



## **GETTING READY FOR A DOCTOR'S VISIT**

Name: \_\_\_\_\_

### **1. PREPARE THE PERSON FOR THE DOCTOR'S VISIT**

- Discuss what is going to happen at the visit
- Follow any instructions to medically prepare for the visit (for example, pre-medications, fasting, wearing loose and comfortable clothing, need for accommodation for a wheelchair)
- Bring items to keep the person occupied, and money for a drink or food.

### **2. BEFORE YOU LEAVE FOR THE DOCTOR'S VISIT, MAKE SURE YOU HAVE THE FOLLOWING:**

- Person's insurance card
- Copy of current medication sheets/medication administration record
- The following forms, depending on the purpose of the appointment:
  - Health Record
  - Health Care Practitioner Encounter Form
  - Annual Physical Form/Annual Health Screening Recommendations
  - Health Review Checklist
- Directions to the doctor's office and money for parking (if needed)
- Agency on-call information (in case you need to contact someone else in the agency) and Family/Guardian information
- Name, telephone number, and directions to the person's pharmacy

### **3. WHEN YOU GET TO THE DOCTOR'S OFFICE, DO THE FOLLOWING:**

- First, check in with the receptionist and introduce yourself and the person you are accompanying.
- State the reason you are there and any problems the person is having. If the person can speak about their health, encourage and assist him/her to do so.
- Discuss any accommodations the person may need in the waiting room

### **4. DURING THE VISIT, HELP THE PERSON AND THE DOCTOR**

- If needed, assist the person during the doctor's visit.
- Provide information to the health care professional when asked and/or help the individual to answer questions. If you do not know the answers to questions, refer the doctor to the other contact people on the Health Record.

### **5. BRING BACK THE WRITTEN RESULTS OF THE VISIT AND THE WRITTEN RECOMMENDATIONS**

- Get the completed Annual Physical form and Encounter form and make sure that the doctor, or "health care professional", portion of these forms is filled out. Write down any information that is given to you that is not on the forms.
- Pick up any prescriptions.
- Please remember to get signed doctor's orders for all prescriptions and treatments.
- Set up another appointment with the receptionist if needed.

### **6. BRING BACK ALL FORMS, ANY PRESCRIPTIONS, DOCTOR'S ORDERS, AND THE APPOINTMENT CARD TO THE APPROPRIATE PERSON.**

#### **IF GOING TO THE EMERGENCY ROOM (HOSPITAL):**

- Take the person's Medication Records, Insurance Card, Health Record and Encounter form.
- Be prepared to tell Emergency Room staff why you are bringing the person to the ER.
- If you have any concerns about taking the person home (or to work/day program) after the visit, tell the ER staff and contact your supervisor before leaving the hospital.