

## ASSEMBLY INSTRUCTIONS FOR MY NOTEBOOK

If you choose to download and print your own copy of My Notebook: A Notebook Guide for Newly Diagnosed Cancer Patients, you will need to buy the following supplies from an office supply store:

- a sturdy three-ring binder (1);
- multi-purpose 8 ½" x 11" paper with holes pre-punched for use in a three-ring binder;
- separator Tabs (11) and Tab Labels (11);
- plastic sleeves with business card holders;
- 8X11 clear plastic sleeves (10-20);
- 4x6 self-adhesive labels (10-20);
- a three-ring hole punch

Print out the notebook on paper meant for three-ring binders, with the holes already punched.

Write out labels for the Tabs as follows:

- TABLE OF CONTENTS
- GETTING CONTROL
- GETTING THE FACTS
- GETTING TREATMENT
- GETTING ORGANIZED
- TAB A: THE FIRST WEEKS
- TAB B: THE FIRST MONTHS
- TAB C: FORMS & LOGS
- TAB D: TEST REPORTS AND RESULTS
- TAB E: INSURANCE INFO AND CLAIMS
- TAB F: OUT-OF-POCKET EXPENSES

Assemble the Notebook, inserting the tabs where appropriate.

The plastic sleeve for business card holders goes in the Getting Control Section in Task 4, "Choose the Doctor with Whom you will Plan and Execute Your Treatment Plan."

In Tab A, behind the divider marked "Initial Pathology Reports and Test Results," you will use your 3-hole punch to drill holes in all copies of pathology and radiographic reports and lab results you will ask for when you talk with your doctor regarding your differential diagnosis, and put them in the binder

In Tab C, fill the forms out (you will want to make a duplicate copy, keeping a blank copy for future updates). Make several copies of your filled-out forms, "New Patient Information Form" and the "Test Reports and Results Distribution Requests Form" on hole-punched paper and put them in Tab C, and take with you to appointments.

In Tab E, there is wording to put on your self-adhesive labels pertaining to your insurance claims. Put the labels with that wording on each of several plastic sleeves. Put them in the binder after “Claims Tracking (Clear Sheet Protectors for each Claim)”

At the end of Tab F, put another one or two plastic sleeves to use to keep receipts of your tax-deductible expenses.