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# S.H.I.N.E.

PEDIATRIC PALLIATIVE CARE

## Care Binder

A Care Binder is an organizational tool for you that can be utilized throughout your child's health care experiences. This Care Binder can help you record appointments, organize provider contact information, keep track of current medications, and file your child's medical history. This tipsheet is meant to provide you with suggestions for creating a Care Binder. We recommend that you organize it in whatever way that is most helpful to you. We hope that this binder will then travel with you to each of your child's appointments. Below are a list of recommended supplies as well as a few organizational tips. Printable documents are available online.

### Recommended supplies

- 1.5" Heavy duty 3-ring binder
- Eraseable colored tab dividers (minimum of 8)
- Loose leaf paper
- Clear business card binder pages
- 3-hole punch
- Additional supplies, if desired: CD holders, sticky-note tabs, plastic folder sleeves, sheet protectors

### Printable documents available online

- Provider list
- Medication record
- Care schedule
- Medical diagnoses list
- Medical history
- Appointment log

To access these documents, visit [blankchildrens.org/shine](http://blankchildrens.org/shine) then select 'Care Binder' on left hand column.

- Blank calendar pages can be printed for free from [timeanddate.com/calendar/create.html](http://timeanddate.com/calendar/create.html)

### Organizational Tip

- Gather and sort all current medical information.
- Label the dividers: Calendar, Providers, Medications, Diagnoses, History, Notes, etc.
  - Add-ons: Financial, Resources, Goals of Care, Legal, etc.
- Use the plastic folder sleeves for loose paperwork until you can 3-hole punch it at home.



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