

CLINICAL TOOLS · FREE AGENDA

The One-Page Doctor Visit Agenda

A single printable sheet that prioritises your top three concerns, reconciles every medication and supplement, and closes with a teach-back block — so nothing important is lost in the walk to the car.

- Top - 3 concern ranking
- Medication reconciliation
- Symptom timeline
- Teach-back close
- 3 - page A4 printable PDF

CLINICAL RATIONALE — WHY THIS SPECIFIC TOOL

The average primary-care visit gives you a handful of minutes, and the concerns raised in the last sixty seconds — the "doorknob" questions — are the ones most likely to be serious and most likely to be rushed.

Agenda-setting changes the visit. Naming your top three concerns at the start, ranked, restructures the appointment around what matters to you instead of what fits. Visits that begin with a shared agenda end with fewer unmet concerns.

Medication reconciliation is safety, not paperwork. Most adverse drug events involve a medication or supplement the clinician did not know about. Listing everything — including "natural" products — is the single highest-value safety act you can bring.

Teach-back is the memory you take home. Writing the plan in your own words before you leave converts instructions you will half-remember into a plan you can actually follow.

AUTHORITY / EVIDENCE BASE	WHAT IT ESTABLISHES FOR THIS TOOL
Agenda-setting research	A shared, ranked agenda at the start of a visit improves efficiency, satisfaction and unmet-concern rates.
Medication-reconciliation safety data	Undisclosed medications and supplements are a leading contributor to preventable adverse drug events.
Teach-back evidence	Patients who restate the plan in their own words show better recall and adherence.

QUICK START — THE NEXT TEN MINUTES

- 1

Fill it in the night before
Not in the waiting room. The ranking and the timeline need quiet thought, and the waiting room is the worst place on earth to think.
- 2

Rank to three
More than three concerns guarantees none gets real time. Choose the three that matter most and put the rest on a "next time" line.
- 3

Bring every bottle
Or a photo of every label, including supplements and over-the-counter. Reconciliation only works on the full list.
- 4

Close with teach-back
Before you stand up, say the plan back in your own words and write the decisions down. That is the appointment you keep.

THIS SHEET PREPARES A CONVERSATION; IT DOES NOT REPLACE ONE

The agenda is a tool for getting the most from your clinician, not a substitute for seeking care. New severe symptoms, chest pain, neurological changes or anything that feels like an emergency get a call or a visit now — not a better-prepared appointment next month.

WHAT TO BRING

- ☐ Every medication, supplement and over-the-counter product (or a photo of each label)
- ☐ Your symptom log and any home readings (blood pressure, glucose) since the last visit
- ☐ Recent labs, imaging reports and the name of any other clinician involved
- ☐ Your insurance card, photo ID and a list of drug allergies with the reaction
- ☐ A support person or a note-taking plan — recall drops sharply after the visit

THE DOORKNOB RULE

Anything you are tempted to mention as the clinician reaches for the door is, statistically, the thing that matters. If a concern feels embarrassing or "too small", write it into slot one on the agenda below instead — the sheet exists precisely so it gets said early.

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HAND THIS OVER FIRST

The one-page visit agenda

Fill in the night before. Hand it over as the visit starts; it sets the agenda before the clock does.

MY TOP THREE CONCERNS, RANKED

1 — most important

Since Severity 0–10

2

Since Severity 0–10

3

Since Severity 0–10

EVERYTHING I TAKE, DAILY

PRODUCT & DOSE	WHEN	WHY

MY THREE QUESTIONS

1 · What is the most likely explanation, and what else could it be?

2 · What would change your mind, and what should I watch for that means call you sooner?

3 · What exactly do I do now — dose, timing, duration — and when do we review it?

NEXT TIME (PARKED CONCERNS)

BEFORE I LEAVE — TEACH - BACK

IN MY OWN WORDS, THE PLAN IS

Follow - up date Tests ordered Prescription changes

THE LAST SIXTY SECONDS

Before you stand up, confirm the three things that fail most often after a visit: the exact dose and timing of anything changed, the date of the follow - up, and the one symptom that should bring you back sooner. Say them back; write them down; then go.

Ready for the Complete Step-by-Step Blueprint?

This agenda gives you the immediate tools to take action today. But long-term health requires a complete, structured daily system — one that tells you **what to do on the days this sheet does not cover**, in what order, and how to adjust when your body does not respond the way the chart says it should.

HEALTH SECRETS

Medical Appointment Prep System

Turn a 15-minute appointment into a focused diagnostic conversation with a one-page agenda and a clean symptom timeline.

Clinical Practice Series · 22 pages · A4 print + fillable

Medical Appointment Prep System

Transform 15-minute appointments into focused, high-yield diagnostic discussions.

22 pages

1-Page Agenda + Symptom Log

Clinical Practice Series

\$15 one-time

WHAT IS INSIDE THE FULL EDITION

- 1 The 1-page clinical visit agenda** — the full ranked-concern and teach-back sheet, print-ready.
- 1 The medication reconciliation sheet** — every prescription, OTC and supplement with dose and timing, ready to hand over.
- 1 A chronological symptom timeline** — onset, frequency, severity and triggers laid out so the story tells itself.
- 1 The teach-back post-visit worksheet** — turn the plan into decisions, dates and follow-up you will actually keep.

THIS FREE TOOL VERSUS THE COMPLETE SYSTEM

What this free agenda already gives you

- ☐ A one-page agenda with top-3 ranking and teach-back
- ☐ The medication reconciliation list
- ☐ The three questions to always ask

What only the 22-page edition has

- ☐ A chronological symptom timeline that makes the story obvious
- ☐ Pre- and post-visit worksheets that close the loop
- ☐ Visit-type templates for annual, new-symptom and follow-up
- ☐ A records checklist so nothing has to be re-ordered

Get the Complete Guide

AT [HEALTHSECRETS.COM/PRODUCTS/MEDICAL-APPOINTMENT-PREP-SYSTEM](https://healthsecrets.com/products/medical-appointment-prep-system)

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A4 print + fillable

Print one per visit; keep the completed sheets in a folder by date.

Clinician-designed

Built on agenda-setting and teach-back evidence. No medical claims.

One-time payment

\$15 once, no subscription, instant download after checkout.

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