How to Use Your Sun Health File of Life

The Sun Health File of Life is designed to provide first responders with important health information in the event of an emergency. If an emergency prevents you from answering important health questions, your File of Life can provide key health information to first responders and other medical personnel.

Instructions for using File of Life on a PC (pg. 2) or Mac (pg. 6) are included on the following pages.

The File of Life contains documents, such as the Emergency Medical Form, in a fillable PDF format. If you don't already have Adobe Acrobat on your computer, you can download the free software at http://get.adobe.com/reader.

Optional Items You Can Include on your File of Life:

- An emergency form for each member of your family. Just copy and paste additional copies of the Emergency Medical Form on your File of Life.

- A picture of yourself (and other family members, if their information is included on the File of Life).

- Key lab results or a summary from recent physician office visits, especially if you are in active treatment for a health condition.

- Your advance directives (living will and health care power of attorney). A Life Care Planning packet sponsored by the Arizona Attorney General's office is included on the File of Life.

  » If you don't already have a living will and health care power of attorney prepared, you may use the forms to create these documents. Simply fill out the documents on the computer, print them, sign them and have them witnessed where noted. Then, scan the final signed document back into a PDF format to be saved on the File of Life.

IMPORTANT: The information is available to anyone with a computer, so do not store your address, Social Security Number or other information that could compromise your safety or the confidentiality of your medical information. Keep the information current and carry the File of Life with you at all times.

Vial of Life: Your At-Home Solution for Emergency Medical Information
A complementary product to the File of Life mobile device is the Vial of Life, a bright orange pill bottle that contains the same emergency medical form as the File of Life, but makes it available in your home. Simply place the vial with completed form inside your refrigerator. For additional Emergency Medical forms or information on obtaining a Vial of Life, visit **SunHealthWellness.org/VialofLife** or call (623) 832-9355.

DISCLAIMER: Sun Health is not responsible for the accuracy of the information saved in the Vial of Life or on the File of Life or for keeping this information updated. Sun Health is unable to reproduce the information saved in the Vial of Life or on the File of Life if it is lost, stolen or damaged.

The following instructions are provided to help you complete the Emergency Medical Information form on the File of Life when using a personal computer (PC) with Windows operating software. If you have specific questions about the program and its tools, please call (623) 832-9355.

1 Take your File of Life flash drive (A) and plug it into the USB port Sun Health side up (B) on your computer. The USB port will have a symbol that looks like a cactus. The flash drive will only fit one way. If it does not go in easily, turn it over.

A

B
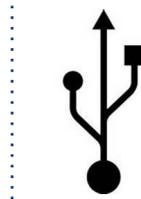
2 Click on the "Start" menu on the bottom left corner of your screen.

