



*Information for Healthcare Improvement*

**[www.fmqai.com](http://www.fmqai.com)**

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PERSONAL  
**HEALTH**  
RECORD

**A**ging is a natural part of life, and while we can't control it happening, we can make strides to live a healthy life. On the other hand, if we ignore our health, or persist with habits that damage it, our later years can be filled with difficulty or even cut short. The good news is that over half of all health problems can be prevented.



The **Personal Health Record** is all about helping you see what you can do in your home, community, and workplace to improve your health. Start taking responsibility for it today by paying attention not only to your physical well-being, but also to your emotional and spiritual sides—in short, your whole self.

## Plan Ahead

Building a successful partnership with your doctor or nurse practitioner takes time and effort. Here are some things you can do ahead of time to get the most out of your visits – your health may depend on it.

### Be Prepared

- ✓ List all of the medications (prescription and over the counter) and herbs you are taking on page 28 of this booklet and bring it with you.
- ✓ List your symptoms or problems - even the small ones.
- ✓ Educate yourself about any disease or problem you have.
- ✓ Bring all your insurance information with you to every visit (see page 3).
- ✓ Write down your questions before your visit. List the most important ones first to make sure they get asked and answered.

### Common Questions You May Want To Ask

- ✓ What is wrong with me (my diagnosis)? Can you explain it to me in words I understand?
- ✓ What are the treatment options? What are the risks and benefits that are likely to happen with each treatment? Is one more likely to work than another? Are there things I can do (diet, exercise, rest)?
- ✓ Do I need to see another health professional or specialist? Do I need a follow-up visit?

## Speak Up

People who have good relationships with their healthcare providers are more satisfied with their care. Here are some tips to help you and your doctor become better healthcare partners during your office visit.

- ✓ Ask questions. Otherwise, your healthcare provider may think you understand everything.
- ✓ Bring someone along to help you ask questions. This person can also help you understand and/or remember the answers.
- ✓ Be sure you understand what the doctor is telling you. Have him/her explain new terms. Repeat back what you think you heard to be sure it is correct.
- ✓ Find out about any medicines you will take (see page 26).
- ✓ Don't be afraid to discuss embarrassing or sensitive topics. Healthcare is personal and doctors are used to talking about these things.
- ✓ Take notes and ask for written instructions.

Even though your good health is up to you, we get the most out of our efforts when we work in partnership with health providers, spiritual advisors, and those who love us. They can help us form good habits—and keep them.

Lastly, practicing good prevention does not mean giving up all of life's pleasures. How could it when enjoying life is an important part of being healthy? Simply put:

- ✓ Control what you eat to avoid obesity—see page 6.
- ✓ Mix exercise with leisure time—see page 9.
- ✓ Learn about preventing falls—see page 10.
- ✓ Have regular medical check-ups—see page 16.
- ✓ Do not smoke—see page 11.
- ✓ Be active socially.
- ✓ Form close relationships.



*The information presented here is meant to be a guide. Discuss any questions about health care needs with your health care provider. We cannot accept responsibility for any problems that may develop from following these guidelines.*

## Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Date of Birth \_\_\_\_\_

☐ Male   ☐ Female   Blood Type \_\_\_\_\_

Allergies/Sensitivities \_\_\_\_\_

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## Emergency Contact

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Name \_\_\_\_\_

Phone # \_\_\_\_\_

### Yes, I Have Advance Directives:

- ☐ Living Will
- ☐ Health Care Agent (Proxy)
- ☐ Health Care Power of Attorney
- ☐ 5 Wishes document

Document is kept at \_\_\_\_\_

\_\_\_\_\_

Health Insurance Name \_\_\_\_\_

- ☐ Medicare
- ☐ Managed Medicare
- ☐ Supplemental Medicare
- ☐ Other Health Insurance
- ☐ Medicare Part D Prescription Drug Insurance

Prescription Discount Card:   ☐ Yes   ☐ No

## Do You Have?

- ☐ Arthritis
- ☐ Asthma/COPD
- ☐ Cancer, type:
- ☐ Depression
- ☐ Diabetes, Type ☐ 1 ☐ 2
- ☐ Frequent Falls
- ☐ Heart Disease
- ☐ High Blood Pressure
- ☐ Osteoporosis
- ☐ Stroke
- ☐ Urinary Problems
- ☐ Other:
- ☐ Other:

When  
Diagnosed

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## Health History

Keep track of events such as medical procedures, tests, and when you've been in the hospital.

