

Completed by:

Date:

Have ready:

Calendar
Your Insurance Card/Number
Doctor's Name and Phone Number

Call:

Hello, my name is: *(your name)*

I would like to schedule an appointment with: *(doctor's name)*

Because: *(reason you want to see doctor. For example, check-up, headache)*

What times and dates are available?

Check calendar: if not good say "Would you have another time available?"

Repeat back:

My appointment is with:

Dr. *(name of doctor)*

on: *(date and time)*

If you need accommodations (for example: lift, translator) tell secretary

Thank you.

Mark calendar:

Name of Doctor:

Date and time:

You May Be Asked:

- To say your name again
- Your date of birth
- Last time you saw your doctor
- Your Insurance Number
- Your Phone Number

After you hang up: make sure to schedule transportation!