



CHECK LIST- SCHEDULING

Information you will need to SCHEDULE your appointment:

Please have the following information ready when you call to make your appointment:

- ☐ Your name
- ☐ Your date of birth
- ☐ Your social security number
- ☐ Your street address, city, state, zip
- ☐ Your phone number(s)- cell, home
- ☐ Your email address
- ☐ **Do you have a doctor? If you do:**
 - ☐ Name of your doctor
- ☐ Know how you would like to receive appointment reminders: home phone/mobile/text/email
- ☐ If you're under 18, you will need **RPI: Responsible Party Information**
 - ☐ Name of Responsible Party
 - ☐ Their relationship to you
 - ☐ Their date of birth
 - ☐ Their street address, city, state, zip code
- ☐ Personal Health Insurance Information (**yours or your RPI's**):
 - ☐ Policyholder's Name
 - ☐ Relationship to you
 - ☐ Policyholder's Date of Birth
 - ☐ Insurance Company
 - ☐ Insurance ID #
 - ☐ Policy/Group #

CHECK OUT OUR 'FORMS' PAGE!