

Instructions for Completing the Life File Form

What is “Life File” ?

- Life File is a form containing important medical information that is helpful to paramedics and emergency responders in the event you must be transported to an Emergency Room.

What information should I supply?

- You decide how much information to supply on the Life File. Supply as much as you are comfortable sharing, and leave blank any information you don't want to share.
- Review your Life File form at least once a year to make necessary changes.
- Update the form whenever information changes such as medications, phone numbers, surgeries, diagnosed conditions, insurance, etc.

How do I complete a “Life File” form?

- Print a copy of the Life File form at www.CityofEdina.com/Health.*
- Use a pencil to complete the form so it is easy to update.
- Suggested to include:
 - Personal information
 - Medical insurance information
 - Emergency contact information
 - Allergy information
 - Diseases/conditions information
 - Medication information
 - Other pertinent information

Where do I put my "Life File" form once it's completed?

- Place the completed form in an envelope clearly marked “LIFE FILE.”
- Use a magnet or tape to attach the envelope to the front of your refrigerator.
- Paramedics are trained to look for the Life File on your refrigerator during an emergency.

Why “Life File” is a good idea

- It saves valuable time during an emergency.
- It provides important medical information to paramedics even if you are unable to answer questions.

Who should have a “Life File”

- Everyone, regardless of age – no one knows when the information might be needed.
- Complete one form for each person in your household.
- Even if you have no allergies, no diseases or use no medications – it is important for the emergency room doctor to know that!

Make a copy and put with your emergency kit and your Advanced Directive

**Limited printed copies will be available at the Edina Senior Center, 5280 Grandview Square.*