Mini Care Organizer

The essentials to start organizing care for a loved one:
contacts, appointments, copied medication list, notes and emergencies.

Free resource · mieuxora.com

Printable PDF · Personal use · Filled in by hand, at home

Educational organizational tool — not medical advice · Mieuxora is a brand of Alliance Optima

Essential Contacts

Start here. When you are tired or someone else steps in, this page answers the first question: who do we call? Keep it where care happens and update it when anything changes.

Name of the person receiving care

Emergency contact 1 (name, relationship, phone)

Emergency contact 2 (name, relationship, phone)

Neighbour or nearby helper (name, phone)

Pharmacy (name, phone)

Other important number

In an emergency, call your local emergency number (9-1-1 in Canada) first. This page is a personal reference filled in by you — keep it current. These pages contain personal information: store them safely and share them only with people you trust.

In Case of Emergency

Call your local emergency number (9-1-1 in Canada) first. This page helps a helper find key details quickly. Prepare it when things are calm — never during a crisis.

Address where care happens (for responders)

Who to call first, second, third

Where the medication list is kept

Where important documents are kept

Anything a helper should know right away (routines, what reassures…)

Care Team

The professionals and services involved in care, in one place. Copy names and numbers from appointment cards, clinic letters and pharmacy labels.

Role (doctor, clinic, service…)	Name	Phone / details

Preferred pharmacy and address

Home-care or community services, if any

Next Appointment

A written page changes the appointment: instead of trying to remember everything, you check things off. Fill this in a few days before the visit.

Date, time and place

With (professional or clinic)

Reason for the visit

Changes noticed since the last visit (sleep, appetite, mood, mobility…)

Questions to ask (most important first)

Answers and next steps — who does what?

Medication List (copied from the pharmacy)

Copy this information exactly from the prescriptions and pharmacy labels — never from memory. This page is a personal transcription tool; it does not recommend or adjust any medication, and it is not a medical record. For any question, ask your pharmacist or the care team.

Medication (as written on the label)	Dose	When it is taken

Known allergies or intolerances

List last verified on (date)

Notes and Observations

A few dated lines per day or per week give you facts instead of impressions at the next visit — “since the 12th, she has been sleeping poorly” works better than “not great lately”.

Date	What I noticed (sleep, appetite, mood, pain expressed…)

Ready for the next step? The complete Mieuxora Care Binder adds appointment tracking, family communication, care schedules and more — see mieuxora.com.