



# Important Contacts Report

CR Name: \_\_\_\_\_

Name	Address	Telephone	Email	Notes / Comments	Reference

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**INSTRUCTIONS:**

- CR = Care Recipient, CG = Caregiver
- Keep this report posted near the telephone.
- In the Notes / Comments area indicate why this contact is important (i.e. “primary doctor”, or “insurance agent”, etc.)
- In the Reference area indicate any special information relevant to this contact. For example, if the contact is an insurance agent or insurance company, indicate the CR’s insurance policy number here. If the contact is a doctor, indicate the CR’s patient number. If the contact is an attorney, indicate the CR’s client account number.
- This list is not intended to be an exhaustive telephone book of all the CR’s acquaintances. Rather, this is intended to be a list of the most important numbers of doctors, agents and service providers or family members whom the CR or the CG may need to call during the course of providing care.