Tips for Filling out the About My Health Tool

The About My Health tool was created to *help the people you are supporting share key health information with new health care providers to help appointments run more smoothly.* This tool provides a brief summary of a person's health that will help health care providers understand their strengths and needs more easily.

Here are some tips to help you fill out and use the About My Health tool:

- When filling out the tool with someone you are supporting, consider the person's level of independence:
  - If they require greater support, you may want to try to involve family members or staff who know the person you are supporting well to get their input as you are filling it out.
  - If the person you are supporting is more independent, you can invite them to fill it out with support or to fill it out on their own.

- This tool should be updated on a yearly basis to ensure that the information listed is up-to-date.

- This tool was not designed to be taken to every health care visit. Instead, this tool can be photocopied and used to:
  - Provide a summary of a person's health to a new health care provider (e.g., family doctor, specialist, walk-in clinic, emergency room visit, hospital visit, dentist, eye doctor, etc.).
  - Provide health information to a health care provider you are seeing again after there has been a change in the health of the person you are supporting.
  - Orient new staff who are not familiar with the needs of the person they will be supporting. This is especially important in cases of emergency where a non-primary staff has to accompany the individual to a health care visit.

- This tool is not meant to provide an individual's full and detailed medical history. Instead, the purpose of this tool is to highlight key aspects of an individual's medical record that are important for health care providers to know.
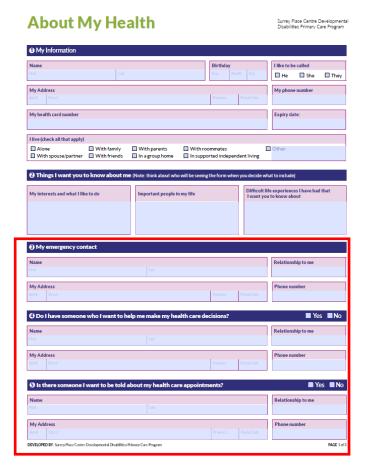
Here are some tips to help you fill out specific sections of the About My Health tool:

"Things I want you to know about me" section:

- Make sure that the person you are supporting is comfortable with the information that is listed in this section (e.g., specific difficult life experiences) as there may be some information that the person you are supporting may not want to share with health care providers.

- If they are able, it is important that the person you are supporting is given the opportunity to approve the information that is provided.

Difference between *"My emergency contact, Individual who helps make health care decisions, and Individual who should be told about health care appointments"*:

- These three types of contacts may be the same person in some circumstances but it is important to be clear what exactly each contact means so the right individuals are listed:

  - **Emergency contact:** This is the person who the individual you are supporting would like to call first in the event of an emergency. This may be a family member or friend.

  - **Individual who helps make health care decisions:** The person listed here could be the individual's substitute decision maker (i.e., the individual whose responsibility it is to make decisions for a person who is not able to make his or her own health care decisions) if they have one, or someone else the person likes to be involved in decisions about their health. *Note: A substitute decision maker cannot be a staff/paid caregiver.*

  - **Individual who should be told about health care appointments:** This is a person that the individual you are supporting would like to be notified when a health care appointment is needed and/or scheduled. This may be a family member or friend.

- It is important to include all of the contact information of the person's family doctor/nurse practitioner and pharmacy because these contacts will be important to have available when health care decisions (e.g., medication changes) are made.

- Remember to notify the health care provider if the individual you are supporting has a crisis plan.

- If there is not enough room on the page to include all of the necessary information, remember that additional information can always be attached to this tool.