



EVIDENCE & RESOLUTION

Parent and Child Injury Coordination Workbook

Coordinate the child's records, school and care communications, family expenses, and questions for counsel without mixing the child's claim with adult claims.

WHAT THIS WORKBOOK HELPS YOU DO

01

Complete your role and authority map

02

Complete your child-centered care and school coordination

03

Complete your family expense allocation

A parent or legally authorized caregiver managing a minor child's accident-related records and practical needs.

Use it on screen or on paper. Save a personal copy before entering information. Blank response areas are fillable; printed copies work just as well. Keep completed copies private.

Scope. Educational organization tools, not legal, medical, tax or financial advice. No claim result, coverage decision or payment is promised. Verify policy language, current local rules and all deadlines with the appropriate professional or official source.



START HERE

Start with a clear working file

Work on one claim, account or issue at a time. Keep originals unchanged and label working copies with a short evidence ID. Complete the guidance in order, then use the worksheets to turn questions into an organized next step.

A practical order

- 01 Read the four guidance pages before filling the worksheets. Mark facts you can support and questions that still need an answer.

GUIDANCE / PAGES 03-06

- 02 Use the fictional examples to check your method. Their facts and dollar amounts do not describe your claim or predict an outcome.

EXAMPLES / PAGE 07

- 03 Complete the four working sheets, then use the readiness check and next-step page. Duplicate a worksheet when you need another record.

WORKSHEETS / PAGES 08-11

Protect your information

Store completed copies somewhere private. Use a claim or account suffix when a full identifier is unnecessary. Share only relevant copies through a verified recipient and appropriate channel. A saved PDF can contain personal information even when it is not open on screen.

Before a deadline. Do not wait to finish this workbook when a notice, release, court paper or policy deadline needs attention. Verify the actual requirement and seek qualified help promptly.



GUIDANCE 1

01

Name the child's needs and the adults' roles

Keep immediate care and the child's day-to-day needs ahead of claim paperwork. Identify the adults who actually have authority to make medical decisions, receive records, speak with school staff, and consult counsel. These roles may differ. A relative helping with rides is not automatically authorized to receive the whole medical file or sign a settlement. Keep relevant custody or guardianship documents in a protected place, and ask the provider or attorney what documentation is needed. This workbook does not decide a dispute between adults or create authority that does not already exist.

Create a child-only document map

Give the child's materials their own index, even when several family members were hurt in the same event. Link each bill, visit, photograph, school note, and insurer request to the correct person. Mark shared expenses rather than allocating them by guesswork. A family claim folder can otherwise make it difficult to tell whose treatment or loss a document supports. Keep originals and note where a trusted adult can find them. Do not upload the child's records to public file-sharing links or include sensitive details in a general family group message.

Link each adult's care or school task to confirmed authority and its limits.



Sources for this page: [1], [2], [3]. See the linked source guide.



GUIDANCE 2

02

Coordinate care communications accurately

Keep a contact list for treating providers and record the instructions they actually give. Use appointments to ask medical questions; do not use the workbook to diagnose symptoms, decide treatment, or change activity restrictions. When describing what you observed, separate the child's own words from your interpretation. Date entries and avoid leading the child toward a claim narrative. If the child develops a concerning new symptom, follow medical guidance promptly rather than waiting for an insurer or attorney response. The purpose of the record is continuity, not rehearsed testimony.

Plan school and activity communication

Ask the school which person coordinates attendance, temporary restrictions, missed work, accessibility, and return-to-activity information. Provide the information appropriate for that purpose through its approved process. A school may need a clinician's note or its own form; your description is not a substitute. Track who received which instruction and when it needs review. Distinguish a request, a temporary arrangement, and a formally approved plan. This workbook does not establish eligibility for special education, disability services, sports clearance, or any particular accommodation.

RELATED WORKING SHEETS

- Child-centered care and school coordination
- Role and authority map

Sources for this page: [1], [2], [3]. See the linked source guide.



GUIDANCE 3

03

Separate family expenses and time

Record the specific expense, who paid it, whom it benefited, and the receipt. Distinguish the child's medical charge from an adult's wage loss or a shared travel expense. If a parent misses work, preserve actual employment records rather than assuming the loss belongs in the child's claim or is legally recoverable. Do not count the same cost twice in separate family summaries. Keeping these categories clear makes it easier for counsel or an insurer to ask the right questions about eligibility and proof.

Verify requests before sharing

Medical-record access for parents is affected by applicable law and exceptions. Do not assume that parenthood gives unrestricted access to every record in every situation. Verify the requester, purpose, scope and authority before sending sensitive material about the child. Ask for clarification if a form covers unrelated periods or information you do not understand, and get legal advice when obligations are disputed. Preserve the request and any signed authorization. This preparation sheet is not an authorization form and should never be presented as one.

RELATED WORKING SHEETS

- Family expense allocation
- Role and authority map

Sources for this page: [1], [2], [3]. See the linked source guide.



