

# My Personal Health Record

Prepared by Oregon's  
Lane County Transitional Care Collaborative



Here are the nine steps to creating your **Personal Health Record** booklet:

1. Print all of the pages in landscape, single-sided. Your printer may also have a setting to print double-sided. If so, you will want to be sure that the pages are bound from the side, not the top, and then follow steps 5-11 below to create your booklet. If your printer will not print double-sided, you can also **photocopy** to double-sided following steps 2-11 below.

## **To photocopy from single-sided pages to double-sided:**

2. The front cover and back cover should be on one side, with page 1 and page 10 on the other side. The two sheets need to be pointing in opposite directions when photocopying. This sheet can be yellow.
3. Page 9 and page 2 should be on one side with page 3 and page 8 on the other side. This sheet can be green.
4. Page 7 and page 4 should be on one side with page 5 and page 6 on the other side. This sheet can be white.
5. Fold the sheet with page 1 and page 10 inward, so the cover pages are on the outside.
6. Fold the sheet with page 3 and page 8 inward and lay it on top of the sheet with page 1 and page 10. Page 3 and page 8 should now be the open center pages of the booklet.
7. Fold the sheet with page 5 and page 6 inward and lay it on top of the sheet with page 3 and page 8. Page 5 and page 6 should now be the open center pages of the booklet.
8. Put the PHR in the clear plastic cover
9. Find someone else to do steps 1-9 and congratulate yourself!