



Caregiver Travel Handoff

Use this sheet to coordinate practical tasks. It is not a clinical handover or a medication record. Ask the person receiving care what may be shared and with whom.

Version

Updated date/time

Maintained by

Replaces version dated

Who is handling what?

Task	Owner	Backup helper	Next action	Due date

Confirmed arrangements

Arrangement	Provider	Contact/reference	Relevant date	Where confirmation is stored

Open questions

Question	Organization responsible	Person following up	Due date

Handoff checklist

- | | |
|--|---|
| ☐ Appointment destination confirmed | ☐ Open items assigned |
| ☐ Lodging status clear | ☐ Changes communicated |
| ☐ Transport responsibilities assigned | ☐ Old copies retired |
| ☐ Current contact route available | ☐ Only necessary personal information shared |

If plans change

Who confirms appointment changes?

Who contacts the lodging provider?

Who updates transport?

Who maintains the shared plan?

Notes for the next helper

Clinical instructions, medications and emergency directions should come from the care team and remain in the appropriate records. Do not rely on this worksheet to communicate treatment decisions. This website does not receive or review completed sheets.

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