

PRE-SHIFT SKILL: APPOINTMENTS & MEDICAL FORMS

Managing Appointments & Medical Forms: A Guide for Minnesota Teens

Knowing how to manage doctor's appointments and medical forms is important to take charge of your health.

1. Know How to Find Your Doctor's Phone Number

If you need to call your doctor, you first need to know how to find their phone number. Here's how:

- **Check Your Medical Documents:** If you hold onto past medical documents, contact information may be included.
- **Look Online:** Search for your doctor's name or clinic online to find their phone number.
- **Ask Your Parents:** If you're unsure, ask your parents for the doctor's phone number.

2. Know How to Make and Cancel Your Own Doctor's Appointments

It's important to know how to schedule and change your appointments. Here's how to do it:

- **Making an Appointment:**
 - Call the doctor's office and explain what you need. Be clear about why you're calling (e.g., checkup, illness, or injury).
 - You can also use online tools, if available, to book your appointment.
 - Ask about available times that work with your schedule.
 - Write down the date and time of the appointment so you don't forget!
- **Cancelling an Appointment:**
 - Call as soon as you know you need to cancel. Let the office know as soon as possible so someone else can take your spot.
 - Always ask if you need to reschedule your appointment for another time.

3. Know How to Fill Out Medical Forms

Doctors and clinics often ask for medical forms before your visit. Here's how to fill them out:

- **Ask for Help:** If you don't understand something, ask your guardian or a clinic worker for help.
- **Basic Information:** Forms will usually ask for your name, address, birth date, and phone number. Fill this out first.
- **Medical History:** You might be asked about any past illnesses, surgeries, or allergies. Make sure to write down anything you know about your health. If you don't know, ask your parents for help.
- **Emergency Contact:** You'll need to provide contact info for someone to reach in case of an emergency, like a parent or guardian.
- **Insurance Information:** Be ready to provide your insurance information, including the name of your insurance provider and your insurance card number.

4. Know How to Get a Referral if You Need It

Sometimes, you may need to see a specialist. Here's how to get a referral:

- **Ask Your Primary Care Doctor:** If your doctor thinks you need to see another specialist (like a dermatologist or orthopedic doctor), they'll give you a referral.
- **Follow Up:** After you get your referral, make sure to schedule your appointment with the specialist. Write down the appointment details, so you don't forget!

Additional Resources

For more help with appointments, medical forms, and referrals, you can visit:

- **Got Transition:** A resource to help teens and young adults transition to managing their own health care. (gottransition.org)
- **MyChildren's Online Portal:** Sign up for the online portal to access your health records and summaries (mychildrens.org)

Taking responsibility for your health means knowing how to handle your doctor's appointments and medical forms. You're in control!