



# Appointment Scheduler

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!*