

# Follow-up Appointment Working Procedure

## **PURPOSE:**

1. Provide patients with new lab results, if any.
2. Prescribe any additional supplements or medications.
3. Order any additional necessary lab tests.
4. Answer any questions the patient has about their diagnosis and treatment plan, or any other aspect of their care.
5. Provide clear instructions to patient for when to schedule their follow-up appointment.

## **PROCEDURE:**

1. Greet patient and establish a warm and welcoming connection.
2. Provide overview of what the appointment will entail: reviewing the new lab results, discussing the treatment plan, and answering any questions they may have.
3. Ask patient how their protocol is going and see if they have any new or continuing symptoms.
4. Ask the patient if they have any questions about the new test results or if they have any other questions or concerns.
5. Explain what the patient can expect in terms of follow up from you and your staff: detailed instructions on all treatment recommendations and an estimate of services, additional labs and recommended supplements that must be approved or modified before moving forward.
6. Inform the patient that we can provide the recommended supplements as a convenience, but that they are not required to purchase them through us. Remind them that if they do choose to purchase the supplements elsewhere, it is important to obtain the exact brands/products we recommended to ensure that they receive the best treatment.
7. Tell the patient that you will speak to them or see them at their next follow-up in xx weeks, depending on your assessment for when follow-up is necessary and their preference.