

Creating Your



The following is the procedure and approximate time schedule LifeSpan utilizes to create your secure, personal USB flash drive digital medical re-

DAY	
1	Personal interview: We review your medical history with you, including doctor list, medication list and consent for the release of your health care information.
2	LifeSpan will write to your doctor(s) offices to request your personal records. All of your private information will remain confidential.
7-10	A Care Manager will review and match your records against your described history after LifeSpan receives your health records.
12	LifeSpan will call you and alert you to any discrepancy in records and recommend options to resolve them.
19	All of your medical records and data will be sorted and scanned into your GuardianKey file, including your Intake Form.
23	LifeSpan will contact your Doctor's Office and offer to send them the electronic file. We also ask your Doctor to send or fax additional records to LifeSpan as they occur so that your GuardianKey can be updated.
24	We download your records onto the GuardianKey Flash Drive. A printed copy of your record will be sent to you along with GuardianKey device, your personal ID card and complete instructions on using your LifeSpan GuardianKey.
31	A LifeSpan representative will call you to review use of GuardianKey, check to see if you have any questions, and make sure you can access your GuardianKey on your own computer.
50	We'll follow up with you by phone or email regarding questions about use of your GuardianKey and make sure you are satisfied with services and other issues. A LifeSpan Nurse is available to answer your routine questions 24 hours a day at 1-800-808-9844 or by email at GuardianKey@LifeSpanCM.com
365	LifeSpan will continue to update your health information on your GuardianKey, and will be available by phone or email throughout the full year subscription period.



LifeSpan Care Management, LLC

Personal Healthcare Concierge Service

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