FIRST TIME VISIT APPOINTMENT CHECKLIST

1. Complete **ALL** important Patient Forms prior to showing up to your appointment. **Bring in all these forms with you.**
   - a) Health Questionnaire
   - b) Patient Assessment Form
   - c) Referring Physician Form
   - d) Medication Summary List

2. Bring in **all your outside/external medical records** and lab reports not taken in UCLA. It is very important that any medical records that **are not at UCLA** (imaging films/CDs (MRI/PET/CT), operative reports and pathology slides/reports,) be available for your physician consult. Please make arrangements to bring these in for your consultation, or have them mailed/faxed ahead of time (ATTN: Scheduling Staff).

3. Show up **30 minutes ahead** of your scheduled appointment time. This will give you time to fill out other forms such as a medical self-reporting history and physical form.

4. Bring in Health insurance identification cards, esp. if changed since last appointment.

5. If you belong to an HMO, please bring the authorization form if available, or the confirmation number.

6. Bring a list of all your medications and list any allergies to medications that you may have.

7. If you have a **pace-maker**, please bring in your pace-maker identification card.

8. If you speak a foreign language, and need a translator, please let us know at least 24 hours in advance, so that we can request an interpreter.

9. Prepare a list of questions that you wish to ask the doctor. If you do this in advance, you will be less likely to forget something.