CAREGIVER SUPPORT

Caregiver Organization Checklist

A simple way to feeling more prepared and less overwhelmed.

Caring for someone with a serious illness can bring a lot of responsibility all at once. This checklist is designed to help you organize what matters most, at your own pace. You do not need to complete everything at once. Even a few small steps can bring clarity and peace of mind.

MEDICAL INFORMATION

- ☐ List current diagnoses and recent medical history
- ☐ Write down healthcare provider names and contact information
- ☐ Keep an up-to-date medication list with dosages
- ☐ Note allergies or past reactions
- ☐ Include insurance details

IMPORTANT DOCUMENTS

- ☐ Insurance cards or policy information
- ☐ Advance care planning documents, if available
- ☐ Healthcare proxy or power of attorney information
- ☐ Emergency contact list

DAILY CARE NOTES

- ☐ Track changes in energy, appetite, or sleep
- ☐ Write down symptoms or concerns
- ☐ Note what brings comfort or relief
- ☐ Keep a running list of questions

COMMUNICATION & SUPPORT

- ☐ Identify who to call with care-related questions
- ☐ Clarify after-hours support options
- ☐ Decide how updates are shared with family
- ☐ List people who can help with meals, errands, or respite

CAREGIVER WELLBEING

- ☐ Schedule your own appointments
- ☐ Plan regular breaks
- ☐ Identify one trusted person you can check in with
- ☐ Write down reminders to rest or step outside

If organizing all of this feels overwhelming, support can help. One conversation can make next steps feel clearer and more manageable.

HOSPARUS HEALTH®

Give us a call 24/7 at (502) 456-6200,
or contact us online at
hosparushealth.org/contact

WE'RE HERE TO LISTEN, ANSWER QUESTIONS, AND HELP YOU NAVIGATE WHATEVER COMES NEXT.