

One notebook, physical or digital, kept in one place, that anyone stepping in could pick up and understand without you there to explain it. That is the whole test for whether it is working.

Set up these nine sections. Note where each one lives and who keeps it current.

Section	What goes in it	Who keeps it current
Medication list	Every medication being taken, and who prescribed it	
Provider list	Name, role, and phone for everyone involved	
Timeline	Diagnoses, hospitalizations, big changes, in order	
Observation log	Specific, dated entries (see the Observation Log sheet)	
Questions	A running list for the next appointment	
Hospitalizations	Dates, reasons, and what changed as a result	
Emergency contacts	Who is called first, in order, and what each can do	
Insurance	Policy numbers, coverage basics, billing contact	
Legal	Where the documents are kept and who has copies	
