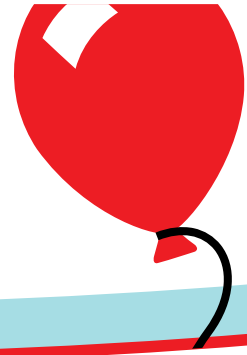


# Balloon Notes

## Making My Own Appointments



### Skill: Be able to make your own appointments.

*Here is an example of information you may need to give the clinic when you call to make an appointment.*

**1. Your first and last name:**

“Hello, my name is \_\_\_\_\_.”

**2. Your date of birth:**

“My date of birth is \_\_\_\_\_.”

**3. Your doctor’s name:**

“I need to make an appointment to see \_\_\_\_\_.”

**4. Reason for appointment:**

“I need to see me doctor because \_\_\_\_\_.”  
(Example: “Time for my annual visit; I am not feeling well”)

**5. Scheduling appointment date and time with provider:**

Write down appointment date and time or set a reminder on your phone or smart device.

\_\_\_\_\_.

**6. Extra help or equipment needed at the appointment:**

“I will need \_\_\_\_\_.”  
(Example: I will need a lift onto the exam table)

- Before you end the phone call, repeat the information back to the clinic staff. Write down the date, time, and any other important details about your appointment in your calendar or into your phone.
- Ask if you need to bring anything to the appointment.

### Before you call to make an appointment, have the following information ready:

- Clinic/Office name and phone number
- Your doctor’s name
- Your date of birth
- Your insurance information
- The reason you need to make an appointment

### Actions:

- Learn the phone numbers to call to schedule appointments in regular clinics.
- Call 214-456-7000, if you do not know the clinic number.