
PREPARED BY AOR MEDICAL SOLUTIONS OF PUERTO RICO

How to Organize Continuity of Care

Patients, families, caregivers and teams

Estimated reading: 7 minutes

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Continuity holds when every task has a clear owner, instructions are organized and changes are communicated on time. This guide is a personal organization tool and does not replace the official medical record.

My care team

Write on the printed version who participates and how to reach them.

Main professional and phone:

Nursing or home care:

Appointment or transportation coordination:

Main family member or caregiver:

Pharmacy: _____

Organizing tasks

- ☐ Write who coordinates each task and on which day it happens.
- ☐ Confirm the next appointment date and time.
- ☐ Check which supplies should be available at home.
- ☐ Write down the instructions that need clarification.
- ☐ Keep a list of pending questions for the next conversation.

Changes worth communicating

- Any change your treating team asked you to report.
- Difficulty following an instruction.
- Supplies that ran out.
- Changes in the family support available.
- Appointments that could not be kept.

Call log

Date, person and outcome:

Date, person and outcome:

Date, person and outcome:

Simple week

Write the main task for each day and who will do it.

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday and Sunday: _____

Keeping documents organized

- Keep instructions and prescriptions in a single folder.
- Write the date on every document you receive.
- Bring the folder to every appointment.
- Share information only with people the patient has authorized.
- Remember this guide does not replace the official medical record.

This educational resource is under continuous review. Always follow the instructions of your health professional.

This material is provided solely for educational and informational purposes. It does not constitute diagnosis, treatment or medical advice and does not replace evaluation by a licensed healthcare professional. The physician and treating team remain responsible for clinical decisions. AOR Medical Solutions of Puerto Rico supports education, coordination, technology and continuity of care.

Do not submit photographs, medical records or sensitive medical information through this website. If you are experiencing a medical emergency, call 911.

Technology with purpose. Coordination with responsibility. Care with humanity.

Web version of this guide:

<https://aormedicalpr.com/educacion/guias/continuidad-cuidado>