

# My Recovery Record belongs to

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(Your Name)

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(Address)

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(City, State, Zip)

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Date This Book Was Begun

If found please place my book in an  
envelope addressed to:

Journal Specialties, Inc.

P.O. Box 97

Chagrin Falls, OH 44022

Return postage is guaranteed.

Thank you!

**MY RECOVERY RECORD IS  
VERY IMPORTANT TO ME.**

## WELCOME...ARE YOU TIRED OF MAKING NOTES ON PAPER TOWELS, TOO?

Journal Specialties, Inc.  
P.O. Box 97  
Chagrin Falls, OH 44022

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To order additional My Recovery Record books please visit our Web site at [www.myrecoveryrecord.com](http://www.myrecoveryrecord.com).

Please send comments, questions, ideas, stories or suggestions to:  
[comments@myrecoveryrecord.com](mailto:comments@myrecoveryrecord.com).

# Journal Specialties, Inc.

My Recovery Record will help you through the process of advocating for yourself, a family member, or a friend through the health care system.

My Recovery Record is yours. My Recovery Record is designed to be a vital tool in your treatment by allowing you to track your progress.

You will be able to record your doctors' expectations, instructions, and treatments. My Recovery Record is an important aid in protecting your rights as a patient.

Consider My Recovery Record as your personal journal as well as your tool for all of us to help you.

Here's to hope on your journey — one day at a time.

# Guide To My Recovery Record™

## YOUR RECOVERY

Caring for a patient with an acute or chronic condition of any sort is a team effort. None of us can do it alone. The medical team consists of doctors, nurses, social workers, physical and occupational therapists, nutritionists, advocates, and child-life workers. The team uses a variety of skills to address the physical and emotional needs of patients and their families.

Better outcomes result from a partnership between you and your health care providers. It is important that both the team and the patient share the same goals. Anger and confusion can occur when goals are unclear.

My Recovery Record is divided into five main sections. Each is color coded along the edge to help you quickly find the section you are looking.

The sections are designated as such:

WELCOME/INTRODUCTION/GUIDE

ADMITTING/EMERGENCY INSTRUCTIONS/HISTORY

TREATMENT TRACKER

MY MEDICAL TEAM MEMBERS

MY MEDICATIONS

MY SYMPTOMS

TREATMENT CALENDAR

WEEKLY JOURNAL

ADDRESS BOOK

POSSIBLE SERVICES

RECOVERY REFERENCE

FAMILY/FRIENDS/ADVOCATES TEAM MEMBERS

MEDICAL TEAM MEMBERS

NURSING TEAM MEMBERS

SOCIAL WORK TEAM MEMBERS

PAIN MANAGEMENT

THERAPY TEAM MEMBERS

HOME HEALTH CARE TEAM MEMBERS

FINANCIAL TEAM MEMBERS

# ADMITTING: EMERGENCY DEPARTMENT AND HOSPITAL

A hospital admissions representative should have Durable Health Care Power of Attorney and Living Will forms for you to fill out immediately.

Contact your own attorney for a legal Durable Power of Attorney form.

Patients need to be very honest when they're being assessed by a nurse upon admission, especially regarding prescription medications, over-the-counter medications, dietary supplements, alcohol use, and illegal drug use. This is not a legal issue; it's important to know what you are taking, particularly when it comes to pain management and drug interaction.

## HEALTH INSURANCE COVERAGE

PROVIDER

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PHONE/FAX

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INSURED'S ID NUMBER

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MY CREDIT COUNSELOR IS

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ADDRESS

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PHONE/FAX

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OTHER INFO

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## EMERGENCY INSTRUCTIONS

SYMPTOMS

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WHEN SYMPTOMS STARTED

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TEMPERATURE

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BLOOD PRESSURE

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DOCTOR'S PHONE NUMBER[S]

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EMERGENCY ROOM LOCATION

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## HISTORIES

ILLNESSES AND SURGERIES

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ALLERGIES

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## HISTORIES: MEDICATIONS

### PRESCRIPTIONS

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### OVER THE COUNTER MEDICATIONS

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### DIETARY SUPPLEMENTS

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# TREATMENT TRACKER

The Treatment Tracker portion of My Recovery Record™ is where you record all relevant information about your current treatment.

This includes:

My Team Doctors

My Medications

My Symptoms

Treatment Calendar & Journal

## MY MEDICAL TEAM MEMBERS

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
TITLE \_\_\_\_\_  
SPECIALTY \_\_\_\_\_  
NOTES: \_\_\_\_\_

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## MY MEDICAL TEAM MEMBERS

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# MY MEDICATIONS

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# TREATMENT CALENDAR

## Using The Treatment Calendar

Put a circle around days of significance on this page to remind you where to look in the weekly planner that follows where you make detail notes. Use it to mark milestones, appointments, visits from loved ones, or just your feelings on that day.

2002																								
JANUARY		FEBRUARY			MARCH																			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2									
13	14	15	16	17	18	19	10	11	12	13	14	15	16	17	18	19	20	21	22	23				
20	21	22	23	24	25	26	17	18	19	20	21	22	23	24 <sup>29</sup>	25	26	27	28	29	30	31			
27	28	29	30	31	24	25	26	27	28	24 <sup>31</sup>	25	26	27	28	29	30								
APRIL		MAY			JUNE																			
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21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22				
28	29	30	26	27	28	29	30	31	23 <sup>30</sup>	24	25	26	27	28	29									
JULY		AUGUST			SEPTEMBER																			
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28				
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26	27	28	29	30	31	23	24	25	26	27	28													
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JULY		AUGUST			SEPTEMBER																			
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WEEK OF:

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• NOTES • PHONE NUMBERS • THOUGHTS

ART THERAPY - DOODLES • FEELINGS • NAMES • TO DO LIST

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# ADDRESS BOOK

Use this address book for important contact information for all the people on your recovery team.

On the next few pages you will also find spaces to list possible services at your health care facility for easy reference.

## POSSIBLE SERVICES

ADMISSION SERVICES

ASSOCIATIONS

BANK MACHINES

BLOOD BANK

CAFETERIA/FAMILY MEALS

CHAPEL

CHAPLAINS

ENVIRONMENTAL SERVICES

EQUIPMENT AND SUPPLIES

EXERCISE

GIFT SHOP/FLOWERS

## POSSIBLE SERVICES

HOME HEALTH CARE

HOSPITAL PROGRAMS

INTERPRETERS

LIBRARY

LODGING

NUTRITION

OMBUDSMAN

OPTICAL

PAGERS/CELLPHONES

PARKING

PAT (PRE-ADMISSION TESTING)

## POSSIBLE SERVICES

PATIENT REPRESENTATIVE

PATIENT RIGHTS AND RESPONSIBILITIES

PHYSICIAN REFERRAL

PRESCRIPTIONS

SECURITY

SPECIAL SERVICES--ADULT

SPECIAL SERVICES--PEDIATRIC

SUPPORT GROUPS

TRANSPORTATION

VOLUNTEER ORGANIZATIONS

OTHER

A

NAME

COMPANY

STREET

CITY/STATE/ZIP

PHONE

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# RECOVERY REFERENCE

The Recovery Reference will assist you in understanding who the players are in your recovery and what services and support you have available during and after your treatment.

# FAMILY/FRIENDS/ ADVOCATES TEAM MEMBERS

Trust your team to help you on your journey to recovery. In spite of the difficulties, there will be opportunities along the way for positive experiences. As a Family/Friends/Advocates member we find our family can become stronger, more loving and faithful. One member is the patient, many are advocates, and some are “gofers.” No matter what the roles, all are an intricate and necessary part of the Team .

All patients can benefit from a calm advocate. Hysteria never helps. Only one or two people should advocate for the patient to prevent confusion or repetition of requests.

Advocating on a long-term basis (after about 3 weeks) can cause caregiver burnout and exhaustion. Caring for your family member can become challenging because he or she is sick and tired of being sick and tired and feels they have lost control of their des-

tiny. The hospital is a tough place to be, but there are options for relieving some of the stress. A caregiver can ask for a discounted parking rate, for example. Some hospitals can assist in locating affordable housing options for families of patients needing a prolonged hospital stay. The patient can get help from psychiatric or social worker visits. If appropriate, antidepressant and/or anti-anxiety medication may be suggested by your physician. A change of scenery—just getting out of a hospital room—is most welcome, even if it's only a walk down a hallway. Consider alternatives that might provide some peace and quiet for the patient, such as blood drawing once a day instead of twice a day.

