



Putting Your Affairs in Order

Getting your affairs in order can be a challenge that adds to the stress of an already difficult situation when a disaster or medical emergency hits. Being prepared will help you and your loved ones get through difficult times. This list may also be helpful when trying to find out what community services or eligibility the person in concern has.

Here are some things to gather and have in a safe place in order to be prepared in case of a life-altering situation:

- Bank account numbers, types of accounts, and the location of banks
- Current Will in a safe place
- Durable Power of Attorney
- File of Life (includes personal information, doctors' names and contact numbers, emergency contacts, medical data including special conditions and problems, medications, pharmacy, recent surgeries, medical conditions, allergies and medical insurance information, DNR directives, Health Care Proxy location, Living Will location)
- Instructions for funeral services and burial
- Insurance companies, policy numbers, beneficiary as stated on the policies and types of insurance including health insurance, life insurance, long-term care insurance, automobile insurance, etc.
- Living Will or other Advanced Directives appropriate to the state of residence
- Loan/lien information, who holds them and whether there are death provisions
- Medicare number
- Military affiliations and papers, including discharge papers
- Physician Orders for Life-Sustaining Treatment (POLST) papers
- Pre-hospital Do Not Resuscitate Form (DNR orders)
- Property deeds and titles
- Social Security number
- Vehicle Registrations (photocopies)