

PERSONAL HEALTH GUIDE



Falls
COMMUNITY
HEALTH



PUT PREVENTION INTO PRACTICE

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How to Use the *Personal Health Guide*

Read each section. If you don't understand something, be sure to ask your health care provider about it.

Wherever the guide suggests you talk to your health care provider, be sure you do. This will help you get the answers you need to take care of your health.

Keep this Guide in a safe place. Look at it regularly to make sure that you get the preventive care you need. Bring it with you every time you see a health care provider. This Guide can make it easier for you to keep accurate information about your health.

Understanding Insurance and Methods of Payment

Insurance is a program that helps pay a part of your medical bills.

Premium is the amount you pay to own the insurance.

Co-pay is a small fee you must pay at the time medical service is given or when you get a prescription (medicine).

Deductible is the part you must pay before your insurance takes over and pays.

Medicaid is a government-funded health insurance program for certain low-income and needy people.

Medicare is a health insurance program for people 65 years of age and older. Some **disabled** people under age 65 may also qualify.

Insurance claims will be filed for you in a timely manner. It is your responsibility to provide correct insurance information to the Community Health Center. Payment of any amount not covered by your insurance is your responsibility.

You may pay your bill with cash, check, or credit card.

It is important to pay something on your bill every month. If other payment arrangements are needed, you should contact the financial office at 367-8009.

Nutrition

Eating the right foods will help you live a longer, healthier life. Many illnesses—such as diabetes, heart disease, and high blood pressure—can be prevented or controlled through a healthy diet. It is never too late to start eating right. Follow the simple guidelines below.

Dietary Guidelines for Americans:

- Eat a variety of foods.
- Balance the food you eat with physical activity—maintain or improve your weight.
- Choose a diet with plenty of grain products, vegetables, and fruits.
- Choose a diet low in fat, saturated fat, and cholesterol.
- Choose a diet moderate in sugars.
- Choose a diet moderate in salt and sodium.
- If you drink alcoholic beverages, do so in moderation. (Moderation is no more than one drink daily for women and no more than two drinks daily for men.)

Physical Activity

Being physically active will help you feel better and maintain a healthy weight. Regular physical activity helps control your blood pressure and cholesterol, and strengthens your heart, muscles, and bones. Even daily activities such as housework, walking, or raking leaves will help. Pick activities that you enjoy, that fit into your daily routine, and that you can do with a friend or family member. Make time to exercise, start slow, and keep at it. Start with regular walking before choosing a more difficult activity. Try for a total of 30 minutes of physical activity most days of the week.

If you do not have a regular exercise program, talk with your health care provider about ways you can start one.

Tobacco Use

Smoking causes one out of every five deaths in the United States. Quitting tobacco use is the single most powerful thing you can do to stay healthy. Don't start smoking or using smokeless tobacco. If you do smoke or chew, quit. Ask your health care provider to help you pick a date to quit and for advice on how to keep from starting again. Nicotine replacement therapy or a prescription medicine called Zyban might help you

Before trying to quit, stop smoking in places that you spend a lot of time (like at home or in the car). Once you have quit, avoid smoking even one puff and try to keep yourself away from all cigarettes. Talk with your provider about things to do when you want a cigarette. If you fail the first time, don't give up. Keep trying and learn from your experience. Ask yourself what helped or did not help you in trying to quit. You can succeed and live a healthier and longer life.

If you have young children, your smoking may harm their health; if you quit, you will be helping them stay healthy, too. Smoking is not very socially acceptable any more.

Personal Hygiene

Being clean and smelling fresh helps us to feel good about ourselves. It is very important to practice good hygiene and teach good hygiene to our children and other family members.

Maintaining Good Personal Hygiene

1. Take a bath or shower every day. It is good to use a deodorant soap like “Dial.” Wash the body completely, paying attention to the underarm area and rinse well.
2. Wash your hair **at least** once every week, using soap or shampoo. Many people shampoo their hair every day because the scalp sweats and can smell dirty.
3. Older children and adults should use a deodorant/antiperspirant in the underarm area every day after bathing.
4. Put on clean under clothing **every day**. Change your clothes if they appear dirty or wrinkled. Proper washing and drying of clothes helps them look nice and smell fresh.

Housekeeping

Keeping a clean house is a very important job. **Each** person in the family can help with the cleaning. Even children should be given household chores.

