How to Make Appointments

1. Schedule an appointment with your provider.
   A. Call your **primary care provider** and ask to make an appointment.
   B. Put your appointment **date and time** in your calendar and phone.

   💡 **Cancel your appointment if you cannot make it.**

2. **What to do before your appointment:**
   A. Write down names of medicines and vitamins you are taking, health concerns, and questions.
   B. Bring the name and address of a pharmacy where you will pick up prescriptions.
   C. Make sure you have reliable transportation to get to your appointment.
   D. Go to your appointment at least 15 minutes early. You will need time to do paperwork.

   💡 **If you miss appointments**, the doctor’s office may not schedule future visits. Try to reschedule.

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**If you need transportation to get to your appointment, call:**

**Medical Transportation Management (MTM, Inc.)**

1-866-907-1493

Call ahead. Tell them your ForwardHealth Card number, the date, time, and location of the appointment.

**Bring someone** you trust to the appointment. They can help you remember the doctor’s instructions. You cannot bring someone on rides with Medical Transportation Management.

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What to do during your appointment:

A. Tell your doctor your health concerns and questions.

B. Ask what tests are right for your age.

C. Write down instructions the doctor gives, or ask the doctor to write them.

D. Repeat the instructions back to your doctor to make sure you understand.

E. Always ask if tests or services are covered by BadgerCare Plus!

F. Tell your doctor if you don’t understand or don’t want what he or she is saying.

You may be asked to pay a small portion for each service or prescription. This is called a co-pay.

<table>
<thead>
<tr>
<th>Cost of Service</th>
<th>up to $10.00</th>
<th>$10.01-$25.00</th>
<th>$25.01-$50.00</th>
<th>over $50.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Pay</td>
<td>$0.50</td>
<td>$1.00</td>
<td>$2.00</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

- You cannot be denied a doctor visit, medical services, or prescription medicine if you do not have the money for the co-pay. **You can pay later.** Call your insurance company if you get a bill for more than the co-pay of your services.

What to do after your appointment:

A. Read the instructions from your doctor.

B. Go to the pharmacy to pick up prescriptions.

C. Talk to the pharmacist about how to take the medicine.

⚠️ If you do not understand your doctor’s instructions, call the doctor’s office.