



Gearing Up For Your Transitions

How to Make a Doctor's Appointment

Adapted with permission from the University of Illinois at Chicago Specialized Care

1. Be prepared. Fill in as much of the following as you can before you call. Get help and practice before doing this by yourself.
2. Have your calendar ready to be sure you make the appointment where it fits best with your school schedule or work schedule.
3. You will need your Drs. Office phone number: _____
4. When you call for the appointment be sure to ask the person answering the phone for an appointment with Dr. _____
(fill in your doctor's or nurse practitioner's name)
5. Know your date of birth

6. Know the name of your insurance provider _____.
7. Know the reason you need the appointment _____.
8. (What is wrong? Is it for a physical? Is it for a follow-up appointment?)
9. If you need assistance to get onto the exam table or need an interpreter, be sure to mention it when you call your Doctor's office.

The Sample Script on the following page may help you prepare for your doctor's visit. It can be modified to meet your needs.

What You Say to Your Doctor's Office

Hello, my name is _____

(Make sure you use your first and last name)

I need an appointment
with _____

Because _____

(Example: "I have an ear ache, I need a physical, I am sick, I am having a reaction to my medications")

"How soon can I see my doctor? _____
(Write date and time here)

If the date and time is okay, say, "Thank you, that will be fine."

If not, say, "That won't work for me, can you look for something else?"

"How long is the
appointment?" _____

If you think you will need more time, just say, "I think I will need more time."

If you will need extra help or equipment, say: I will
need _____.

(Example: a lift to get onto the exam table)

Before you end the phone call, repeat the date and time of your appointment:

"Okay, I will be there on _____ at _____
(Date) (Time)

Now you will need to: _____

(Do all that apply to you)

1. Put your appointment on the calendar so you do not forget.
2. Prepare questions you want to ask your doctor.
3. Make a list of all the medications you are on for your doctor.
4. Organize transportation for yourself the day of your appointment