Benefits of a clean house are:

- Keeps germs down, helping to stop the spread of illness in your family.
- It is safer.
- Smells fresher.
- Easier to find things when we need them.
- Helps keep us organized to be more efficient.
- A pleasant place for family and friends to visit.

Make a plan for all cleaning jobs. Get the proper cleaning products and keep them in a basket or bucket. It is good to open windows when you clean to get fresh air into the rooms while you work.

Safety and Emergency

Many serious injuries can be prevented by following basic safety rules.

- Always wear safety belts while in the car.
- Never drive after drinking alcohol.
- Always wear a safety helmet while riding on a motorcycle or bicycle.
- Use smoke detectors in your home. Change the batteries every year and check to see that they work every month.
- If you choose to keep a gun in your home, make sure that the gun and the ammunition are locked up separately and are out of children's reach.
- Keep the temperature of hot water less than 120 degrees Fahrenheit. This is especially important if there are children or older adults living in your home.
- Dialing 911 is only for emergencies. In non-emergency situations, please call your doctor's office. Have your doctor's phone number close to your phone.
- Wear warm clothing in the winter. This will help protect you from frostbite, which is a common first aid problem in the winter.
- Listen to your radio or television to hear updated weather reports.

Child Safety

- Children 9 years and younger should not be left alone or unsupervised.
- Children 10 and 11 years of age may be left at home for short periods of time (1-2 hours), but they should **never** be left alone at night.
- Children 12 years of age and older can begin baby sitting and should complete a certified baby-sitting course.

Mental Health

We all feel “down” or “blue” at times. However, if these feelings are very strong or last for a long time, they may be due to a very common medical illness—depression. This illness can be successfully treated, but is often not recognized or acknowledged by patients and health care providers. If you answer either of the questions below with a yes, be sure to talk to your provider about the possibility of depression.

- During the past month, have you often been bothered by feeling down, depressed, or hopeless?
- During the past month, have you often been bothered by little interest or pleasure in doing things?

If you are experiencing flashbacks, nightmares (bad dreams), or severe anxiety, this could be the result of a traumatic event in your life most commonly known as “Post Traumatic Stress Disorder.” Please talk to your health care provider about any symptoms you may be experiencing.

Blood Pressure

Maintaining a good blood pressure will help protect you from heart disease, stroke, and kidney problems. Have your blood pressure checked regularly. Eating a healthy diet and getting regular physical activity are two ways you can help keep your blood pressure under control. Some people will need to take medicine to help keep a healthy blood pressure.

If you have high blood pressure, talk with your health care provider about how to lower it by changing your diet, losing excess weight, exercising, or (if needed) taking medicine. If you need to take medicine, be sure to take it every day, as prescribed.

Ask your provider how often you need your blood pressure checked and what a healthy blood pressure is for you.

Cholesterol

Having your cholesterol checked is important, especially if you are a man age 35-65 or a woman age 45-65. Too much cholesterol can clog your blood vessels and cause heart disease and other serious problems. Your health care provider may check your levels of “bad” (LDL) and “good” (HDL) cholesterol.

You can lower your cholesterol level and keep a healthy level by changing your diet, losing excess weight, and getting regular exercise.

If needed, your provider may prescribe medication for you.

Ask your provider what a healthy cholesterol level is for you and how often you need it checked.

Weight

Weighing too much or too little can lead to health problems. Check your weight regularly. You can control/maintain your weight by eating a healthy diet and getting regular physical activity. For more information, see the sections on **Physical Activity** and **Nutrition**.

Talk with your provider about what a healthy weight for you is and ways you can control your weight.

Oral Health Care

Good oral health care is important for your teeth and general health. With proper care, your teeth may last you for life.

- Visit your dentist regularly for checkups. Brush after meals with a soft or medium bristled toothbrush, using a toothpaste with fluoride. Children should start visiting the dentist at age 1.
- Use dental floss daily.
- Limit the amount of sweets you eat, especially between meals.
- Do not smoke or chew tobacco products.
- Ask your provider how often you should get dental checkups.
- Each person in the family should have his or her own toothbrush.

