

# Take Control of Your Health: Managing Your Appointments



**Managing your appointments is the first step to healthcare independence. Here's how to get started.**

Before making an appointment, get the answers to these questions:

- Who do you usually see?
- How often are you supposed to see them?
- How do you schedule an appointment?
- What is the policy for canceling or rescheduling?
- How will you be reminded of your appointment?
- What's the best way for you to communicate with your provider's office? By phone, email or online patient portal? Try them out and decide which works best for you.

**See the back of this card for more information on  
managing appointments or contact  
New Hampshire Family Voices  
(603) 271-4525 NHFV.org**



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## Prepare for your appointment:

- Write down a list of questions or things you want to talk about.
- If you are feeling nervous, practice asking and answering questions with a friend or parent.
- Find out if you have a co-pay for your appointment.

## Checking in for your appointment:

- You may be asked to answer some basic questions and fill out forms. If you have never filled the forms out by yourself, ask for one the next time you go for an appointment. Practice filling it out at home, so you know the answers when you check in the next time.
- Have your insurance card or a copy of it with you when you check in.
- If you have a co-pay for your appointment, be ready pay at this time.

## Making the most of your appointments:

- Appointments are usually 15-20 minutes. Talk about your three most important things first. Ask any other questions if you have time.
- Answer any questions the provider asks you. If you don't know the answer, write the question down so that you can find out.

For more information and resources for young adults  
contact us (603) 271-4525 NHFV.org