Procedures/Surgeries

Year


## Eating Well

The food we choose is one of the things affecting our health that we can control! To avoid gaining too much weight and to get good nutrition, consider these guidelines\*:



- Eat fruits and vegetables. Choose a variety of dark green, orange, legumes and starchy vegetables.
- Choose whole grain products each day.
- Make lean, low fat, or fat free choices of meat, poultry, dry beans, and milk or milk products.
- Eat foods fortified with vitamin B12, also those fortified with Vitamin D.
- Limit saturated and trans fats as much as possible. Keep cholesterol to less than 300 mg/day.
- Limit added sugar, salt, and alcohol—no more than 1–2 drinks per day.
- Water is essential for good health. Drink plenty of it!

To prevent gaining weight over time, gradually decrease the number of calories from food and beverages and increase physical activity. Look for foods that have good nutrition without the extra calories. Cut out refined and processed foods.

\*Dietary Guidelines for Americans, US Dept. of HHS, 2005.  
The Journal on Active Aging, Jan-Feb. 2005

## Keep Obesity and Diabetes from Your Door

Everyone should choose to eat healthy foods to reduce the risk of developing chronic problems such as cancer, heart disease, and diabetes. Obesity is what they all have in common. Calorie counting, portion control, and exercise are the keys to losing weight and preventing weight gain.

If you are overweight, taking action to lose those extra pounds will benefit you in many ways. It doesn't mean being on a strict diet, but it does mean some basic changes:

- ✓ Lose about five to ten percent of your body weight—your doctor or a dietitian can help show you how.
- ✓ Eat a low-fat, low-calorie variety of foods and watch your portion sizes. If you make this a daily routine, you can always have treats or splurge—just get right back on track afterwards!
- ✓ Get thirty minutes of physical activity five times per week – see page 9.

Diabetes is a growing disease in America. The type 2 variety can be delayed or even prevented by following the guidelines on page 7.

If you have diabetes already, managing it includes:

- ✓ Monitoring your blood sugar levels to keep them within the normal range.
- ✓ Maintaining a healthy weight, as you are more likely to develop heart disease and stroke.
- ✓ Having regular health exams to find and prevent blindness, amputations, and kidney disease.
- ✓ Monitoring results of A1C, cholesterol, blood pressure, eye, and skin exams.
- ✓ Not smoking.



## Exercise

Try to get 30–60 minutes of moderate intensity exercise on most days to avoid gaining weight. Consider making small changes such as using the stairs instead of an elevator. Keep things fun. Include stretching, strengthening, and endurance building activities in your everyday life.

### Daily Exercise:

- Helps protect you from heart disease, high blood pressure, high cholesterol, and some forms of cancer.
- Reduces the risk of developing diabetes.
- Helps you control your weight.
- Reduces the risk of falling as you get older.
- Helps improve symptoms of depression or anxiety and boosts your mood.

### Safe Exercise

- If you are going to exercise more than you are used to, discuss your plan with your health care provider.
- Start slowly. Work up to more intense activities as your body gets used to them.
- Exercise in a safe place such as your home or a shopping mall.
- Protect yourself from injury and falls.

## Safety = No Falls

Falling at home happens too often, causing serious injuries with long-lasting problems! Check your home to find and address safety hazards:

- ✓ No loose rugs on the floor
- ✓ Electrical cords not across the floor
- ✓ Good lighting in stairways and halls
- ✓ Steps have handrails and non-skid surfaces
- ✓ Grab rails near toilet and tub
- ✓ Non- skid surfaces in tub and shower
- ✓ Clear pathway from bed to bathroom
- ✓ Nightlights used

Factors that affect our chances of falling as we age include:

- Weakness
- Vision
- Balance changes
- Medications
- Fear of falling
- Alcohol misuse
- Home and outdoor hazards

Daily activity that involves strength and balance can help prevent falls.

## Smoking Stinks!

*The largest preventable cause of disability and early death is smoking.* It doesn't matter how old you are or how long you've smoked, quitting reduces your risk of lung cancer, heart disease, stroke, and lung diseases. Tobacco causes most cancers of the lung, mouth, and throat and increases the risk for many other cancers. People with diabetes who smoke are three times more likely to get heart disease or have a stroke than those who don't.

You probably know you shouldn't smoke, but it may seem impossible to quit—but it can be done:

- ✓ Admit the problem to yourself and those around you.
- ✓ Keep track of when and why you smoke.
- ✓ Set a quit date.
- ✓ Limit the time you spend with people who smoke.
- ✓ Talk to your doctor about treatment options.
- ✓ Call the National Quitline 1-800-QUIT-NOW.
- ✓ Medicare may cover counseling to quit smoking.



Secondhand smoke is also a health hazard. Nonsmokers who are exposed to it can develop some of the same diseases that smokers do. Always avoid places where secondhand smoke is present.



## Asthma Answers

*Understanding* this health issue is the key to preventing it from becoming a big problem. Some people confuse their asthma symptoms with other causes and don't seek help. Some medications may cause asthma symptoms.