Immunizations

Adults need immunizations (shots) to prevent serious diseases. These are common shots that most people need:

- Tetanus-diphtheria shot—Everyone needs this every 10 years.
- Rubella (German measles) shot—If you are a woman who is considering pregnancy and you have not had a shot for German measles, you should talk to your provider.
- Pneumococcal (pneumonia) shot—Everyone needs this once at about age 65. Younger people with some chronic health problems and anyone living in a chronic health care facility should also have one.
- Influenza (flu) shots—Everyone over age 65 needs this every year. Younger people who have chronic health problems and anyone living in chronic health care facilities should also have one. Health care workers may also benefit from annual flu shots.
- Hepatitis B—If you have contact with human blood or body fluids (such as semen or vaginal fluid), you may be at risk for hepatitis B. You may also be at risk if you have unprotected sex (vaginal, oral, or anal) or share needles during intravenous drug use. Hepatitis B shots will protect you. Health care workers should also consider getting hepatitis B shots. Discuss this with your provider.

Childhood immunizations are **very** important. All children need them. Immunizations are shots given to children to protect against preventable diseases.

DTap	<ul style="list-style-type: none"> • Diphtheria • Tetanus • Pertussis
Polio	<ul style="list-style-type: none"> • Poliomyelitis
HIB	<ul style="list-style-type: none"> • Haemophilus • Influenzae (meningitis)
MMR	<ul style="list-style-type: none"> • Measles • Mumps • Rubella
Hep B	<ul style="list-style-type: none"> • Hepatitis B
Varicella	<ul style="list-style-type: none"> • Chicken Pox

Please talk to your health care provider about your child's immunization schedule.

Preventive Care for Women

Mammogram

A mammogram is an X-ray test that can detect breast cancer when it is so small that it cannot be felt. Make sure to tell your provider if your mother or a sister has had breast cancer. If they have, you may need to have mammograms more often than other women. All women ages 50-70 should have a mammogram every two years. Some women may need mammograms earlier or more often. Mammograms begin at age 40 for most women. Talk with your health care provider about when to begin and how often to have mammograms.

Pap Smear

This simple test has saved the lives of many women by detecting cancer of the cervix early—when it is most easily cured. Talk to your health care provider about when to begin and how often to have a Pap smear.

Tell your health care provider if you have had genital warts, sexually transmitted diseases (STDs/VD), multiple sexual partners, or abnormal Pap smears. You may need Pap smears more often than other women.

Pregnancy

If you are pregnant or nursing, be sure to tell your health care provider. This is very important before taking any medication, immunizations, or having an X-ray.

During your pregnancy, it is very important to have regular monthly checkups with your health care provider; closer to the time of delivery, your health care provider will want to see you more often.

Family Planning

The birth of a child is a joyful event. However, having a child requires time and planning. If you are a sexually active man or woman and are not ready to have a child, you and your partner should use a reliable form of contraception. Talk with your health care provider about the best method of contraception for you and how to use it properly.

HIV and AIDS

AIDS (Acquired Immunodeficiency Syndrome) is a fatal disease that breaks down the body's ability to fight infection and illness. AIDS is caused by the HIV virus. By preventing HIV infection, you can prevent AIDS. There is currently no cure for AIDS and no vaccine to prevent HIV infection.

How Do You Get HIV?

People get HIV by coming into contact with the blood or body fluids (breast milk, semen, or vaginal fluid) of a person with HIV. This includes unprotected sexual intercourse and sharing needles. You cannot get infected with HIV from casual contact such as shaking hands or hugging.

How To Reduce Your Risk of Getting HIV

Have sex with only one, mutually faithful, uninfected partner. Use a latex condom correctly every time you have sex. If you use drugs, do not share needles and syringes.

Medicine Use

- Use prescription drugs only as directed by a health care provider.
- Tell all health care providers the names of all the medicines you currently take. Include all non-prescription medicines, herbal/nutritional supplements, and recreational substances that you use.
- Ask for clear directions as to time of day to take, whether to take with food or not.
- Be sure to tell your health care provider if you could be pregnant.

Additional Preventive Care

Below is a list of other preventive care. If you answer yes to any of the statements, discuss whether you need screening with your health care provider.

