

My appointments

A record of my appointments with health
and social care professionals

My name:

My telephone number:

Who to contact if I need support:

Name: _____

Telephone number: _____

Relationship to me: _____

For more information
alzheimers.org.uk
0333 150 3456



**Alzheimer's
Society**

Together we are help & hope
for everyone living with dementia

When you have dementia, you may get support from a number of different professionals. This booklet will help you to keep a record of the appointments you have with them.

There are likely to be many health and social care professionals involved in your support. These could include:

- doctors
- support workers
- care assistants
- social workers
- nurses
- occupational therapists.

It can be confusing to keep track of all of the different professionals you meet, and what advice they give. Sometimes when you're talking to a professional it can be difficult to remember the questions you wanted to ask.

My appointments can help you to keep all this information in one place.

“

It sounds quite good, really, because I was thinking, “Gosh, when did I first go to see this?” and “When did I go to that?” and “Who was at that?” I think I'd like something like [this booklet]. It would be very helpful for me and my husband, and others who would be looking after me.

Person living with dementia

”

What is My appointments for?

This booklet has space on pages 3–29 to write questions or notes:

- before an upcoming appointment
- during an appointment as you talk to the professional
- after an appointment – to keep a record of what was said or done.

On page 2 you can find suggested instructions on completing the pages, but you can use this booklet however works best for you. Different things work for different people.

You can complete the pages yourself, or ask someone else – like a family member, or the professional – to do it for you.

You might want to keep the booklet in one place at home – for example, in a particular drawer. This can help you to find the book when you need to write something down.

Be aware that other people visiting you may see the booklet, so only write in it what you are comfortable for other people to know.

If you would prefer to take notes on a phone, tablet or laptop, you can also download a digital copy of this booklet from our website. Go to **alzheimers.org.uk/myappointments** to get your copy.

“

In my opinion, for what it's worth, I think it's a first-class piece of work and I wish I had it [when my wife was diagnosed]. Because if you said to me now “Who did you deal with?”, I haven't got a clue.

Carer for a person living with dementia

”

How to fill in the pages

Use one page for each appointment. The section at the top of each page has space to put down the date, time and location of the appointment, as well as what it's about. You could also ask the professional for a photo to include here, if this would help you to recognise them in future.

The next section can be used to record details of the person you are meeting. You should note down their phone number or email address, in case you or someone else needs to contact them again.

In the following section, you can write down any questions you want to ask the professional you are meeting with. You can then use this as a reminder during the appointment.

At the bottom of the page, there is space to note down what was discussed during the meeting. You can complete this or the professional can fill it in for you. You can also make a note here of anything you need to follow up on after the appointment.

If you need another copy

You may run out of pages to fill in. If this is the case, you can order another copy of **My appointments** for free. To do this, you can:

- email us at **orders@alzheimers.org.uk**
- use our online order form – **alzheimers.org.uk/orderpublications**
- call us on **0300 303 5933**.

“

I work with memory clinic teams and we provide post-diagnostic support. The [appointments] book is so helpful for [people with dementia] to make sense of who's visiting and why, and record notes in one place.

Professional working in dementia care

”