The advocate and the patient should tell their nurse what they dislike. For example, one patient may prefer not taking a shower in the morning if they're accustomed to showering before bedtime. If it's allowed for the patient, advocates can bring in some comforts from home—a can of soda pop or homemade cookies. Visits from nonfamily and friends can also be of benefit. The chaplain's office

will be glad to provide visitors even if a patient is not religious. Talking to a friendly “stranger” about things other than the patient’s illness can often be therapeutic.

If an advocate is to be a caregiver at home, it’s a good idea to get training in basic procedures like bathing, how to move a patient, and how to change linens while the patient remains in bed. Nurses on the unit can be a valuable resource in this respect. Knowing how to do things correctly will make home care go more smoothly for both the caregiver and the patient. Caregivers need to take a break now and then, so planning for respite care is helpful. Education about the illness and treatments is an important part of helping the patient. Most hospitals have a medical library. There are resources on the Internet. Most specific illness foundations and organizations have literature they are glad to provide. Trusting the doctors and nurses and heeding their instructions and suggestions will also help to smoothe the caregiving process.

## Please:

Bring in the mail

Pick a night to walk the dog once a week

Throw a spaghetti fund-raiser

Be any kind of donor

Keep one of my children for a night with yours

Tuck us in your prayers

Cut out any article you read about this disease

Tell me a joke

Give me a hug

Just say “hi” on the answering machine

Treat me normally (I need perspective)

Pick up prescriptions and do the grocery shopping

Make phone calls for me

Coordinate outings, such as day passes from the hospital

Provide transportation

Water the plants

Send me stamps and writing supplies

Take a 2-minutes vacation in your mind



# NURSING TEAM MEMBERS

Your nurse is an autonomous health care practitioner who works in cooperation with your physician. Nurses make assessments, take vital signs, evaluate data, supervise other personnel, are the liaison between other departments, do the charting, medicate using judgement, change dressings and take care of incisions and many other things.

You have a right to know who's in your room and what they are planning to do. **Nurse Practitioners** and/or **Clinical Nurse Specialists** are nurses with a Masters degree in a specialty field. They work closely with the patient and the physician. **Physician Assistants** have an Associate degree but are not nurses. A **Registered Nurse** has a nursing school diploma, a Bachelors degree, or an Associate degree. **Licensed Practical Nurses** have a degree from a one-year program in an accredited school. Licensed Practical Nurses can dispense

pills and give injections and are supervised by a Registered Nurse. **Aides** have a variety of responsibilities. They may give baths, take vital signs, make simple dressing changes, and assist with activities of daily living. The **Unit Secretary** is responsible for checking orders on charts, answering phones and call lights, and entering information into the computer.

## How to Help Your Nurse:

Be honest and clear about your needs and wants.

Try to group requests if possible, for example, if you want orange juice and a blanket, try to ask for them at the same time.

If you have a chronic illness, make the staff aware of your personal care schedule. If you use specific supplies, such as ostomy supplies, note the brand of product you use so it can be obtained for you. Bring some of your supplies with you in case it takes a day or two for the hospital to obtain them.

# SOCIAL WORK TEAM MEMBERS

Professional social workers assist patients and families in coping with both the crisis of acute healthcare problems and the diagnosis and management of chronic or terminal illness. Services provided include individual and group counseling, referral to community resources (such as home health care, tutoring, physical, occupational, and speech therapies, and physical rehabilitation programs), financial counseling and consultation to the interdisciplinary team.

If you have a problem, contact your social worker or ombudsman. They can be helpful in mediating if concerns arise regarding treatment plans or defining goals.

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# PAIN MANAGEMENT

Pain is one of the most distressing and feared aspects of an illness. Pain is defined by the patient. Most hospitals use a scale of from zero to ten to measure pain with zero being no pain to ten being unbearable pain. Sometimes a visual scale, like the "smiley face" one shown at right is used.



All pain has two parts: a physical part (a disease, injury, or procedure) and an emotional part. Fortunately, there is much that can be done to help alleviate both physical and emotional types of pain so that all patients remain comfortable during their hospital stay as well as at home.

