

RECORD KEEPING

An important part of raising a child is keeping records of the major events in your child's life. As a parent of a child with special health care needs or a disability, this record keeping goes beyond when your daughter got her first tooth or when your son broke his arm.

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, surgeries

Contact info and dates of service for: doctors, specialists, dentists, surgeons, therapists, insurance companies, schools

Phone conversations logs for: medical professionals, insurance providers

Medications

Insurance information (copy of policy and correspondence)

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

Equipment, supplies and vendor information

Emergency contact information

Other information specific to your child

Where to start organizing your records?

Start with 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 folders, 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.

Compiled by Parent to Parent of NYS

NYS Family to Family Health Care Information and Education Center
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