3 Click on the "Computer".
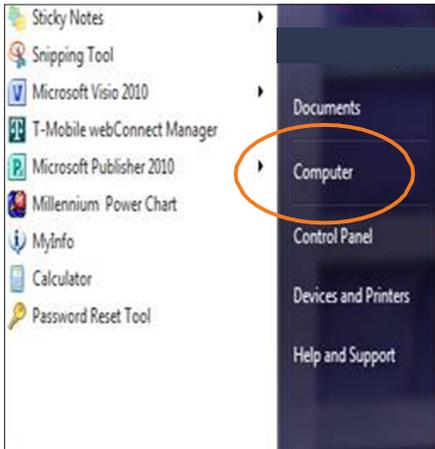
4 Click on the "USB Disk".
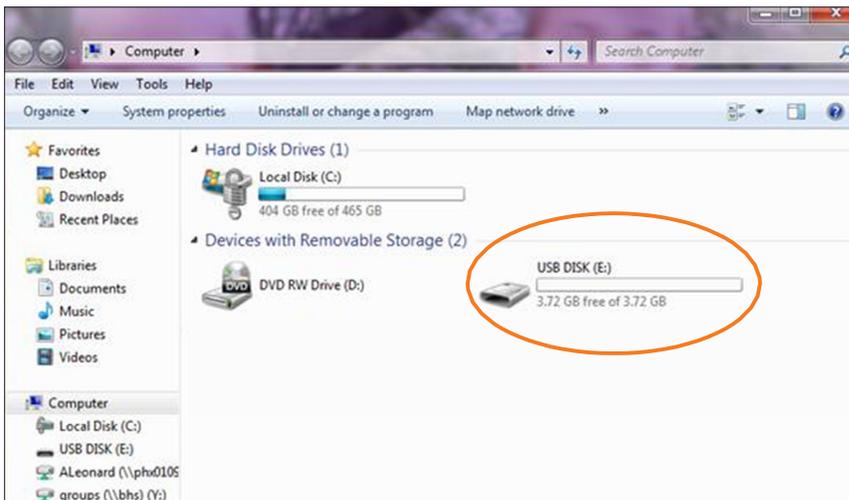
5   Double click on "Emergency Medical Form".
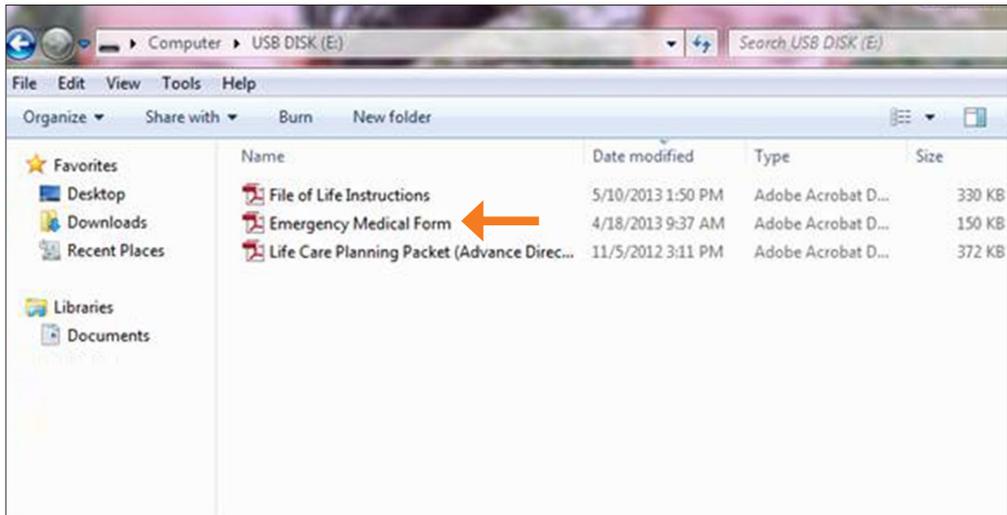
6   Fill out your information.

7   Click on "Save" icon that looks like a disk near the top of the screen.

8   If you would like to print the emergency form for your Vial of Life,

click the "print" icon near the top of the screen.

9   When done, click the red X at the top right corner to close the form.

10   Right click on the "USB Disk". Click "Eject" on the dropdown menu.
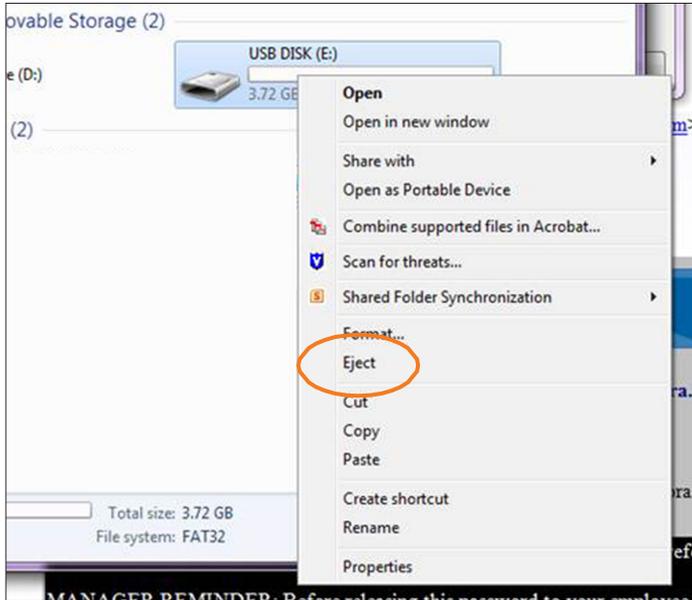
11   A message will tell you when it is safe to remove the flash drive.
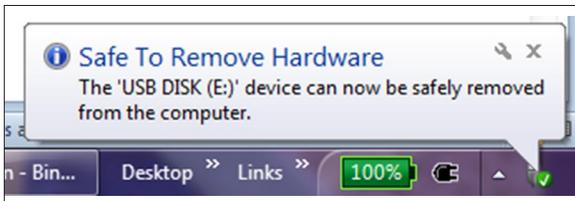
12   Pull the flash drive straight out. Take it everywhere with you!

