CONTENTS

v Foreword
by Sheldon Marc Feldman, MD FACS

vi Acknowledgements

1 Introduction

2 KEEP IT SIMPLE IN 6 STEPS

3 PART 1
MY YELLOW PAGES

4 CREATING MY PERSONAL DIRECTORY

5 Emergency Contacts and Medical Information

6 Most Frequently Used Contacts

7 PERSONAL SUPPORT: Individuals and Groups

8 PROFESSIONAL TEAM: Medical Doctors and Other Conventional Health Practitioners

9 PROFESSIONAL TEAM: Complementary, Alternative and Integrative Medical Practitioners

10 PROFESSIONAL TEAM: Insurance, Legal and Financial Contacts

12 Thank You List

13 Where to Find My Important Papers / Records

14 Chronological Health History

16 Chronological Cancer Log

19 PART 2
DECISIONS, DECISIONS, DECISIONS

20 MAKE PERSONAL SUPPORT DECISIONS

21 What Are My Needs at This Time?

22 How Can Family and Friends Help Me Meet These Needs?

23 What Other Community Support Would Be Helpful to Me?

24 How Would I Like Others to Help Me?

25 My Personal Support Team

26 Review My Personal Progress from Time to Time

27 MAKE TREATMENT DECISIONS AND ENLIST PROFESSIONAL SUPPORT

28 What Do I Prefer?
Decide Initial Treatment Preferences

29 Refine Treatment Choices

31 Sharpen Focus Towards a More Considered Opinion

33 Finalize Treatment Decisions

34 Choosing My Professional Team

37 PART 3
MY MEDICAL APPOINTMENTS

38 MAKING THE MOST OF MY MEDICAL APPOINTMENTS

PREPARE DETAILED QUESTIONS IN ADVANCE

39 QUESTIONS about: My Diagnosis

40 QUESTIONS about: My Tests and Results

41 QUESTIONS about: My Treatment Options

42 QUESTIONS about: My Doctor's Recommendations

43 QUESTIONS about: Timing of Recommended Treatments

44 QUESTIONS about: My Other Concerns

45 QUESTIONS for: My Surgeon (Example: Breast Cancer Surgeon)

46 QUESTIONS for: My Medical Oncologist

48 QUESTIONS for: My Radiation Oncologist

49 QUESTIONS for: My Complementary, Alternative and Integrative Practitioners

50 Other Advance Preparation

For My Next Appointment

51 ON APPOINTMENT DAYS

Before You Leave Home

In the Waiting Room or Front Office

52 In the Consulting Room

53 PART 4
FOLLOWING UP AFTER APPOINTMENTS

54 AFTER MY MEDICAL APPOINTMENTS

Getting the Answers You Need

55 Summarize Priorities After Every Healthcare Visit

56 Review and Update Medical Healthcare Progress

58 Organize Doctors' Paperwork

59 Organize Tests, Reports and Medications

Filing Your Reports

60 Results from Laboratories and Other Facilities Giving Reports

61 Medication and Pharmacies / Suppliers

62 Vitamins, Minerals, Supplements and Suppliers

63 PART 5
BILLS, INSURANCE AND LEGAL RECORDS

64 ORGANIZE BILLS

65 Paying bills

66 Tax deductions

67 ORGANIZE INSURANCE CLAIMS AND RECORDS

Know Your Policy

68 What My Insurance Covers (Primary and Supplementary)

69 My Contacts with Insurance Companies

70 Submitting Claims

71 ORGANIZE LEGAL PAPERS

72 Legal Advance Directives

Non-binding Advance Directives

73 PART 6
MY REFERENCE LIBRARY

74 RESOURCES AND INFORMATION

75 People and Organizations to Contact

76 Good Ideas From Conversations and Emails

77 Favorite Resources

79 PART 7
MY SURVIVORSHIP PLAN

80 Planning For Survivorship

81 HOW TO SET UP YOUR PLAN

Step 1: Decide Who Will Help You

82 Step 2: Where I Have Been (My Treatment History)

83 Step 3: Where I Am Going (Future Care Possibilities)

85 Step 4: At Your Survivorship Wellness Appointment

86 Step 5: After Your Survivorship Wellness Appointment

Step 6: Now Use Your Plan!

Introduction
My Hope & Focus Cancer Organizer

If there were ever a time when I needed to weave hope and focus into my life, it was after my cancer diagnosis. I began to create a structure to support my journey. From my first fledgling notes, grew *After Shock: From Cancer Diagnosis to Healing—a step-by-step guide to help you navigate your way.* This comprehensive book is especially important during the first crucial year or when facing an unwelcome recurrence.

From that experience now comes *My Hope & Focus Cancer Organizer,* which provides a tool to simplify, sort, and organize your records.

This organizer:

- Removes a great deal of stress—no need to try to figure out how to arrange your paper work. It is all laid out for you.
- Saves lots of time.
- Frees your energy and contributes to your sanity—so you can more easily focus on your choices and healing.
- Helps you gain hope and focus as you clarify and record your journey to healing, and take charge of this "runaway train" with ease.
- Enables you to find information when you need it and incorporate new paperwork as it accumulates.

