Instructions for Clients
Use of "My Envelope"

"My Envelope" contains your vital medical information that will assist the hospital staff if you require a visit to hospital.

- Your envelope should be kept in a prominent place in your home, for Community/Palliative Care Nurses and Ambulance Tasmania staff.

- There is a magnet that you can place on the fridge that states where your envelope is.

- Your family and carers should be aware of the location of the envelope.

- All information in the envelope is confidential.

- If a Palliative Care Service or Community Nurse is not present at the time of transfer to hospital, it would be helpful if a family member/carer or Ambulance Tasmania staff could fill in the "Reason for Transfer" section on the Green side of the envelope.

- When you leave the hospital you are to bring the envelope home with you. The hospital staff will place relevant information in the envelope for the Community Nurse and or Palliative Care Nurse.

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Tasmania
Explore the possibilities