

Empower Yourself: Medical Management

	Can Do Already	Needs Practice	Accommodations	Who & Where	Included in Transition Plan
INSURANCE & BENEFITS					
Aware of need to take all insurance cards to all appointments					
Able to use insurance cards appropriately					
Able to understand what services are covered by insurance					
Able to pay co-pay & out-of-pocket expenses as necessary					
Able to identify approved providers under insurance plan					
Aware of insurance plan's special needs unit or case manager					
Aware of pre-approval and pre-certification rules					
MANAGE MEDICAL INFORMATION & RECORD-KEEPING					
Able to follow instructions from health care provider					
Able to fill out medical forms or ask for assistance					
Able to maintain a system for keeping medical records (binder or file, electronic folder)					
Able to compile medical tests & results/summaries/functional assessment					
PERSONAL CARE ATTENDANTS, EQUIPMENT & TREATMENTS					
Able to evaluate need for personal care attendants, equipment & treatments					
Aware of need for physician orders & insurance approval					
Able to manage personal care attendant services					
Able to understand & use remedial/prosthetic devices & equipment as prescribed					
Able to arrange for equipment maintenance (routine & emergency)					

Aware of who provides treatments & therapies					
Able to follow instructions for treatments & therapies					
Able to schedule & attend all treatments & therapies					
TRANSITION TO ADULT HEALTHCARE PROVIDERS					
Able to respond to questions from healthcare providers					
Able to prepare questions for healthcare providers					
Aware of confidentiality & need to sign HIPAA forms					
Aware of differences between primary care providers & specialist					
Aware of benefits of interviewing prospective healthcare providers					
Able to evaluate accessibility of office & exam rooms					
Able to make appointments for specialist, family planning, genetic counseling, hospital & laboratory tests					
Able to call for referrals (as needed)					

Reference: Pennsylvania Department of Health – Transition Health Care Checklist: Transition to Adult Living in Pennsylvania;
http://www.portal.state.pg.us/portal/sever.pt/community/special_kids_networ/14205/transition_health_care_checklist/558090