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HEF482 Maintaining A Treasure Chest: Your Health Record (Leader Guide)

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Maintaining A Treasure Chest: Your Health Record

Mary Ellen Rider, Consumer Health Policy Extension Specialist

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Also see the companion publication,
Participant Manual HE Form 481,
*[Maintaining A Treasure Chest:
Your Health Record](#)*

Lesson Goal

To improve Nebraskans' personal health records.

Objectives

After completing the lesson, learners will be able to:

- understand their rights to information as a health consumer;
- keep track of health care expenses and reimbursements;
- obtain information about their family's health history; and
- preserve their family's medical information for future use.

Leader Resources

1. HE Form 481, *Maintaining a Treasure Chest: Your Health Record Participant Manual*
2. HE Form 482, *Maintaining a Treasure Chest: Your Health Record Leader Guide*
3. National Network for Health (<http://www.nnh.org/>); choose Healthy Lifestyles resources that may support the lesson.
4. Nebraska Department of Insurance forms
5. NebGuide G98-1368, *Medical Record Privacy*.

Member Resources

1. HE Form 481, *Maintaining a Treasure Chest: Your Health Record Participant Manual*.

Before the Meeting

1. Carefully read HE Form 482, *Maintaining a Treasure Chest: Your Health Record Leader Guide*.
2. Read HE Form 481, *Maintaining a Treasure Chest: Your Health Record Participant Manual*.
3. Read NebGuide G98-1368, *Medical Record Privacy*.
4. Make one copy of each of the activities for members of your group. All three are a package upon which complete health keeping is built and will, therefore, provide the most long-range benefit of the lesson's content to all involved.
5. Order any additional materials you might wish to use.
6. Consider inviting a guest speaker. Possible speakers:
 - a. Office manager for local physician
 - @. Insurance person (ask who manages records, where information from sales surveys are stored, etc.)
7. Select a roll call for use at the meeting.
8. Collect articles that discuss medical record privacy, medical patient's rights and responsibilities, and changes in health care systems.
9. Select an activity (from the three provided) for practice during the meeting. Prepare a completed example of the activity form selected for distribution or demonstration. Make copies for handouts so that members can use their lesson copies for preparing personal or family health records. Prepare for follow-up discussion. This might necessitate practicing all three activities.

At the Meeting

1. Select and use one of the following roll call options:
 - How many health care providers have you seen in the last five years?
 - How many people do you believe have access to your health record? Who are they?
 - On a scale of 1 (no record) to 10 (personal health record, health financial records, and family health pedigree chart), how would you rate yourself on keeping health records?

- When was the last time you questioned your health record kept by someone else?
 - In what form do you keep your health record? File folder accumulation of bills? Separate record-keeping form?
2. Allow time for attendees to complete a sample of the activity you selected for practice.
 3. Conclude the meeting by having members commit to improving one aspect of their health record keeping and a date by which they plan to achieve their goal. Plan to have members share their record keeping improvement success at a meeting following the target dates established by members. Give blue and red ribbons (or other prizes) to those who make the most progress toward their goal.

Remember the information recorded is private.

After the Meeting — Evaluation

Following the lesson, have attendees complete the lesson evaluation.

To read, search, or print the Evaluation, you'll need to use the *Acrobat Reader* or *Exchange* software. Download the [Reader](#) free of charge from our web site.

Return completed evaluation forms to:

Dr. Mary Ellen Rider
Consumer Health Policy Extension Specialist
University of Nebraska-Lincoln
130 Home Economics Building
P.O. Box 830801
Lincoln, NE 68583-0801

This step is critical in our ability to continue to serve you.

PDF Files of Activity Sheets

To read, search, or print the Activity Sheets, you'll need to use the *Acrobat Reader* or *Exchange* software. Download the Reader free of charge from our web site.

- **Activity 1. *Medical Claims Payment Record***
For easier reading, we recommend printing this activity.
- **Activity 2. *Personal Health History***
- **Activity 3. *Drawing a Family Tree***

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