

MY CARE PLAN

with CareShare

User Guide

Simple tools to Simplify Life

Purpose of this guide

This guide explains how to open and use My Care Plan with CareShare. It is written for patients, caregivers, families, seniors, and support helpers who want simple step-by-step instructions.

Website: www.mycareplanhub.com

Support: support@mycareplanhub.com

Version: First release guide

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1. Important First Notes

Read this first

My Care Plan is an organization and support tool. It does not provide medical advice, diagnosis, treatment, emergency services, or professional healthcare services. Always follow guidance from qualified healthcare professionals.

My Care Plan helps you keep important care information together in one private, easy-to-use place. It can help organize appointments, reminders, medications, doctors, notes, contacts, transportation, support resources, and CareShare summaries.

A My Care Plan account may be needed to access the app, especially when using a new device or browser.

Once the app opens, your care information is stored locally on the device being used. My Care Plan does not currently sync information automatically across phones, tablets, or computers.

For the best experience, choose the device you are most likely to use for managing your care information, such as your main phone, tablet, or computer.

2. Opening My Care Plan

1. Purchase My Care Plan with CareShare from the website product page.
2. Create or use your My Care Plan customer account during checkout.
3. After purchase, open the My Care Plan App Access page from your order, account area, or website link.
4. Click the Open My Care Plan App button.
5. The app opens in your browser. You may be able to install it as an app depending on your device and browser.

Returning later

If you return from the same device and browser, you may still be logged in. If you use a new device, clear your browser, or log out, you may need to log in again.

3. Choosing Your Main Device

Because My Care Plan stores information locally, it is best to choose the device you will use most often. Many users may prefer their main phone. Others may prefer a tablet or computer with a larger screen.

If you open the app on a second device, the app may open correctly, but the care information from the first device will not automatically appear on the second device.

Use Backup and Restore when available if you need to keep a copy of your information or move information later.

4. Home Screen Overview

The Home screen gives you quick access to the main parts of My Care Plan. It is designed to keep the most important tools easy to find.

- Your Schedule - appointments, scans, lab visits, chemo treatments, and follow ups.
- Doctor Contacts - doctor names, specialties, phone numbers, locations, and notes.
- Alerts and Reminders - medications, daily tasks, and important care needs.
- Notes and Questions - care updates, symptoms, questions, and appointment notes.
- My Daily Focus - a quick view of upcoming items and helpful reminders.
- CareShare - a summary that can be printed, downloaded, or shared when needed.

Mobile menu tip

On phones and smaller screens, swipe the bottom menu left or right to see more features.

5. Your Schedule

The Schedule section helps organize important care dates and appointments.

What to add

- Doctor appointments
- Scans and imaging visits
- Lab visits
- Chemo or treatment appointments
- Follow ups
- Transportation or support-related appointments

How to use Schedule

6. Open Your Schedule.
7. Enter the appointment name or reason for the visit.
8. Add the date and time.
9. Add location, provider, or notes if helpful.
10. Save the appointment.
11. Review upcoming items in My Daily Focus when available.

Helpful tip

Use simple appointment names like Oncology Follow Up, Lab Work, CT Scan, or Medication Review so they are easy to recognize later.

6. Doctor Contacts

The Doctor Contacts section helps keep care team information easy to find.

What to save

- Doctor name
- Specialty

- Phone number
- Office address or location
- Website if available
- Notes, questions, or important instructions

How to add a doctor

12. Open Doctor Contacts or My Doctors.
 13. Use the Google Maps search button if you need help finding contact details.
 14. Copy or type the doctor information into the form.
 15. Click Save Doctor.
 16. To edit a saved doctor, click the saved doctor card, update the fields, and click Update Doctor.
- Saved doctor details are helpful when preparing for appointments, sharing information with a caregiver, or building a CareShare summary.

7. Alerts and Reminders

Alerts and Reminders help you remember important care tasks.

Good uses for reminders

- Medication times
- Daily care tasks
- Hydration or nutrition reminders
- Appointment preparation
- Follow-up calls
- Transportation scheduling

How to add a reminder

17. Open Alerts and Reminders.
18. Enter the reminder title.
19. Choose or enter the time and frequency if available.
20. Add notes if needed.
21. Save the reminder.

Reminder note

My Care Plan helps organize reminders, but it is not a replacement for medical guidance or emergency alerts. Always follow instructions from your healthcare team.

8. Notes and Questions

The Notes section gives you a place to write down questions, care updates, symptoms, instructions, and personal reminders.

