

MEDICAL BINDER CHECKLIST

Everything you need.
All in one place.
Always within reach.



BE PREPARED. STAY ORGANIZED. ADVOCATE WITH CONFIDENCE.

You've got this! ♥

Created by Vita Robinson

organized, accessible, and ready when you need it most. It saves time, reduces stress, and helps you advocate with confidence.



REMEMBER:

- You know your child best.
- You are the expert on your child.
- Being prepared is an act of love.
- You are not alone.

This binder belongs to:

Child's Name: _____

Date of Birth: _____

Today's Date: _____

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ORGANIZE

Place each item in its proper section in your binder.



UPDATE

Review and update regularly. Information changes!



TAKE IT WITH YOU

Bring your binder to appointments, therapy, school meetings, and emergencies.



A little organization today can make a big difference tomorrow.

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BINDER SECTIONS At a Glance ♥

Use these sections as a guide for your binder dividers.

- 1 **PERSONAL INFORMATION**
Key info about your child.
- 2 **MEDICAL INFORMATION**
Diagnoses, doctors, and care team.
- 3 **INSURANCE INFORMATION**
Insurance cards and policy details.
- 4 **MEDICATIONS**
Current medications and instructions.
- 5 **THERAPIES & SERVICES**
Therapy providers and schedules.
- 6 **SCHOOL & EDUCATION**
IEP, evaluations, and school info.
- 7 **REPORTS & RECORDS**
Reports, test results, and documents.
- 8 **NOTES & TRACKING**
Appointments, notes, and progress.

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1 PERSONAL INFORMATION ♥

- ☐ Child's full name, date of birth, and photo
- ☐ Parent/Guardian names and contact information
- ☐ Emergency contacts (name, relation, phone)
- ☐ Primary language
- ☐ Preferred communication method
- ☐ Allergies (food, medication, environmental)
- ☐ Important notes about my child

Notes



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2 MEDICAL INFORMATION ♥

- ☐ Diagnosis(es) and dates
- ☐ Primary care physician information
- ☐ Specialists (names, specialties, contact info)
- ☐ Clinic and hospital information
- ☐ Surgical history
- ☐ Hospitalizations
- ☐ Immunization record
- ☐ Growth charts
- ☐ Medical equipment and supplies
- ☐ Medical alert information (if applicable)
- ☐ Other important medical information

Notes



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3 INSURANCE INFORMATION ♥

- ☐ Insurance cards (front and back)
- ☐ Policy numbers
- ☐ Group numbers
- ☐ Member services phone numbers
- ☐ Copay, deductible, and coverage details
- ☐ Secondary insurance (if applicable)
- ☐ Prior authorization contact info
- ☐ Notes about what is covered

Notes



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4 MEDICATIONS ♥

- ☐ Current medications list
- ☐ Dosage and frequency
- ☐ Prescribing doctor and pharmacy
- ☐ Purpose of each medication
- ☐ Side effects to watch for
- ☐ Refill information
- ☐ Medication allergies
- ☐ Over-the-counter medications
- ☐ Supplements and vitamins

Notes



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5 THERAPIES & SERVICES ♥

- ☐ Therapy providers (names and contact info)
- ☐ Types of therapy (OT, PT, ST, ABA, etc.)
- ☐ Service agencies
- ☐ Therapy schedules
- ☐ Goals and objectives
- ☐ Progress notes
- ☐ Service coordinator case manager
- ☐ Respite care information
- ☐ Funding sources for services

Notes



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6 SCHOOL & EDUCATION ♥

- ☐ School name and contact information
- ☐ Teacher(s) and staff contacts
- ☐ IEP (latest)
- ☐ Evaluations and assessments
- ☐ 504 Plan (if applicable)
- ☐ Report cards and progress reports
- ☐ School accommodations
- ☐ Transportation information
- ☐ Important school notes



You're doing an amazing job advocating for your child!



7 REPORTS & RECORDS ♥

- ☐ Evaluation reports
- ☐ Testing results
- ☐ Medical records
- ☐ Surgery reports
- ☐ Sleep studies
- ☐ Lab and imaging results
- ☐ Discharge summaries
- ☐ Vision and hearing reports
- ☐ Other important documents

Notes



8 NOTES & TRACKING ♥

- ☐ Appointment calendar
- ☐ Appointment notes
- ☐ Questions for doctors
- ☐ Medication log
- ☐ Therapy progress tracking
- ☐ Behavior tracking (if used)
- ☐ Goals and observations
- ☐ Wins and milestones

"Organization is the key."

YOU ARE DOING
AN AMAZING JOB! ♥

Your love,
your patience,
and your advocacy
make a difference
every single day.

*You are not alone.
We're in this together.* ♥

