



# SETTING UP YOUR HEALTH CARE APPOINTMENT

*A useful tool to help you prepare for an appointment that is best for you*

## THINGS TO HAVE READY:

- Calendar
- Your insurance card
- Health Care Practitioner's name
- Health Care Practitioner's phone number
- Your phone number
- Your Date of Birth (DOB)

### CALL (SCRIPT):



Hello my name is \_\_\_\_\_

I would like to schedule an appointment with \_\_\_\_\_

The reason I am calling is because \_\_\_\_\_

What dates and times are available? \_\_\_\_\_

How long is my appointment for? \_\_\_\_\_

Can I get extra time for my appointment?

I need extra time because: \_\_\_\_\_

### REPEAT BACK:

Ok, so my appointment is with \_\_\_\_\_ on \_\_\_\_\_