

Appointment checklist

This is a checklist of the steps needed for an appointment with your General Practitioner (GP).

On the checklist tick the column/s next to each step to show:

- what you can do (Me column),
- where you need a support person or
- where a step isn't needed.

It's OK if you don't need some of these steps. It's OK if you need to add different steps.

Steps	Me	Support Person	Not Needed
Appointment day:			
<ul style="list-style-type: none"> • Bring your Medicare card. 			
<ul style="list-style-type: none"> • If you have one, bring your Health Care Card. 			
<ul style="list-style-type: none"> • Bring sensory tools or activities that will help you in the waiting room. 			
<ul style="list-style-type: none"> • Bring notes on what you want to talk to the GP about. 			
<ul style="list-style-type: none"> • Bring the name and contact details of a psychologist you want to see. To find one ask the GP or follow the steps in the Finding a psychologist resource 			
<ul style="list-style-type: none"> • Go to reception. If the receptionist is busy, wait for your turn. When the receptionist is free say your name and which GP you're there to see. Ask how long the wait will be. This will help you decide how and where you would prefer to wait. 			
<ul style="list-style-type: none"> • Wait. 			
<ul style="list-style-type: none"> • If you're waiting outside, or in the car how will you know it's your appointment time? Ask the receptionist to call or text you. 			
<ul style="list-style-type: none"> • When the receptionist or GP calls you remember to bring all of your belongings with you. 			

Steps	Me	Support Person	Not Needed
After your appointment:			
<ul style="list-style-type: none"> Go to reception. If the receptionist is busy, wait for your turn. 			
<ul style="list-style-type: none"> Give the receptionist your Medicare Card and Health Care Card (if you have one). They may ask if you'd like them to process your Medicare claim. 			
<ul style="list-style-type: none"> If you're being bulk billed, the cost is covered by Medicare and you won't have to pay anything. If not, the receptionist will tell you the amount you need to pay. 			
<ul style="list-style-type: none"> If you need to make another appointment with the GP you can make it now or wait until later. 			
<i>You can add different steps here.</i>			
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See other sections of this guide or download the complete guide [here](#).