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask

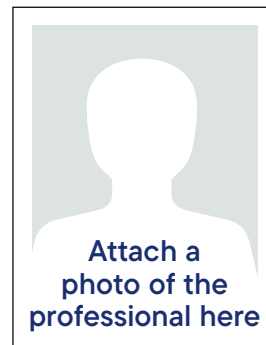


Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask

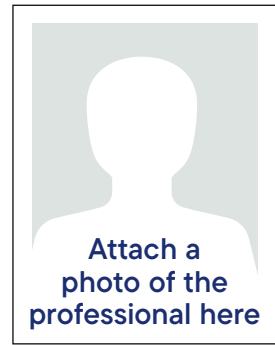


Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask

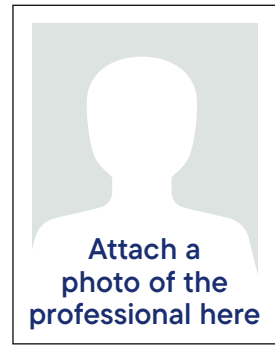


Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask

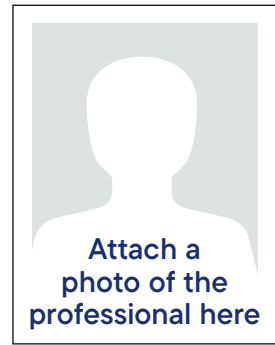


Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask

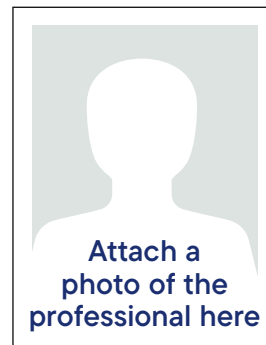


Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask

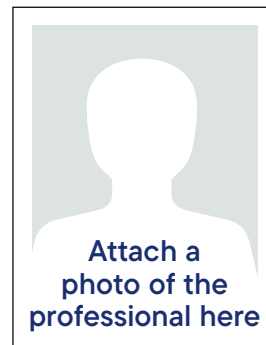


Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask

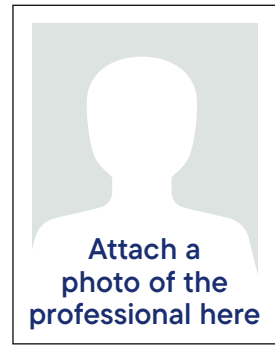


Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask

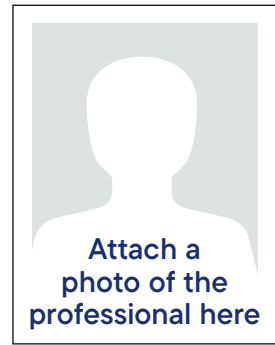


Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

My appointment



Appointment details

Date of appointment

Time of appointment

Location of appointment (telephone, video call, in person)

What is the appointment for?



Details of the professional

Name of the professional

Their job title

Name of the organisation they work for

Their contact number

Their email address



Questions I want to ask



Notes on the appointment

Advice and information given

Next steps

Dementia Support from Alzheimer's Society

Alzheimer's Society provides a range of information, advice and support to anyone affected by dementia in England, Wales and Northern Ireland. You can reach us online, on the phone and face-to-face.



Online

Visit **alzheimers.org.uk/getsupport** for online advice and support whenever you need. Here, you'll find information on any aspect of dementia and the option to download or order what you need from our wide range of publications.

You can also connect to others affected by dementia on our Dementia Support Forum (**forum.alzheimers.org.uk**), and search for services in your area using our dementia directory at **alzheimers.org.uk/dementiadirectory**



Phone

You can contact our Dementia Support Line by calling **0333 150 3456** seven days a week. If you speak Welsh, call our Welsh-speaking support line on **03300 947 400**. Our dementia advisers are available to listen, give support and advice, and connect you to help you need in your local area. They can send out information that's right for you via email or post.

If you have speech or hearing difficulties and have a textphone or an adapted computer, you can use **Text Relay** to call our English-speaking dementia support line on **18001 0300 222 1122**.

Lasting power of attorney digital assistance service

We offer a Lasting power of attorney digital assistance service to help people living with dementia create LPAs online. If you don't have access to the internet, we can help you to create an LPA through a series of telephone appointments. The service does not provide legal advice. Call us on **0333 150 3456**.



Face-to-face services

Our local dementia advisers and volunteers can meet you to offer further support, advice and information. They can also connect you to other face-to-face services in your area.

These include Singing for the Brain[®], activity groups and peer support for people with dementia, and information and support groups for carers.

Get involved

Alzheimer's Society has a range of different ways to find out more about our activities, get involved and influence our work. This includes opportunities to help other people affected by dementia using your experiences.

Read our magazine

Keep in touch by reading **Dementia together** in print or online. You can also listen to the CD version or podcast. Our magazine comes out every two months. Find out more about its real-life stories and ideas and how to subscribe at **alzheimers.org.uk/magazine**

Share your thoughts and ideas

You can take part in regular chats and other opportunities to share your experiences and interests with our Dementia Voice programme. Go to **alzheimers.org.uk/dementiavoice** to find out more about how you can help shape our work to make a better world for people with dementia.

Volunteer

You, your friends and family can get involved in a variety of activities such as supporting services in your local area, campaigning and fundraising. Email **volunteers@alzheimers.org.uk**, call **0300 222 5706** or go to **alzheimers.org.uk/volunteer** to find out more.

Our information is based on evidence and need, and is regularly updated using quality-controlled processes. It is reviewed by experts in health and social care and people affected by dementia.

This booklet does not replace the recording processes of any homecare agencies or clinical professionals relating to care plans. Any entries made by health and social care professionals should adhere to confidentiality guidelines and any expected local standards of recording.

To give feedback on this publication, please email **publications@alzheimers.org.uk**

This booklet can be downloaded from our website at **alzheimers.org.uk/myappointments**

© Alzheimer's Society, 2023. All rights reserved. Except for personal use, no part of this work may be distributed, reproduced, downloaded, transmitted or stored in any form without the written permission of Alzheimer's Society. Alzheimer's Society maintains editorial independence over the content of this publication.

Last reviewed: October 2021
Next review due: October 2024

Registered charity no. 296645. A company limited by guarantee and registered in England no. 2115499. Alzheimer's Society operates in England, Wales and Northern Ireland.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to everyone who needs it today, and hope for everyone in the future.

We have more information on **Needing more support with care.**

For advice on this, or any other aspect of dementia, call us on **0333 150 3456** or visit **alzheimers.org.uk**

Thanks to your donations, we're able to be a vital source of support and a powerful force for change for everyone living with dementia. Help us do even more, call **0330 333 0804** or visit **alzheimers.org.uk/donate**



**Alzheimer's
Society**

Together we are help & hope
for everyone living with dementia

Alzheimer's Society
43-44 Crutched Friars
London EC3N 2AE

0330 333 0804
enquiries@alzheimers.org.uk
alzheimers.org.uk

Code 923