Learning to Cope...

- Never think of yourself as broken. You cannot do.
- Don't let someone tell you what you cannot do.
- Ask for the tools to do your job rather than giving up.
- "I can't do it."

How Are People Using this Program?

This program is intended to assist clients by:

- Teaching people how to self-manage the health-care process.
- Helping clients to successfully interact with health-care providers and agencies to improve the care they receive.

Outcomes Assessment Tools

Outcomes Checklist
Managing My Medication

Client's Name: _____ Today's Date: _____
Case Manager: _____

Assessment
Check the box for each of the following knowledge, skills, and/or abilities (KSAs) the client has successfully demonstrated:
 Describe the typical causes of PTSD.
 Identify typical symptoms of PTSD.
 Analyze typical risk factors for PTSD.
 Identify generic coping strategies for PTSD.
 Can define PTSD triggers.

Skill Level
Directions: Place an "X" in the appropriate column to indicate what skill level the client has reached.

Skill List	Skill Assessment *Trying this skill*	Skill Practicing *Practicing this skill*	Skill Mastery *Expert at this skill*
Self identify if they have PTSD using the survey.			
Begin to identify personal triggers for PTSD.			

Client's description as to why these skills are important for them to develop.

I, _____, have completed all necessary reading and exercises related to the Medical Notebook Series pamphlet *Post Traumatic Stress Disorder (PTSD)*. The case manager and I have reviewed all the above items that required discussion.

Managing My Medical Notebook
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My Medical Notebook comes with a set of outcome assessment forms to track the completion of each section. Each pamphlet also comes with an easy-to-use outcomes assessment sheet.

Features:

- Can be signed by client and caseworker to show understanding and completion of the materials.
- Takes 5-10 minutes to complete
- Provides data tracking for client success and future grant writing
- Can be completed in small groups when necessary

Training Options 2 1/2- to 3-hour training is available

- Make your team comfortable with the materials
- Learn the philosophy of the materials
- Describe how the outcomes assessment tool works hand-in-hand with the medical notebook and pamphlets
- Build appropriate exit plans for success and intervention.

Call for more information on how you can customize *My Medical Notebook* for your needs!

About Learnovation, LLC

Learnovation®, LLC is a company designed to help others succeed.

Founded in 1996 by senior partners Anna Graf Williams, Ph.D. and Karen Hall, Learnovation offers a diverse line of career development and life skills products designed to showcase and organize work samples and skills for both individuals and corporations. Learnovation has authored and produced multiple books, videos, and product lines including their *Creating Your Career Portfolio* series. The Learnovation team excels at developing and producing high-quality instructional materials that connect with the user and make real learning happen.

Learnovation's extensive background in education and curriculum development has aided many individuals, as well as public and private entities, with focused, targeted programs to achieve a variety of educational goals. *The Immigrant's Guide to the American Workplace* and *The Family Guide to the American Workplace* are popular examples of Learnovation's expertise.

In addition, Dr. Williams is an accomplished motivational speaker with a range of topics from career portfolios, to the holistic approach to job readiness. She empowers and encourage her audiences to realize the talents and abilities they already have within themselves.

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