



8737 Colesville Road, Suite 400 | Silver Spring, MD 20910
800-225-6872 | info@tscalliance.org | tscalliance.org

Checklist for Successful Appointments and Prescription Management

Not quite sure what to ask or say during your next appointment? Here are some prompts and tips to help you prepare.

- What are my top concerns to address at this appointment?
TIP: Write down questions and topics to discuss on a slip of paper or on your smartphone notes app so you don't forget them.
- Do I have any videos to show of seizures or any other strange behaviors/occurrences?
TIP: Queue any videos up before your appointment so you don't have to spend time scrolling through your phone to find them. Consider creating an album or folder on your phone to keep important videos.
- Find out who you should contact at your physician's office if you have any follow-up questions or concerns.
- Make sure to jot down any key steps for **you** to take following this appointment, such as:
 - Next scan (MRI, EEG, CT, etc.).
 - Next lab work.
 - Are there any forms you need to fill out before scheduling tests?
 - Do I need any tests or bloodwork done to monitor any of the medications I am on?
- Make note of any test results that are shared with you at the appointment and make sure you're able to access them via a secure web portal or by asking for a paper copy.
- Create a plan for your next appointment – when and how to schedule it.
- What medications does this doctor prescribe?
 - How many refills do I have left?
 - Will these refills last until the next appointment?
- Do any of these medications require a prior authorization (PA)?
 - How long would the PA be approved for?
TIP: Set a reminder on your phone to go off at least two weeks before the prescription expires to remind you to start the PA process.
- Make a note of the following important information for your prescription:
 - Pharmacy Name.
 - Address.
 - Phone and Fax Numbers.

- Point of contact at your provider's office in case anything goes awry with filling your prescription.

TIP: Save the pharmacy as a contact in your phone for easy access later.

- Determine what the estimated turnaround time is for prescription requests – especially if it's different for submissions via a secure web portal vs. requests by phone.

TIP: Request as soon as you can to refill a prescription (retail or specialty) – if it's too soon to refill, ask the pharmacist when is the soonest you can make a request. Also, pay attention to weekends and holidays and try to avoid needing a refill around those times, if possible.