

Family Care Coordination Packet

Use these four sheets to agree on welcome support, keep current records together and give practical tasks clear owners. No app account is required.

1 / Preferences and people

Complete this together with the person receiving support. Write only what is needed, share with agreed people, and keep completed copies private. Do not include passwords, PINs or unrestricted access codes.

Preferred name / language / best way and time to make contact

Help that is welcome / decisions the person wants to keep their own

Role	Name and contact	Availability / agreed responsibility

Who may receive which information? How can permission be changed?

Prepared with / date / next review / location of the current copy

Organization aid only. It does not assess health or replace professional advice or emergency services. In India, call 112 for an immediate threat to life or safety.

Know where the current records are.

2 / Record directory. Point to the source document instead of copying private details into every family chat.

Record	Where it is held / who may access it	Date / update owner

Suggested records

Current medicine list; recorded allergies and relevant health context; clinician and pharmacy contacts; discharge instructions; appointment details; insurance and other important documents.

Questions for the prescriber or pharmacist / person asking / follow-up date

The treating clinician or pharmacist should resolve unclear or conflicting medicine instructions. A family worksheet, scan or app reminder does not establish a treatment change.

Make the handoff easy to follow.

3 / Responsibilities. Describe the action, its limits, a time window and what the next person needs to know.

Agreed task / time	Owner / backup	Outcome / next step

If the owner is unavailable, who should be contacted and how?

What is still unresolved? Who will close it?

A tick or status records a report, not independent proof of attendance, medicine ingestion or wellbeing. Confirm unclear situations directly with the people involved.

Prepare the next appointment or return home.

4 / Questions and arrangements. The treating team supplies clinical instructions; the family organizes the practical follow-through.

Confirmed provider / appointment / transport / companion

Questions for the treating team / who to contact if instructions are unclear

Provider-given next steps / named family owner / due date

Questions for a care provider: scope, availability, qualifications, price, backup contact

Keep the packet current

Date changes and tell agreed recipients which copy is current. Store completed copies securely and arrange what happens to outdated copies.

Sources and scope

Original worksheet by Ruxum. Product/content owner: Prasad Karnik. Editorial contact: prasad@ruxum.co.in. This packet organizes family responsibilities; it is not a clinical care plan.

FDA: [keeping a medicine list](#) | AHRQ: [family involvement in discharge planning](#) | India Emergency Response Support System

Full guide, sources and updates: ruxum.in/family-care-coordination-packet