Healthmonitor®
GUIDE2CHEMO

Your Chemotherapy
PAPERWORK CHECKLIST

Undergoing chemotherapy often means piles of paperwork. Use this c hecklist to organize your appointments, records and everything in between.

❐ Use a computer program

Creating a spreadsheet on a program like Excel is perfect (and fairly user-friendly) for organizing bills and other documents. You can customize a system to your needs, making it as basic or as detailed as you'd like.

❐ Organize with files, drawers or a binder

If you're not ready to make the leap to a computer based filing system, the old-fashioned way can be just as effective. Designate a drawer for all your files or invest in a few accordion folders.

❐ Categorize your system

Whether you choose to organize by doctor name, dates or treatment type, keeping paperwork clearly divided is important for easy reference. Try using different colored folders, separate binders or file tabs.
*Tip: The less categories you have, the easier to file.

❐ Use a separate calendar

Don't mark appointments on the family calendar—they may get lost in the shuffle. Using your own personal calendar will ensure there is no confusion.

❐ Have a business card/phone number section

Designate an area in your filing system for important phone numbers and business cards.

❐ Don't put it off

Filing paperwork as it comes in is the best way to avoid having piles to sift through later on.

❐ Have a place for when you can't file

Treatments can be tiring. If you don't have the energy to go through paperwork immediately, simply leave documents in a basket or bin marked "to file" and get around to it when you're feeling better.

❐ Designate a bill-paying day

Choose one day each month to pay balances and to make sure everything has been taken care of.

❐ Keep track of phone calls

Many people work in hospitals. Keeping track of whom you spoke with and when can be useful should you run into any confusion.

❐ Keep insurances separate

If you're using more than one insurance carrier, it's best to their keep paperwork separate or devise a system for differentiating. For instance, use a yellow highlighter for Insurance A, and a pink one for Insurance B.

❐ Make copies

In case anything gets misplaced, you know you have backup. This includes copies of checks and credit card receipts for co-pays and other healthcare costs.

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