GUIDANCE 4

04

Prepare the legal-review questions early

Ask counsel to identify the child's claims, any adult claims, deadlines, proper representative, potential conflicts and required settlement approvals. Do not wait until a release arrives to raise these issues. Some jurisdictions use court approval procedures for a minor's settlement and restrict how proceeds are held or used. The California example in the sources illustrates why a standard adult release may be inadequate; it does not define the rule in your state. Avoid assuming that a modest settlement bypasses all approval requirements.

Keep the final arrangement traceable

If counsel or a court gives directions about approval, deposits, expenses, reporting or future access to funds, store the actual signed documents and maintain a compliance checklist based on those documents. A proposed arrangement is not a final order. Do not treat the child's proceeds as ordinary household cash or assume a parent may withdraw them without further permission. Finish with a handoff summary that another authorized caregiver can understand: current care contacts, unresolved requests, upcoming verified dates and where the protected records are kept.

RELATED WORKING SHEETS

- Minor-claim review and order tracker
- Role and authority map

Sources for this page: [1], [2], [3]. See the linked source guide.



FICTIONAL EXAMPLES

Work through the examples

These invented cases demonstrate the method. They are not case results, estimates of what you will receive or statements of universal rights.

01 The shared ride

Two siblings attend follow-up appointments in one trip.

Next step: Record the single travel receipt once and ask how any permitted allocation should be handled.

Avoid. Duplicating the entire expense in each file.

02 An early release request

An insurer sends a release addressed to a parent after a child's accident.

Next step: Keep it unsigned for review of authority, scope and applicable approval requirements.

Avoid. Assuming the document works merely because an adult has a signature line.



WORKSHEET 1

01

Role and authority map

List practical helpers separately from people legally authorized to decide or receive records.

Person/role

Task

Authority document or confirmation

Scope/limits

Provider/school confirmation

Question for counsel

Related guidance: Name the child's needs and the adults' roles



WORKSHEET 2

02

Child-centered care and school coordination

Record actual instructions and responses, not a proposed diagnosis or entitlement.

Date

Provider or school contact

Child's exact concern

Adult observation

Instruction/request

Required document

Who received it

Review date

Related guidance: [Coordinate care communications accurately](#)



WORKSHEET 3

03

Family expense allocation

Keep paid costs, lost work, shared items and unanswered coverage questions distinct.

Date

Expense/loss

Person benefited

Payer

Receipt ID

Amount

Shared allocation basis

Reimbursement received

Eligibility unverified

Related guidance: [Separate family expenses and time](#)



WORKSHEET 4

04

Minor-claim review and order tracker

Use the attorney's advice or actual court document as the source of a legal requirement.

Issue

Professional/agency

Verified requirement

Source/date

Responsible adult

Due date confirmed by

Approval/order received

Outstanding restriction

Related guidance: [Prepare the legal-review questions early](#)



READINESS REVIEW

Check the file before using it

REVIEW EACH ITEM BEFORE MOVING ON

- ☐ Each working figure or statement is linked to an identifiable document.
- ☐ Missing information is marked as unverified rather than estimated as fact.
- ☐ The exact question and the person or organization able to answer it are identified.
- ☐ The current document version and any conflicting version are preserved.
- ☐ Independent deadlines and the source of each deadline have been checked.
- ☐ The final written response has been compared with the original question.

What still needs attention

Open fact or decision, who can resolve it, and the source needed

Completion standard. The working file is complete when the important facts are supported, the next action is assigned and any unresolved issues remain clearly visible. A completed checklist does not establish coverage, entitlement or legal compliance.



ACTION PLAN

Write down the next step

Choose the smallest useful next step. Make the request specific enough that the recipient can locate the record and explain or address the exact issue. Keep proof of what you sent and what came back.

The exact issue or request

Evidence IDs and document versions that support the request

Verified recipient and channel

Date sent and follow-up date

What response will resolve the issue, and what still needs professional review

Separate decisions. A courtesy follow-up date is not a legal deadline. A document request does not automatically pause another requirement. Do not sign, settle, move property or disclose sensitive records merely because a box on this page is complete.



REFERENCE GUIDE

Sources and scope

The linked official sources support the educational background. The forms and examples are original organization tools. Sources were checked on October 1, 2026; policies, procedures and law may change. Recheck the current source before relying on a rule.

[1] HHS personal representatives

Personal-representative status and authority can depend on state law and custody arrangements. Scope: Federal privacy overview; not an opinion on a particular family's rights.

<https://www.hhs.gov/hipaa/for-individuals/personal-representatives/index.html>

[2] HHS personal representatives and minors

Parental access to children's records has legal qualifications and exceptions. Scope: Parental access is subject to applicable law and exceptions.

<https://www.hhs.gov/hipaa/for-professionals/faq/personal-representatives-and-minors/index.html>

[3] California Courts MC-350 information

California provides a court-approval process concerning settlements and disposition of proceeds for minors. Scope: California example only; use the free official court forms and current local instructions.

<https://selfhelp.courts.ca.gov/jcc-form/MC-350>

Keep the scope clear

No child diagnosis or treatment instruction

No assumption that deadlines are tolled

No guardian/parent authority determination

No settlement-signing advice