

# What Can You Do To Ease The Burden?

1. Prepare a will.
2. Prepare a regular or durable Power of Attorney.
3. Complete an Advanced Life Directive
  - Provide copies to your primary care physician and/or nearest hospital.
  - Hospitals are able to be contacted 24/7 if you are out of your local area.
4. Medical Cards – Put in an open location, easy to find (wallet size also)
  - List current medications; include name, dose, reason for taking (group by doctor prescribing medication)
  - List allergies; include what type of reaction
  - List current primary care doctor & location of advanced life directive
  - List major medical diagnosis. (Diabetic, heart conditions, etc.)
5. Make a list of your doctors that you use for various medical conditions
  - Include address and phone information
  - Document what condition or medical diagnosis each doctor treats you for.
6. Make a list of significant medical history
  - Include when, where and why.
7. Ask about the option of payable upon death on checking accounts.
8. Put a trusted person on accounts so they can access utilities & personal accounts
  - These persons are allowed to discuss account details without power of attorney.
  - This does not allow them to be an authorized user or signer.
9. List trusted persons with doctor so that they can access needed medical information.
10. Consider writing your own obituary.
11. Provide location of Post Office box and provide additional key or tell location of key.
12. Insure all accounts have a listed beneficiary.
  - Checking accounts, IRA, retirement accounts, safe deposit boxes, etc.
13. Consider writing down your wishes.
  - Describe specific items and who you would like to have them.
  - Sign the document and have someone witness the signature.
  - If you use multiple pages, have a signature and witness on each page.
14. Write down the location of important keys
  - Vehicles, gates around house, lock boxes, safes and gun locks
15. Write down passwords to access various items.
  - Computer passwords
  - Email passwords
  - Specific account website addresses
  - Password to cellular phone and voicemail
16. Describe your wishes for burial or make pre-arrangements with funeral home
17. List who you would like involved.
18. What would you like your profession listed as? (death certificate question)
19. Collect statements for accounts and other important papers listed in the Survivor Checklist
  - Put them in a fireproof safe or safe deposit box
20. Write down or tell a trusted person the location of safe deposit boxes and provide keys
21. Consider writing down combination to the safe or putting key to safe in an unusual place and tell the trusted person that location
  - Under the couch, behind the water heater on a wall, under office drawer
  - During stressful times these are difficult to remember