**ALINEA HEALTHCARE / A FREE ADMINISTRATIVE ORGANIZER**

# My Next Steps

For your own appointments or when helping someone you love. Write down administrative actions using the instructions your office provides.

**Office / organization providing this sheet (optional)**

**1. What administrative step needs to happen?**

**Who do I contact? Office / phone / location**

**Who calls whom?**

**When will I check back?**

**2. What administrative step needs to happen?**

**Who do I contact? Office / phone / location**

**Who calls whom?**

**When will I check back?**

**What paperwork or administrative details should I confirm?**

**Who can help me keep track? (optional)**

Mark each step: DONE / STILL WAITING / NEED CLARIFICATION. Ask the responsible office about unclear instructions. Do not use this sheet for symptoms, medical instructions or treatment decisions.

Keep your completed sheet private; do not return it to Alinea. Questions about our tools: Shonte@alineacaregroup.com. More organization pages: alineacaregroup.com/starter-kit ($9 Kit).