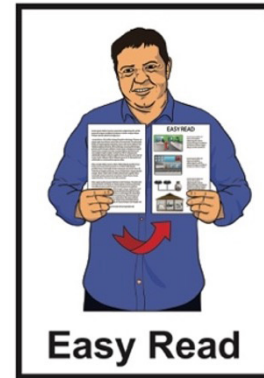




HEALTH & DISABILITY COMMISSIONER  
TE TOIHAU HAUORA, HAUĀTANGA



# My guide to filling in My Health Passport



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## What this document is about



This Easy Read document is about how to fill in My Health Passport.

You can find the My Health Passport at this website link:

**[www.hdc.org.nz/disability/easy-read-resources](http://www.hdc.org.nz/disability/easy-read-resources)**



My Health Passport is a document you can share with:

- health services
- disability services.



My Health Passport tells the person giving you health care about:

- who you are
- how you communicate / share information with people
- how you make decisions
- the important people in your life
- things that will support you while getting health services
- what you need to feel:
  - o safe
  - o comfortable
- how you move around
- the kinds of things you do every day.





You can choose how much information you put in My Health Passport.



The information you put in My Health Passport is **confidential**.

**Confidential** means the person reading your information will not share it with anyone else.



Some information may be used for **statistics**.



**Statistics** are numbers that show information about people who get health care like their:

- age
- disability.



Personal information like your name or address is not used for statistics which means information about you will be taken out.



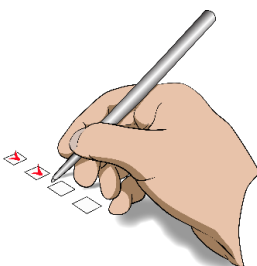
You might want someone to support you to fill in your My Health Passport like your:

- support person
- doctor
- whānau / family member.



If you are filling in My Health Passport for someone else please make sure you:

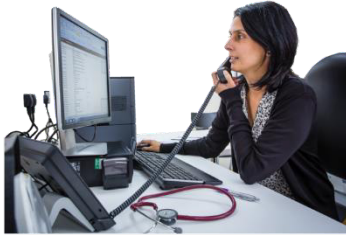
- read this guide carefully
- fill in as much information as possible.





It is a good idea to keep My Health Passport with other information about your health care like:

- a list of medications
- letters from doctors.





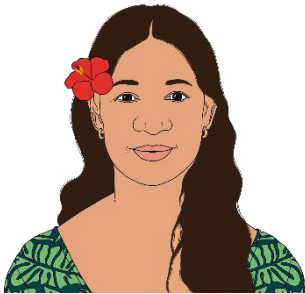
## Who you are



The information about yourself you can put in your My Health Passport includes your:

- address
- telephone number
- email address
- **ethnicity**
- **National Health Index number**
- **disability alerts**
- **general practitioner / GP**
- **dependents** / people you look after.





## **Ethnicity** means your:

- race like:
  - o Māori
  - o Samoan
  - o New Zealand European
- background like whether you:
  - o were born in Aotearoa New Zealand
  - o moved to Aotearoa New Zealand from another country.



Your **National Health Index number** shows who you are in the health system.

It is also called your NHI number.

You can find your NHI number on:

- a prescription
- your My Health Account.



If you do not know your NHI number you can leave that space blank.

The health service you are using can look up your NHI number for you.



A **disability alert** is information about what you might need when using a health service.



A disability alert could be something like you need to use a wheelchair.



Your **general practitioner / GP** is the doctor you most likely go to first when you need health care.



Knowing the name of your GP means the health service you are using:

- knows who you are if you have been referred / sent to them
- can send information back to your GP.





**Dependents** means the people you need to look after like:

- children under 18 years old
- family members
- pets.



## Your health or disability



This section in My Health Passport is where you put information about your:

- disability or disabilities
- illnesses / medical conditions.



You can choose how much information you put in.



It is useful for the health service to know if your disability / health condition changes how you do things like:

- talking
- moving about.