The following instructions are provided to help you complete the Emergency Medical Information form on the File of Life when using a MAC/Apple computer. If you have specific questions about the program and its tools, please call (623) 832-9355.

1   Take your File of Life flash drive (A) and plug it into the USB port Sun Health side up (B) on your computer. The USB port will have a symbol that looks like a cactus. The flash drive will only fit one way. If it does not go in easily, turn it over.

A

B

USB Symbol
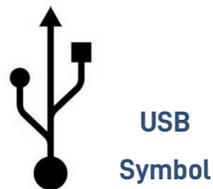
2   The "USB DISK" icon will appear on your desktop. Double click on the icon.

3   Double click on "Emergency Medical Form".
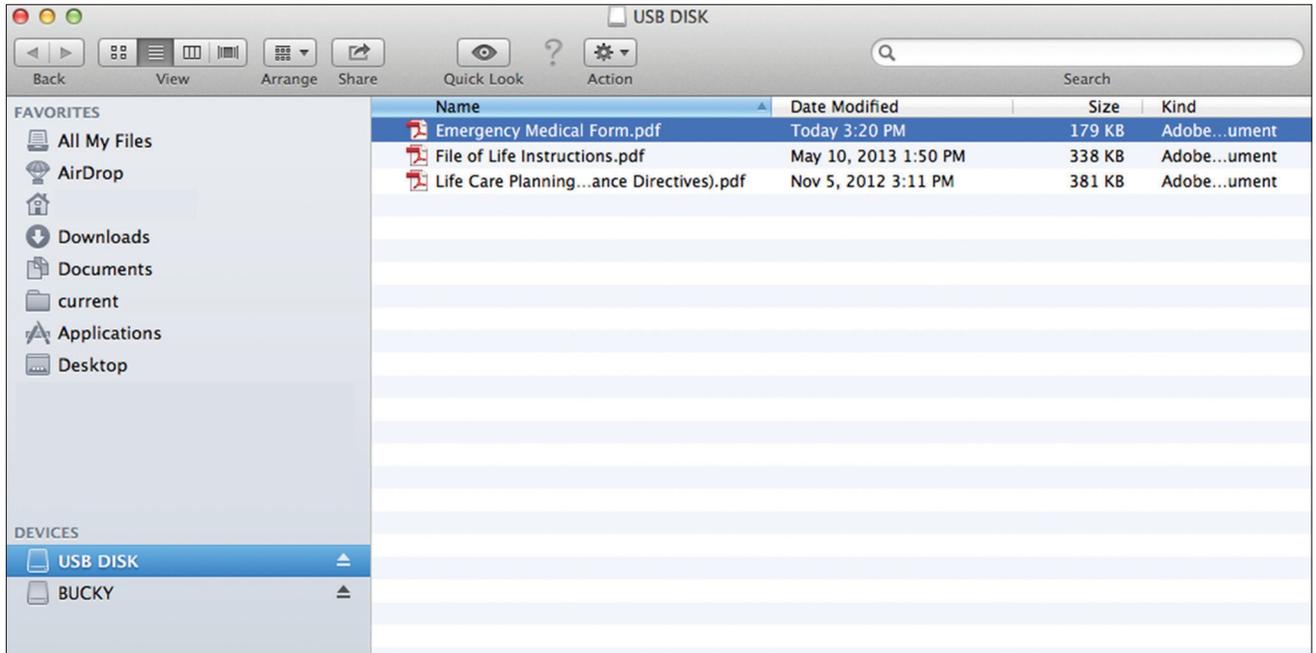
4   Fill out your information.

5   Click on "Save" icon that looks like a disk near the top of the screen.
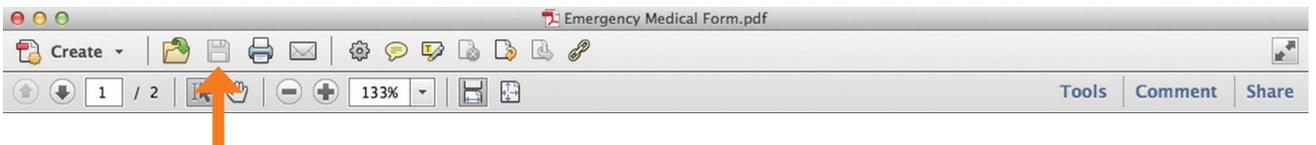
6   If you would like to print the emergency form for your Vial of Life, click the "print" icon near the top of the screen.
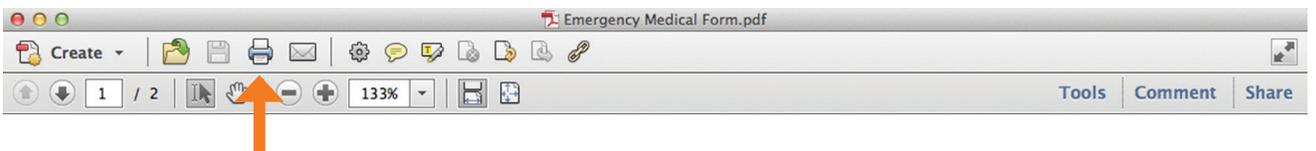
7 When done, click the red circle at the top left corner to close the form.

8 To eject your File of Life, double click your USB DISK icon Click on the eject symbol.
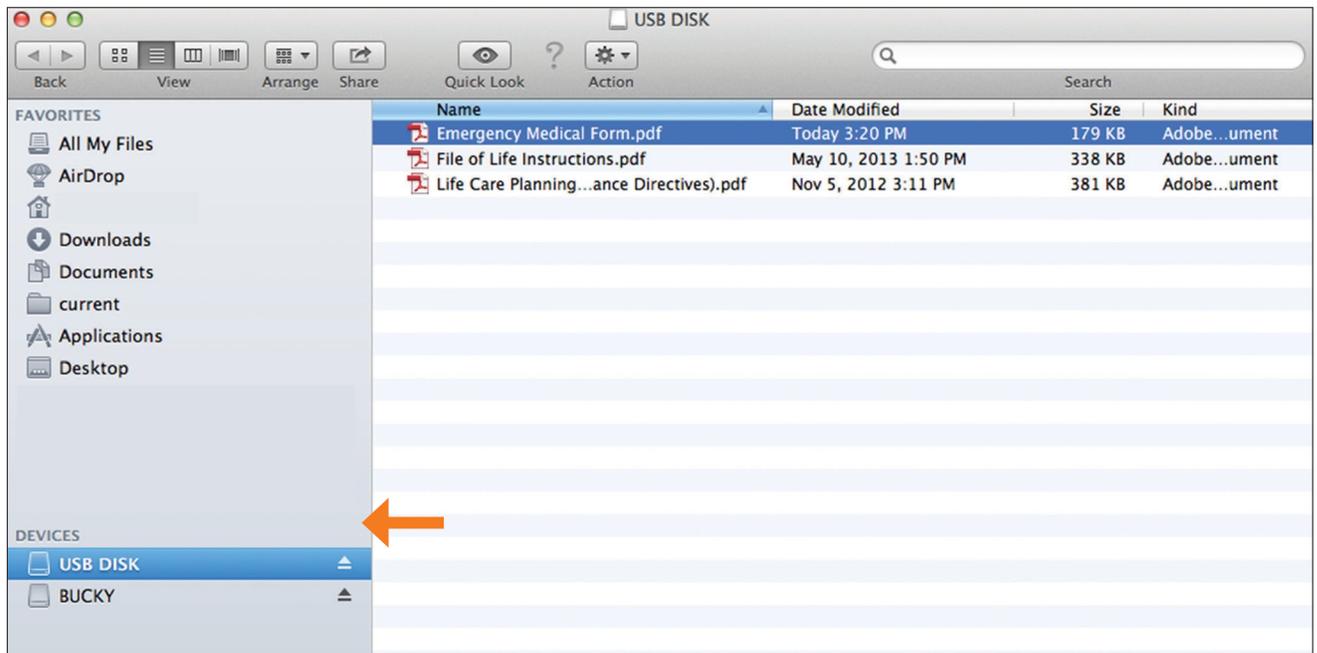
9 The USB DISK icon will no longer appear on your desktop and you can pull the flash drive out. Take it everywhere with you!