If you:

- Have diabetes you:
 - ⇒ Should have routine eye examinations.
 - ⇒ Should have your feet examined at least once a year.
 - ⇒ Have a test for diabetes control at least once a year.
 - ⇒ *You may need a yearly urine test for kidney damage.*
- Have had sexual intercourse without condoms, have had multiple sexual partners, or have had a sexually transmitted disease:
 - ⇒ *You may need AIDS (HIV), syphilis, gonorrhea, chlamydia, or hepatitis tests.*
 - Report any pain with urination or unusual discharge.
- Have injected illegal drugs with a needle or had a blood transfusion between 1978 and 1985:
 - ⇒ *You may need an AIDS (HIV) test.*
- Have a family member with diabetes, are overweight, or have had diabetes during pregnancy:
 - ⇒ *You may need a diabetes (glucose) test.*
- Are over age 65:
 - ⇒ *You may need a hearing test.*
- Have now or in the past ever consumed a lot of alcohol or have smoked or chewed tobacco:
 - ⇒ *You may need a mouth examination.*
- Are a man 50 years of age or older:
 - ⇒ *You should discuss the risks and benefits of prostate screening with your provider.*
- Are a man aged 15-35 years, particularly if you have a testicle that is abnormally small or not in the normal position:
 - ⇒ *You may need a testicular examination.*
- Have had skin cancer in your family or if you have had a lot of sun exposure:
 - ⇒ *You may need a skin examination.*
- Have had radiation treatments of your upper body:
 - ⇒ *You may need a thyroid examination.*
- Have been exposed to tuberculosis (TB), or if you have recently moved from Asia, Africa, Central or South America, or the Pacific Islands, or if you have kidney failure, diabetes, HIV, alcoholism, or use illegal drugs:
 - ⇒ *You may need a tuberculosis test (PPD).* If your TB test is positive, it is important to take a medication called INH to prevent active TB.
- If you are 50 years of age or older, you should have tests regularly to detect colorectal cancer. Report any rectal bleeding to your health care provider.

Alcohol and Other Drug Use

- Don't use illegal (street) drugs of any kind, at any time.
- Use prescription drugs only as directed by a health care provider.
- Use nonprescription drugs only as instructed on the label.
- Tell your health care provider all of the medications you are currently taking.
- If you drink alcohol, do so only in moderation (no more than one drink daily for women and two drinks daily for men).
- Do not drink alcohol before or while driving a motor vehicle.
- If you have concerns about your alcohol or drug use, talk to your health care provider.

Read the questions below. A "Yes" answer to any of the questions may be a warning sign that you have a drinking problem. Talk to your health care provider.

- Have you ever felt that you should cut down on your drinking?
- Have people annoyed you by criticizing your drinking?
- Have you ever felt bad or guilty about drinking?
- Have you ever had a drink first thing in the morning to steady your nerves or to get rid of a hangover?

For More Information

If you would like to learn more about how to stay healthy and prevent disease, the organizations listed below provide helpful information.

Aging

National Council on Aging: 202/479-1200

AIDS

CDC National AIDS Hotline: 800-342-AIDS
CDC AIDS Hotline in Spanish: 800-344-7432
CDC TTY Hotline for the Deaf: 800-243-7889

Alcohol and Drug Abuse

National Clearinghouse for Alcohol and Drug Information: 800-729-6686

Cancer

Cancer Information Service: 800-4-CANCER

Child Abuse

National Child Abuse Hotline: 800-422-4453

Food and Drug Safety

Food and Drug Administration, Office of Consumer Affairs: 301/827-4420

Heart, Lung, and Blood Diseases

National Heart, Lung and Blood Institute, Information Center: 301/251-1222

Maternal and Child Health

National Maternal and Child Health Clearinghouse: 703/356-1964

Mental Health

National Mental Health Association: 800-969-6642

Occupational Safety and Health

National Institute for Occupational Safety and Health: 800-356-4674

Physical Activity and Fitness

Aerobic and Fitness Foundation: 800-BE FIT 86

Safety and Injury Prevention

Consumer Product Safety Commission: 800-638-CPSC

National Highway Traffic Safety Administration, Auto Safety Hotline: 800-424-9393

Sexually Transmitted Diseases

CDC National STD Hotline: 800-227-8922

Local Phone Numbers

Falls Community Health

- Clinic367-8793
- Billing367-8009
- Dental367-8022

Lutheran Social Services

- 731-2030 13th Street
- 731-2000 18th Street

Department of Social Services

- Medical Services367-5500
- Food Stamps367-5500

Avera McKennan Hospital322-8000

- Ask-A-Nurse322-6877

Sioux Valley Hospital333-1000

- Healthformation333-4444

Emergency911

Acknowledgments

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