Managing asthma means:

1. Know what triggers your symptoms.
2. Know your early warning signs.
3. Have a plan if your symptoms get serious.
4. Understand your treatment and teach those around you.

## Heart Disease

Diseases of the heart and blood vessels cause more deaths than all other diseases combined.

Risk factors include:

- Smoking
- Not exercising
- Being overweight
- Having diabetes
- Having high blood pressure
- Eating a diet high in cholesterol and saturated fat



**Hypertension** means high blood pressure. It is also known as the silent killer because you may not have any symptoms. But it still raises your chances for a stroke and heart attack.

## Warning Signs of Heart Attack and Stroke

A heart attack occurs when the blood vessels of the heart become blocked. A stroke occurs when blood flow to the brain is blocked.

Warning signs of **heart attack** include:

- Pressure, fullness, squeezing, or pain in the center of the chest that lasts more than a few minutes or goes away and comes back.
- Pain that spreads to the shoulders, neck, or arms.
- Chest pain with dizziness, fainting, sweating, nausea, or shortness of breath.

Women may have less common warning signs of heart attack:

- Atypical chest pain, stomach, or abdominal pain.
- Pain that radiates into your jaw.
- Nausea, dizziness, or trouble breathing (without chest pain).
- Unexplained anxiety, weakness, or fatigue.
- Rapid heartbeats, cold sweat, or paleness.

Warning signs of **stroke** include:

- Sudden weakness or numbness of the face, arm, or leg.
- Sudden trouble seeing in one or both eyes.
- Sudden confusion, trouble talking, or understanding.
- Sudden, severe headache with no known cause.
- Sudden trouble walking, dizziness, loss of balance.

**If you have signs of heart attack or stroke,  
DON'T WAIT      CALL 911**

## Cancer Control

**Lung cancer** is the most common cancer killer. Cigarette smoking causes 90% of those deaths. Quit smoking to improve your health and prevent lung cancer.

**Breast cancer** is the 2nd most common cancer in women. The earlier breast cancer is found, the better your chance for survival.

- Breast cancer risk increases with age.
- Mammogram screening every year for women age 40 and older. This exam can often detect a breast lump before you can feel it.
- Clinical breast exams by a doctor or nurse help to find changes in your breasts.
- Be aware of what your breasts normally feel like and look like. Tell your health care provider right away if you notice any changes.

**Prostate cancer** is the 2nd most common cause of cancer-related death in men. It's important to find prostate problems early, when it is most treatable. Talk to your doctor about getting screening exams.

## Health Exams & Screenings

		Date/ Results
<b>Weight/Height</b>	*Periodically	
<b>Blood Pressure</b>	*Every 1-2 years	
<b>Cholesterol or Lipid Panel</b> HDL LDL Triglyceride	*Discuss with your doctor or nurse	
<b>Blood Sugar</b>	*Discuss with your doctor or nurse	
<b>Eye Exam/Glaucoma</b>	*Every year	
<b>Dental</b>	*1-2 times every year	
<b>Hearing</b>	*First test by age 60, then every 3 years	

\* Check with your doctor for recommendations

Write down the date and results when you have these exams.

Date/ Results	Date/ Results	Date/ Results	Date/ Results

based on your age, health, and medical history.

## Health Exams & Screenings

		Date/ Results
<b>FOBT: Fecal Occult Blood Test</b>	*Every year	
<b>Colorectal Screening</b>	*Every 4-10 years	
<b>Mammogram with or without Clinical Breast Exam</b>	*Every year	
<b>Pap Test/Pelvic Exam</b>	*Every 1-3 years	
<b>Prostate PSA DRE</b>	*Discuss with your doctor or nurse	
<b>Bone Mass</b>	*Per risk	
<b>Depression Screening</b>	*Periodically	
<b>Screening Ultrasound</b>	*Once per risk	

\* Check with your doctor for recommendations

Write down the date and results when you have these exams.

Date/ Results	Date/ Results	Date/ Results	Date/ Results

based on your age, health, and medical history.

## Immunizations

Pneumonia and flu together are the 5th leading cause of death among older adults. These diseases can be prevented with vaccines.

**Influenza** (flu) is very infectious. It is spread by a virus in the air or by contact with an infected person. Help prevent the flu:

- ✓ Stay at home when you are sick.
- ✓ Cover your mouth and nose with a tissue when coughing or sneezing.
- ✓ Clean your hands.
- ✓ Avoid touching your eyes, nose or mouth.

Flu shots help prevent severe flu, hospitalization, and death but are not perfect for preventing all flu symptoms. The flu virus changes from year to year. October or November is the best time to get a flu shot every year. Medicare covers the flu and pneumonia vaccines.

Getting the **pneumonia** vaccine will help prevent severe pneumonia, hospitalization, and death.

