



AMERICAN PORPHYRIA FOUNDATION

Effective Management of Acute Porphyria:

HEALTHCARE CONVERSATION TRACKER

Instructions

It is helpful to keep detailed records of your conversations and interactions with doctors, nurses, counselors, and any other healthcare staff. It is also important to keep track of your conversations with insurance providers. This information can support your appeals for access to care and treatment and should be provided with your letter.

Be sure to take notes on all your healthcare visits including the date, time, and outcomes, including any incidents or access to care issues. Also note any phone conversations. Be as specific and accurate as possible. It may help to write down notes immediately after or during the conversation, if possible. This will make it easier to remember. Also note conversations with your insurance provider and include the name of the representative. If you have to leave a telephone message, it is helpful to record the date, time, and person's name.

Use the form below to detail your issues with obtaining access to care and treatment for your condition, or reimbursement. Print multiple copies and record each visit or phone call you make. If you are unable to take notes, ask a relative, friend or caregiver if they can help. Submit a copy of this document along with other documents to support your claims. Remember to be thorough and capture as many details as possible.

This educational material is provided by the American Porphyria Foundation.

For more information, visit porphyriafoundation.org

301-347-7166
4915 St. Elmo Ave
Suite 200
Bethesda, MD 20814



Health Visit / Phone Call Report:

Date: _____ Time: _____

Healthcare Provider Name (Hospital, Doctor's Office): _____

Address: _____

I went in or called because:

I spoke to a (check one): Doctor Nurse Counselor Administrative staff

His/Her name was: _____

I also interacted with a (check one): Doctor Nurse Counselor Administrative staff

I spoke with my insurance provider: _____

The representative's name was: _____

He\She told me:

Other Notes: