

Date _____

MAKING AN APPOINTMENT

BEFORE PHONE CALL

HAVE CALENDAR AND TRANSPORTATION PLAN

Make sure you have transportation.

Who _____
How _____
When _____

APPOINTMENT LIST

Appointment needed	<input type="checkbox"/> Doctor Type of _____ <input type="checkbox"/> Dentist	<input type="checkbox"/> Personal Care (Haircut, Nails, Etc)	<input type="checkbox"/> Fun things	<input type="checkbox"/>
Have a list of what you need to say.	Regular visit? What is bothering you?	What you want done? Cancel by	What movie? When? Where?	
Other _____				

FINDING INFORMATION AND PLANNING

Find Phone Number	<input type="checkbox"/> Phonebook # _____ Name _____	<input type="checkbox"/> Internet # _____ Name _____	<input type="checkbox"/> Parents # _____ Name _____
Find out business hours	<input type="checkbox"/> Phonebook	<input type="checkbox"/> Internet	<input type="checkbox"/> Call
Look at schedule and their availability	Good times _____	Bad times _____	Plan travel time (how far) _____
Put Date on Calendar	<input type="checkbox"/> Mark on calendar	<input type="checkbox"/> Let parents know	
Other			

DURING PHONE CALL

INFORMATION TO ASK BEFORE COMPLETION OF MAKING APPOINTMENT

Find Out

When: Date _____ Time _____

Who: _____

Where: Address _____

Room Number _____

Spoke with: _____

Do I need to bring anything?

Cancel by _____

MOVING ON COPY SHEET – TEAR OUT AND COPY-

Organization	Page Number	Phone Number	Email	Website	Address
1.		() - _____	_____@ _____		_____ _____
2.		() - _____	_____@ _____		_____ _____
3.		() - _____	_____@ _____		_____ _____
4.		() - _____	_____@ _____		_____ _____
5.		() - _____	_____@ _____		_____ _____

Miscellaneous: