

WHAT TO ASK WHEN CALLING FOR APPOINTMENT

Doctor's Name:

Today's Date:

Doctor's Phone Number:

Person With Whom You Spoke:

1. Does the doctor accept your insurance? (See Section on Insurance Questions)

Yes No

2. When is the first available appointment?

(Is your doctor comfortable with you waiting this long to be seen?) Yes No

(Hint: Call everyday for cancellations)

3. What medical records does the office need?

- Specific reports
- Slides
- CD's, MRI's

❖ *When are these records needed?*

ASAP (before appointment is made)?

OR

At first appointment?

❖ **BE SURE TO ASK FOR 3 COPIES OF EACH RECORD**

**See information on how to get copies of records (Medical Records Section)

❖ **SHOULD YOU NEED TO CANCEL YOUR APPOINTMENT, PLEASE REMEMBER TO CANCEL AT LEAST 24 HOURS IN ADVANCE**

❖ **BE SURE TO CALL DR'S OFFICE TO CONFIRM RECEIPT OF ANY FAXES SENT**

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4. Is any additional testing needed before you are seen? If Yes, then what?

5. How much time should be set aside for the first appointment?

6. Specific questions for your particular situation: