TEMPLATE H

File of Life (Emergency Medical Information)

How to use it. Fill this in, fold it into a magnetic pocket or red envelope, and put it on the **front of the refrigerator**, where emergency medical technicians are trained to look. Put a **"File of Life inside"** sticker on the front door or the refrigerator. Keep a folded copy in the parent's **wallet or purse**. Update it after **every medication change** and check it at the monthly audit (Chapter 20). Many local emergency medical services agencies, fire departments, senior centers, and Area Agencies on Aging hand out free File of Life kits with the pocket and sticker; ask yours. do-not-resuscitate and Physician Orders for Life-Sustaining Treatment rules, and what EMS will honor, vary by state, so check your state's rules and keep the **original** order where the sheet says it is. **Note: Verify for your state.**

Field	Entry
Photo (paste a recent photo here)	[PHOTO]
Full name	
Preferred name	
Date of birth	
Address	
Primary language / interpreter needed?	
Conditions / diagnoses	
Allergies (drugs, food, latex)	
Implanted devices (pacemaker, defibrillator, stents, joint replacements, insulin pump)	
Blood type (if known)	
Cognitive status / dementia notes (e.g., "Moderate dementia; may not know date; responds to 'Ruthie'")	
Hearing / vision (aids, which side)	
Mobility aids (walker, cane, wheelchair, oxygen)	
do-not-resuscitate (DNR) / Physician Orders for Life-Sustaining Treatment (POLST) status and where the original is kept	
Healthcare power of attorney (POA) / proxy: name, phone	
Financial POA: name, phone	
Emergency contact 1: name, relationship, phone	
Emergency contact 2: name, relationship, phone	
Primary care physician: name, phone	
Specialists: name, specialty, phone	
Preferred hospital	
Medicare # (or "card in wallet")	
Supplement / Medicare Advantage plan and member #	

Field	Entry
Part D (prescription drugs) plan and member #	
long-term care (LTC) insurance company and policy #	
Pharmacy: name, phone	
Pets in the home (type, name, who will care for them)	
Lockbox code holder / how to enter	
Last updated (date)	

Current medications

Medication	Dose	Frequency	Purpose