## How you communicate



The information to put in My Health Passport about how you communicate includes:



- which language you like to use
- any other language you use
- if you need an interpreter
- if you:
  - o point / use your hands
  - o write
- what equipment you might need to communicate like a talk board
- what people should do when communicating with you.

# Making decisions



You have the right to choose what happens with your health care.

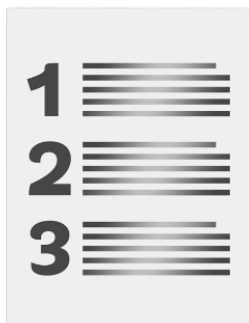


The information to put in My Health Passport about how you make decisions may include:

- what support you might need like:
  - o having your choices written down so you can read them
  - o having a family member with you
- if you have a **legal representative**
- if you have **advance directives**
- your **cultural needs**.







A **legal representative** is someone who makes decisions for you about your health care.

They could be chosen by:

- you
- or
- a court.

**Advance directives** are instructions you give about your health care that might happen in the **future**.

An advance directive can be:

- written down
- or
- told to someone.



The **future** is a time that has not happened yet.



Here **cultural needs** means something that is important to the way you do things:

- in your life
- with other people in your culture / group.



A cultural need might be having your whānau / family supporting you to make a decision.

## The important people in your life



It is a good idea to put the names of the important people in your life in My Health Passport.



This is so health services can contact them if:

- you ask them to
- there is something urgent to do
- you cannot speak because you are sick.





Health services will also contact these people if:

- you are upset

**and**

- your contact people know the best way to support you.



Health services will only tell your contact people important information about what is going on.

## What to know when giving you health services



The information to put in My Health Passport about how health services can support you might include:

- how you show that you are in pain
- if you are **allergic** to something
- any medication you are taking.



Being **allergic** is when your body has a bad reaction to something like:

- medicine
- food
- pollen / flowers.

## Safety and comfort



This part in My Health Passport is where you put information about things you will need to feel:

- safe
- comfortable.



This could be things like how you feel:

- in closed spaces
- when people touch you
- when you are lying down.



## Moving around



This part in My Health Passport is where you put information about what support you need to move around.



This will let staff know how best to support you.



This information can include if you need a mobility device like:

- a wheelchair
- a cane
- crutches
- a walker.



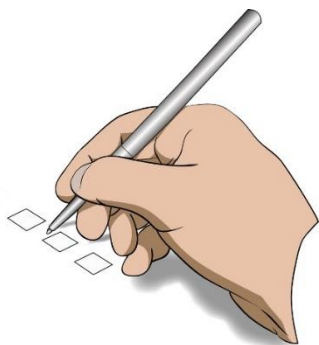


This information can also include things like:

- if you need support to get into / out of a wheelchair
- where to leave your mobility device.



## Everyday things



This part of My Health Passport is where you put information about how you do everyday things.



This information can include how you:

- take your clothes off
- put your clothes on
- use the toilet.





You can put information like:

- you do not want people watching
- you need support with:
  - o buttons
  - o zips
  - o shoes
- if you might fall over
- if you want support you will ask.



## Other information



This part of My Health Passport is where you put information about anything else you think is important for health services to know.



This information could include things like you have:

- false teeth
- a catheter bag.



This information could also include things like your:

- cultural needs like:
  - o having family with you
  - o seeing a woman doctor
- religious needs like:
  - o keeping your hair covered
  - o where you need to pray.



## About the My Health Passport – Disclaimer



My Health Passport is based on  
**This is my Hospital Passport**  
by Wandsworth Community Disability  
Team in the United Kingdom.



This My Health Passport is a guide  
only.



The Health and Disability  
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responsibility for how accurate the  
completed information is.



This information has been written by the Health and Disability Commissioner.



This Easy Read was made in consultation with the Make it Easy Kia Māmā Mai service of People First New Zealand Ngā Tāngata Tuatahi.



The ideas in this document are not the ideas of People First New Zealand Ngā Tāngata Tuatahi.



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