# My referral and appointment checklist

**Who it is for:** Anyone waiting or preparing, including parents/carers. **Time:** about 5 minutes.

**What this helps with:** Keep referral follow-up and appointment preparation in one simple list.

**One practical action:** Tick any useful steps. Leave out anything that does not apply.

Free to use. No diagnosis, account or screening purchase needed. Skip any prompt.
Keep your copy private and share only what you choose. Nothing is sent to the charity.

## Following up my referral

- [ ] Record who referred me, the date and the receiving service.
- [ ] Ask whether the referral was received and if anything is missing.
- [ ] Check the service has my current contact details.
- [ ] Ask how I will hear about the next step.
- [ ] Note any forms or information I need to provide.
- [ ] Agree when and how to follow up.

## Getting ready for my appointment

- [ ] Check the date, time, place or joining instructions.
- [ ] Ask which records or forms I need to bring.
- [ ] Prepare my main questions and a few everyday examples.
- [ ] Bring my current medicines list and any requested records.
- [ ] Ask about communication support, breaks or a supporter.
- [ ] Ask for anything unclear to be explained; agree the next step.

**My next step:** _____

**Where to go next:** Use My referral record to keep track of contacts, and My appointment preparation sheet for your notes.

### Urgent help

If you cannot keep yourself or someone else safe, call **999** or go to **A&E**.
More support: matthewlockadhdcharity.com/emergency-contacts | NHS source

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Guidance: NHS appointment preparation | NHS adults | NHS children