

Checklist for Appointments with Chronic Illness

Getting ready for an appointment with a doctor or health professional

Here are the overall three steps to prepare for your appointment

- 1) Gather information
- 2) Make a list
- 3) Have notebook and pen on hand for the appointment

Information to be gathered

- ✓ Current prescription information
 - Refill dates, how much is left, etc.
- ✓ Write down little appointment briefs of your appointments from other health professionals to report on if asked and to find out if there should be anything to report from those allied appointments
- ✓ Write down your agenda prior to your appointment to follow the order of patient meeting, as below

Order of patient meeting

- ☐ Follow-up from last appointment
- ☐ Paperwork follow-ups and requests
- ☐ Medication review
- ☐ Ongoing symptom check
- ☐ New symptoms that have been noticed since last appointment or forgot to mention last time
- ☐ Create an until-next-time plan and ask when to schedule for a future follow-up appointment

Best Practices

Keep your own journal to make notes (minutes) for yourself after your appointment

Write down your appointment in the journal as part of your appointment minutes, always accept appointment slips and reminder phone calls, and note in your electronic calendar, and take a picture of the appointment slips with your primary phone.