

My next appointment and backup

For adults arranging follow-up after treatment. Fill this in with a staff member if helpful. Use one sheet for each appointment you want to keep track of.

AHRQ recommends arranging follow-up with the patient and checking how they will get there. Mark an appointment unconfirmed until the service agrees to the details. [1]

Fictional example: Thursday 10 a.m. is confirmed. The ride home is not. Lee will check transport and call me Wednesday by noon.

Write brief notes. Ask staff to help with anything still missing.

My next visit: confirmed or still waiting?

Service, date/time, address or video details, phone and who confirmed it.

What I need to attend

Travel both ways or phone/video access, cost questions and other arrangements.

If I cannot attend or the visit changes

Who to contact, number/hours, and backup if there is no answer.

The next thing to confirm

What is missing, who will check, when I will hear back and whom I can call.

This appointment organizer goes with your care team's discharge, medicine and urgent-help instructions. It does not replace them. Keep those instructions with this sheet. If you need help sooner, use the team's urgent-help plan instead of waiting for this visit.

Save the completed PDF, reopen it and check your notes. Use another copy for more room. Keep this sheet with My Discharge and Follow-Up Plan (AH-R138).

[1] [AHRQ: Re-Engineered Discharge, Tool 3](#)