## **Pain Management:**

Pain is real. Anxiety increases pain so it pays to learn some relaxation techniques. The pain does not have to go away: only to be more comfortable. Reframe the pain into a signal that is giving you information rather than something that is bad.

## **Three Types of Pain Management:**

### EMOTIONAL:

- Distraction – read, watch television, talk to friends, listen to music
- Guided Imagery – imagine being in a favorite place like the beach
- Relaxation – deep breathing, relaxing muscles
- Meditation – repeat a comforting word, such as "calmer" over and over

### TANGIBLE (PHYSICAL):

- Change your position in bed
- Apply heat or ice
- Participate in physical therapy

### MEDICATION FOR PAIN:

If you have a PCA (patient controlled analgesia) pump do not hesitate to use it if necessary. You will not overdose; the PCA is designed to give you only the medication you need, and easing your pain will help you to direct more of your body's resources towards healing.

If you feel that your pain is not being managed correctly, ask to speak to your physician or another nurse.

Recommended Reading: "The Relaxation Response" by Herbert Benson, MD, et al.

# THERAPY TEAM MEMBERS

To assure that patients achieve optimal recovery, hospitals offer a variety of therapists and consultants. You don't have to be acutely ill to ask for therapy.

A Department of Rehabilitation Services may include:

- **Physical Therapists** help patients achieve mobility and strength through the use of exercise and pain-management procedures such as whirlpools, heat-treatments and developmental activities.
- **Occupational Therapists** focus on restoring the patient's ability in the area of self care, leisure and play skills, perceptual/reasoning skills and eye-hand coordination.
- **Speech Therapists** evaluate and treat articulation, language, stuttering, voice and swallowing disorders.
- **Audiology Specialists** provide diagnostic services and auditory treatment for patients with hearing disorders.
- **Respiratory Therapists** provide special treatments for patients with breathing difficulties.

## MY THERAPISTS

PHYSICAL

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OCCUPATIONAL

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SPEECH

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AUDIOLOGY

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RESPIRATORY

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ART/MUSIC

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(Note: Smaller hospitals may not have art and music therapists.)

# HOME HEALTH CARE TEAM MEMBERS

Home Health Care starts before you leave the hospital. There are several options for home health care, and one or more may be right for your needs. Make sure your “case manager” explains your requirements for home health care to the caregiver.

If your family and friends are your primary caregivers, you and/or they may want to join a support group to assist everyone in making your care go more smoothly. National organizations and local chapters will also facilitate your transition from hospital to home.

You may need to have skilled professionals come to your home one or more times each week for specialized treatment, such as physical therapy. They will gladly recommend suppliers of equipment to make your treatment go faster and easier.

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# FINANCIAL TEAM MEMBERS

1. CONTACT
2. ASK
3. FOLLOW UP
4. RESPOND
5. RELAX

Financial Team Members will help you give, receive, organize and understand information, controlling areas you cannot. It is the Financial Team's job to know options that may apply in your case. Here is your course of action:

1. Contact the admissions department for your representative
2. Ask for help; there is no shame in asking
3. Follow through/communication with your whole network
4. List contacts in your financial network
5. RELAX...the most important

MY FULL NAME \_\_\_\_\_

BIRTHDAY \_\_\_\_\_

PERSONAL INSURANCE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

DATE APPLIED

CASE #

APPROVED UNTIL

MEDICAIDE/MEDICARE  
\_\_\_\_\_  
\_\_\_\_\_

SSI-SSD  
\_\_\_\_\_  
\_\_\_\_\_

HEALTHY START  
\_\_\_\_\_  
\_\_\_\_\_

VICTIMS OF CRIME  
\_\_\_\_\_  
\_\_\_\_\_

DMV==MOTOR VEHICLES  
\_\_\_\_\_  
\_\_\_\_\_

CARE ASSURANCE  
\_\_\_\_\_  
\_\_\_\_\_

BCHM==CHILDREN WITH MEDICAL HANDICAPS  
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\_\_\_\_\_

OTHER  
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\_\_\_\_\_

OTHER  
\_\_\_\_\_  
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OUTSTANDING BILLS AFTER DISCHARGE?

CALL MY COUNSELOR FOR PROCEDURE.