What to write down

- Questions for your doctor
- Symptoms or changes you want to discuss
- Medication questions

- Caregiver notes
- Insurance or facility questions
- Things you want to remember after a visit

How to use Notes

22. Open Notes.
23. Write your note or question.
24. Save the note.
25. Review saved notes before appointments.
26. Delete old notes when they are no longer needed.

Keeping questions in one place can make appointments less stressful and help you remember what matters most.

9. Medications

The Medications section helps you organize medication information in one place.

What to save

- Medication name
- Dosage or strength
- Instructions or notes
- Questions for the doctor or pharmacist

Helpful medication tips

- Enter medication names clearly.
- Use the notes area for instructions from your care team.
- Review medication information regularly and update it when changes are made.
- Always follow medication instructions from qualified healthcare professionals.

Safety reminder

My Care Plan helps organize medication information. It does not tell you what medicine to take or change medical instructions.

10. Facilities, Pharmacies, Transportation, and Support

These sections help organize important care resources beyond doctor contacts.

Facilities

Save hospitals, imaging centers, treatment centers, labs, clinics, or other care locations.

Pharmacies

Save pharmacy names, phone numbers, locations, websites, and helpful notes.

Transportation

Save transportation support, senior transportation, non-emergency rides, wheelchair transportation, volunteer ride programs, or appointment ride details.

Support Resources

Save support groups, caregiver resources, family support, child cancer support, nonprofit organizations, or community resources.

Google Maps search

Some sections include buttons that open Google Maps. Use Google Maps to find information, then copy or type useful details into My Care Plan.

11. CareShare Summary

CareShare helps create a simple care summary when someone else needs important care information.

When CareShare can help

- A family member needs a quick care overview.
- A caregiver needs helpful details.
- Facility staff need contact or care information.
- A support helper needs key notes or instructions.
- You want a printed summary for an appointment or care meeting.

How to create a CareShare summary

27. Open CareShare.
28. Choose the sections you want to include.
29. Review the summary content.
30. Download, print, or share the summary as needed.

Print window note

After printing a CareShare summary, your browser may leave the print summary window open. This is normal. You may close that window and return to My Care Plan.

12. Backup and Restore

Because My Care Plan stores information locally on the device being used, backup is important.

When to create a backup

- Before clearing browser data
- Before changing devices
- Before major app updates
- After entering a lot of important information
- On a regular schedule if you use the app often

General backup steps

31. Open the Backup or Restore area if available.
32. Choose Backup to save a copy of your information.
33. Store the backup file somewhere safe.

34. Use Restore if you need to load that backup later.

Backup reminder

A backup file may contain personal care information. Store it carefully and only share it with people you trust.

13. Privacy and Local Storage

My Care Plan is designed to keep care information local to the device being used.

- Care information entered into the app is stored locally on your device.
- The app does not currently sync information automatically across phones, tablets, or computers.
- Your website account may be used for purchase access, orders, and login.
- Website purchase information is separate from care information entered into the app.
- Payments are handled by third-party payment providers and WooCommerce.

Review the Privacy & Terms page on mycareplanhub.com for complete information.

14. Troubleshooting

I cannot access the app

- Make sure you are logged into the My Care Plan account used for purchase.
- Open the My Care Plan App Access page from your account or order details.
- If you just purchased, check your email for account setup instructions.

The app opens, but my information is missing

- Make sure you are using the same device and browser where you entered the information.
- Remember that information does not automatically sync across devices.
- If you restored a backup, confirm the correct backup file was selected.

The bottom menu does not show all options

- On phones, swipe the bottom menu left or right to see more features.

The app looks old or does not update

- Refresh the browser page.
- Close and reopen the browser.
- If needed, contact support for help.

15. Support and Helpful Links

For help with My Care Plan, contact:

support@mycareplanhub.com

Helpful pages:

- Website: www.mycareplanhub.com

- Privacy & Terms: available from the website
- Refund Policy: available from the website
- Read Me First: available from the website
- App Support Merch: available from the website

Support the project

You can also visit the App Support Merch page for related support items and products from TeeShirts & More. Purchases help support continued development, outreach, and awareness for My Care Plan.

Final Reminder

My Care Plan was created to help make care information easier to organize, easier to find, and easier to share when support is needed.

Use the app in the way that works best for your care situation, and keep your information updated as plans change.

Thank you for choosing My Care Plan with CareShare.