Source: Centers for Disease Control and Prevention – National Immunization Program

## Immunization Record

Vaccine	Date	Health Professional (Sign and Date)			
<b>Influenza</b> After age 50					
<b>Pneumonia</b> After age 65					
<b>Tetanus/ Diphtheria</b> Every 10 years					
<b>Zoster</b> After age 60					
<b>MMR</b> Per risk					
<b>Varicella</b> Per risk					
<b>Hepatitis A</b> Per risk					
<b>Hepatitis B</b> Per risk					
<b>Meningococcal</b> Per risk					

## Health Care Visits


People who have good relationships with their health care providers are more satisfied with their care. When it's time to see your doctor, there's a lot you can do to get the most out of your trip.

- ✓ Ask about the Preventive Physical Exam that Medicare covers.
- ✓ Ask questions, or your doctor may think you understand everything. Have him/her explain new terms. Repeat back what you think you heard to be sure it is right.
- ✓ Bring someone along to help you ask questions and understand the answers.
- ✓ Don't be afraid to talk about embarrassing problems. Doctors are used to talking about personal things.
- ✓ Take notes and ask for written instructions.
- ✓ Find out about your medicines—see page 26.

## Health Care Team

*Indicate any specialty*  
Name Phone

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



## Medical Visit Tracker

Visit Date	Health Care Provider	Reason for Visit Services & Tests Performed

## Medical Visit Tracker

Visit Date	Health Care Provider	Reason for Visit Services & Tests Performed

## Medication Safety

### Questions to Ask About Your Medicine

1. What is the name of the medicine and what is it for?
2. Is a generic version of this medicine available?
3. How and when do I take it—and for how long?
4. What foods, drinks, other medicines, dietary supplements, or activities should I avoid while taking this medicine?
5. When should I expect the medicine to begin to work? How will I know if it is working?
6. Are there any side effects? What are they? What do I do if they occur?
7. Will this medicine work safely with the other prescription and over-the-counter medicines I am taking?
8. Can I get a refill? If so, when?
9. How should I store this medicine?

Tell your doctor if you cannot afford your medications.



### Avoiding Drug Reactions

Guard against taking medications that should not be combined.

- Gather all of your current prescription medicines. Show them to your doctor or pharmacist. He or she can check for any expired medicines and possible problem reactions.
- Tell your doctor and pharmacist about non-prescription medicines, herbs, and vitamin supplements you use.
- Keep a list with you of all your medicines.
- If you notice any new symptom, ask your doctor right away if it might be related to any medicine you are taking.





## Medication Record and Drug Allergies

<b>Pharmacy</b>	<b>Phone #</b>	
<b>Pharmacy Drug Plan</b>		
<b>Drug Allergies</b>		
<b>Drug</b>	<b>Reaction</b>	
<p>List medications, herbal and dietary supplements, and vitamins you are taking.</p> <p style="color: #8B872F;">Place a line through those you no longer take and note the date when stopped.</p>		
<b><u>Medication</u></b> <b>Dose</b>	<b>How Often</b>	<b><u>Purpose</u></b> <b>Prescribed by:</b>
_____		_____
_____		_____

[illegible]

<u>Medication</u> Dose	<u>How</u> Often	<u>Purpose</u> Prescribed by:

<u>Medication</u> Dose	<u>How</u> Often	<u>Purpose</u> Prescribed by:

## More Help & Information



Administration on Aging  
[www.aoa.gov](http://www.aoa.gov)

Alzheimer's Association  
800-272-3900 [www.alz.org](http://www.alz.org)

American Cancer Society  
800-227-2345 [www.cancer.org](http://www.cancer.org)

American Diabetes Association  
800-342-2383 [www.diabetes.org](http://www.diabetes.org)

American Heart Association  
800-242-8721 [www.americanheart.org](http://www.americanheart.org)

Arthritis Foundation  
800-283-7800 [www.arthritis.org](http://www.arthritis.org)

**Benefits Check Up—find benefits and programs**  
[www.benefitscheckup.org](http://www.benefitscheckup.org)

Eldercare Locator—to find community help  
800-677-1116 [www.eldercare.gov](http://www.eldercare.gov)

ElderWeb—links to health, financing, housing sources  
www.elderweb.com

Medicare  
1-800-MEDICARE (1-800-633-4227) [www.medicare.gov](http://www.medicare.gov)

Medicare Drug Benefit  
[www.MedicareRxMatters.org](http://www.MedicareRxMatters.org)

National Association of Area Agencies on Aging  
www.n4a.org

National Council on the Aging  
202-479-1200 [www.ncoa.org](http://www.ncoa.org)

National Family Caregivers Association  
800-896-3650 [www.thefamilycaregiver.org](http://www.thefamilycaregiver.org)

## Notes

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