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## Follow these steps to set up your child's Care Notebook:

### Step 1: Gather information you already have

- Gather up any health information about your child you already have. This may include reports from recent doctor's visits, recent summary of any hospital stays, this year's school plan, test results, or informational pamphlets.

### Step 2: Look through the pages of the Care Notebook

- Which of these pages could help you keep track of information about your child's health or care?
- Print off the entire Notebook or choose the pages you like.
- Print copies of any that you think you will use.
- The Care Notebook pages are available at [www.medicalhomeportal.org](http://www.medicalhomeportal.org).
- You can call Utah Family Voices to get updated electronic or printed copies at 801-272-1068 or contact your local Family to Family Health Information Center.

### Step 3: Decide which information about your child is most important to include

- What information do you look up often?
- What information do people caring for your child need?
- Consider storing other information in a file drawer or box where you can find it if needed.

### Step 4: Put the Care Notebook together

- Everyone has a different way of organizing information. The only important thing is to make it easy for you to find again. Here are some suggestions for supplies used to create a Care Notebook:
- 3-ring notebook or large accordion envelope. Hold papers securely.
- Tabbed dividers. Create your own information sections.
- Pocket dividers. Store reports.
- Plastic pages. Store business cards and photographs.

