

Remote Care Planner

A family worksheet for coordinating care from another city or state after hospital discharge.

Use this planner to assign remote and local responsibilities, set one communication channel, and keep the first week from turning into scattered texts and missed updates.



REMOTE CARE PLANNER

What You Get Inside

1. Remote vs local responsibility table
2. First 72 hours checklist
3. Weekly family communication plan
4. Appointment ownership tracker
5. Emergency escalation chain
6. Shared folder setup checklist

Patient name: _____

Discharge date: _____

Remote caregiver lead: _____

Scan for the digital worksheet and next steps



CareNestHQ.com



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How to Use This Planner

When to use it: Within 72 hours of discharge, before week two starts.

Who fills it in: The remote caregiver leads, but every sibling reviews assignments.

How to complete it: Work through one section at a time. Name one owner per row.

What to do next: Share a photo or scan in your family group after each section.

- ☐ Print one copy for the remote caregiver and one for the local caregiver.
- ☐ Schedule a 30-minute family call to assign owners together.
- ☐ Agree on one communication channel for non-urgent updates.
- ☐ Revisit assignments at day seven before the second week home.

Tip: The goal is fewer misunderstandings, not more messages.





Family Contact Directory

Name	Relationship	City / state	Phone	Best time to reach



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Local Caregiver Assignments

Local caregivers own in-person care, transportation, and daily medication administration.

Write one primary owner and one backup for every task below.

Task	Primary owner	Backup	Phone	Done by



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Remote Caregiver Responsibilities

Remote caregivers own phone tasks, scheduling, insurance calls, and document organization.
Claim three deliverables with due dates in the first 72 hours.

Remote task	Owner	Due date	Status	Notes



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Remote vs Local Task Ownership

Task category	Local owner	Remote owner	Notes



72

First 72 Hours Checklist

- ☐ Get the written discharge plan.
- ☐ Join the role assignment conversation.
- ☐ Claim three remote tasks.
- ☐ Set one communication channel.
- ☐ Confirm medication ownership.
- ☐ Add appointments to one shared calendar.
- ☐ Upload discharge papers to one shared folder.
- ☐ Send one written update to all siblings.



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Appointment Ownership Tracker

Appointment	Provider	Date / time	Owner	Confirmed



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Medication Monitoring Tracker

Medication	Dose / schedule	Local admin owner	Remote support	Notes



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Weekly Family Communication Schedule

WEEKLY REMOTE CARE CHECK-IN

Meeting goal: *Ensure every sibling leaves with clear responsibilities and one written update.*

Day: _____ Time: _____ Lead: _____

Attendees: _____

Agenda: _____

Weekly review checklist

- ☐ Medications reviewed for changes and refills
- ☐ Appointments in the next 7 days confirmed
- ☐ New symptoms or setbacks discussed
- ☐ One written update sent to all siblings

Follow-up: _____

Week of	Lead	Channel	Update sent?	Follow-up



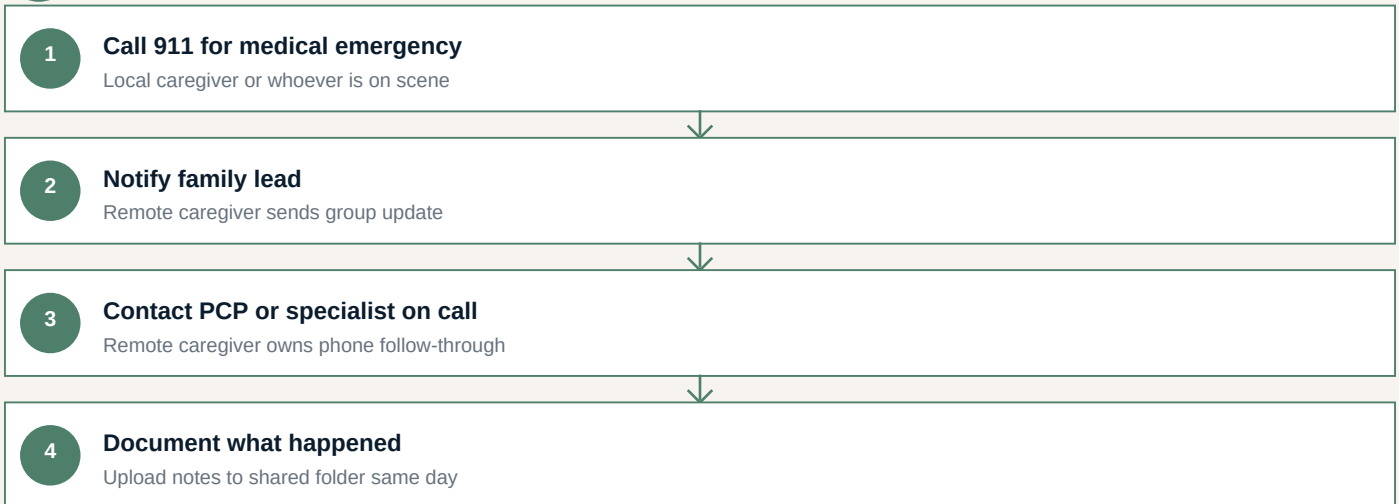


Shared Folder Setup Checklist

- ☐ Create one folder every sibling can access.
- ☐ Upload discharge summary and medication list.
- ☐ Add insurance cards and home health orders.
- ☐ Name files by date and source (YYYY-MM-DD_provider_topic).
- ☐ Pin emergency contacts and escalation chain.
- ☐ Confirm who owns weekly uploads.



! Emergency Escalation Chain



Contact	Role	Phone	When to call



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Family Decision Log

Date	Decision needed	Owner	Outcome	Next step





Notes Page

Use this page for questions for clinicians, pharmacy notes, or sibling agreements.

Continue coordinating in CareNestHQ when paper becomes hard to maintain across cities.

