

# APPOINTMENT CHECKLIST

Date:

Appointment With:

## 1 IF THIS IS YOUR FIRST APPOINTMENT

- Make sure you have relevant test results, medical histories, and the referral/requisition for this appointment.
- Take the time to write down when you started having symptoms, how your condition has progressed and all the symptoms you are currently experiencing including your level of pain, fatigue, and any sleep issues.
- Be sure to list all the health care professionals you've seen and any other treatments you have tried (ie. physio, exercise, etc).

**TIP!** Make sure you are open and honest!  
Doctors aren't mind readers.

## 2 PREPARING FOR YOUR APPOINTMENT

- Ask a family member or friend to join you as a companion. With COVID-19, it's best to check with the clinic or office first.  
**TIP!** Share this checklist with them.
- A few weeks before the appointment start using a symptom tracker or diary to track your symptoms. Identify any factors that may be affecting them positively or negatively. Be sure to include how the symptoms are affecting you (sleep issues, mobility issues, increased / decreased depression, anxiety etc).
- Start a list of any issues and questions you want to ask.
- Make sure your list of medications is up to date and highlight any changes in dosing or new medications.  
**TIP!** You can contact your pharmacy for a list of medications if needed.
- List all of your treatments, e.g., massage, chiropractic, acupuncture, naturopath, etc.
- Make a list of allergies or sensitivities (especially to medications).
- Write down any concerns you have with your treatments and medications.
- For medical tests, call ahead and confirm if there is anything that you must do — like fasting, avoiding caffeine, etc. or if there are any special processes.

## 3 THE DAY BEFORE

- Review your list of issues/questions to make sure the most important are asked first.
- If you are bringing a companion with you, share your concerns and support needs, e.g., taking notes at the appointment.  
**TIP!** Share your list of issues/questions with your companion so he/she can help keep track of the answers and to remind you if you've forgotten to ask any of your questions.
- Review this checklist and make sure you have everything you need to take to your appointment.
- Make sure you have a pen and paper for you or your appointment companion to take notes, or with permission, a device to record the conversation.

## 4 IMMEDIATELY AFTER THE APPOINTMENT

- Review the notes to make sure everything important was captured accurately including new/changed treatments, follow up actions, next appointment, etc.

### IMPORTANT!

If you have more than one healthcare professional providing care make sure you have all the information written down from your last appointment including medications, dosing and recent test results.



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