Now in this expanded edition, *PART 7: My Survivorship Wellness Plan:*

- Encourages you to be an active participant with your doctor in shaping a post-treatment survivorship wellness plan that makes sense to you.
- Maximizes the blessings of a healthy life while minimizing the risk of any recurrence.

There are many ways to organize your paperwork.
What matters is that <u>you</u> can find everything
—without fuss or stress.

Please note: Go to *After Shock: From Cancer Diagnosis to Healing* for clarification of conventional and complementary treatment options, how-to's, wellness strategies and support, personal stories, and abundant resources.

KEEP IT SIMPLE IN 6 STEPS

With a 3-ring binder (1 1/2" or larger), a package of dividers and a 3-hole punch, you have what you need to track your journey as you create YOUR unique *My Hope & Focus Cancer Organizer*. Simply transfer its fill-in pages into your binder—before or after you add your information.

1. Fill out the ready-made forms such as "My Yellow Pages" (Pages 5-18)

2. Gather any paperwork you have already accumulated.

3. Sort it out with another support person.

- Call a friend, family member, colleague or someone you can trust and set a time for this project.
- Clear and reserve a space on a bookshelf for books and relevant material.
- Put bulky items, such as articles, magazines and newsletters into folders or magazine boxes, and place them on your shelf along with books.
- Spread all the remaining papers, (records, reports, notes) out on the top of a table or on the floor to see what you have.
- Discard any duplicate information.
- Sort the papers into groups of similar items such as:
  - Notes from conversations with friends
  - Questions for my professional practitioners and their answers
  - Test results
  - Bills, insurance letters and miscellaneous papers
  - Ideas and resources to follow up
- Clip the papers of each group together.
- Identify each group by writing its name on a brightly colored slip of paper and put that on the front page of each group.
- Sort the papers within each group by date or by service provided.
- Use additional fill-in pages when you need them—printed out from your free PDF—available for download from www.rootsnwings.com/products.html.

4. Insert your papers into your *Organizer* binder.

- Create main sections using the dividers.
- Punch holes in your papers and insert them in an appropriate section with the most recent on top.

5. Be prepared for your next appointment.

See page 50 for helpful ideas and tips.

6. Divide and conquer.

- Use additional **dividers** to organize your paperwork more precisely so that you can find specific information more easily.
- Use additional **binders** or one that is much thicker as your papers multiply. For example, treat this as your starter binder, and consider using a separate billing or financial binder.

Let us make a custom-made binder for you.

ROOTS & WINGS can prepare a *My Hope & Focus Cancer Organizer* binder just for you—with labeled divider tabs, binder pockets and more—to make it even easier and simpler. To order, call 845-255-2278 or contact info@rootsnwings.com.

EMERGENCY CONTACTS AND MEDICAL INFORMATION

Add your emergency telephone contact numbers below and add your primary ICE (In Case of Emergency) numbers to your cell phone contact list.

	NAME	HOME PHONE	CELL PHONE	WORK PHONE
Primary contact:				
If unavailable, contact:				
Next of kin				
Friend				
Walk-In Medical Clinic/ Hospital Emergency Room				
Police, Fire, Ambulance (if in doubt, call 911)				

EMERGENCY MEDICAL DATA

Name: _____

Phone: _____

Insurance Co. and ID#: _____

Emergency Contact: _____ Phone: _____

Doctor's Name: _____ Phone _____

Medical Conditions: _____

Medications: _____ Blood Group: _____

Medication Allergies: _____

FOLD

Additional Information:

_____

_____

_____

_____

_____

_____

_____

_____

QUESTIONS about...

MY TESTS AND RESULTS

If needed, download a pdf from www.rootsnwings.com/products.html *and print out an extra page for second opinions.*

Dr. _____ Date (mmddyyyy) _____

Q: What tests support your diagnosis? What specific information did this test (_____) show?
A:

Q: What is the size of the malignant area in centimeters? (1 cm)
A:

Q: What is the grade of cells (aggressiveness of cells)? What does that mean?
A:

Q: Are the malignant cells fast moving or slow moving? Hard to destroy, or easy to destroy? Hard to remove or easy to remove? What does that mean?
A:

Q: Do you already know the answers to these questions from the lab test or pathology report? If not, then when will you know?
A:

Q: Are there any supportive tests that can tell me more about my tumor, e.g. estrogen receptor status?
A:

Q: Has the cancer spread to any other place(s) in my body? If so, where?
A:

Q: What other sites have been checked for cancer and found cancer-free?
A:

Q: Do I need further tests? If so, is the test you are recommending necessary to identify the type of cancer I have?
A:

Q: Will this test that you are recommending help you (the doctor) or me, come to a more informed decision? What will the test entail?
A:

Question for myself (and discuss with a support person):

Q: Are the health professionals I've consulted in agreement with each other?
A: