

YOUR CARE

THOUGHTFUL CARE FROM OUR FAMILY TO YOURS

APPOINTMENT NOTES

A PRACTICAL GUIDE FOR FAMILIES

Preparing for a memory appointment

Feel more prepared, gather the right information and leave with clearer next steps.

Inside your checklist

- ☒ What to take with you
- ☒ Changes worth writing down
- ☒ What may happen on the day
- ☒ Questions and appointment notes

MY APPOINTMENT

- ☐ _____
- ☐ _____
- ☐ _____

You do not need to arrive with every answer.

A few notes and real examples can make the conversation easier.

FREE DOWNLOADABLE CHECKLIST

KEEP THIS WITH YOUR APPOINTMENT LETTER

A calm 10-minute prep

You do not need to arrive with every answer. A few notes and familiar essentials can make the conversation easier for everyone.

BRING WITH YOU

- ☐ The appointment letter and any forms you were sent.
- ☐ A current list of medicines, including over-the-counter tablets and supplements.
- ☐ Glasses, hearing aids and anything else that helps communication.
- ☐ A short medical history: major illnesses, falls, infections or recent medication changes.
- ☐ Your diary or phone, so you can record the next appointment.

MAKE THE DAY EASIER

- ☐ Ask someone who knows you well to come along, if that feels helpful.
- ☐ Check the journey, parking and how long the appointment may take.
- ☐ Tell the clinic in advance if you need an interpreter or communication support.
- ☐ Choose comfortable clothes and allow time for a drink or toilet break.
- ☐ Write down your questions before you leave home.

You do not need a perfect timeline

If dates are fuzzy, that is okay. A few real examples - what happened, roughly when and how it affected everyday life - are often more useful than trying to remember everything.

Who should come with you?

Choose someone who makes you feel comfortable and knows what has been happening day to day. Their role is to support the conversation, not speak over you. If you would rather attend alone, take this guide and use the notes page.

Write down what has actually changed

Memory appointments are not only about forgetting names. Tick anything that feels different from the person's usual way of managing.

MEMORY AND THINKING

- ☐ Repeating questions or stories more often.
- ☐ Losing track of dates, plans or appointments.
- ☐ Difficulty finding words or following a conversation.
- ☐ Getting confused in familiar places.
- ☐ Struggling with tasks that used to feel straightforward.

EVERYDAY LIFE

- ☐ Meals, shopping or housework are being missed.
- ☐ Bills, money or paperwork have become confusing.
- ☐ Medicines are forgotten, duplicated or mixed up.
- ☐ Driving, using appliances or going out feels harder.
- ☐ Washing, dressing or choosing clothes has changed.

MOOD AND COMMUNICATION

- ☐ More anxious, low, irritable or withdrawn than usual.
- ☐ Less interested in hobbies or seeing people.
- ☐ Sleep pattern or confidence has changed.
- ☐ Unusual judgement, suspicion or behaviour.
- ☐ Personality feels noticeably different.

TIMING AND HEALTH

- ☐ When did you first notice a change?
- ☐ Was it gradual, or did it happen suddenly?
- ☐ Are there better and more difficult days?
- ☐ Any recent illness, infection, fall or hospital stay?
- ☐ Any new medicines, pain, hearing or sight problems?

Specific examples are easier to understand

Instead of: 'Her memory is getting worse.'

Try: 'Last Thursday she went to the shops twice because she forgot she had already been.'

It is an assessment, not an exam

There is nothing to revise and no pass or fail. The aim is to understand what is happening and whether anything else could be causing the changes.

YOUR APPOINTMENT MAY INCLUDE

1

A conversation

About the changes, health history and how everyday life is going.

2

Medicine review

A look at prescriptions and other medicines that might affect memory or thinking.

3

Thinking tasks

Short questions or activities looking at memory, attention, language and problem-solving.

4

Physical checks

These may include blood pressure, movement, hearing, sight or general health checks.

5

Other tests

Blood or urine tests, or a CT or MRI scan, may be arranged if more information is needed.

6

Next steps

You may discuss results that day or be invited back once other tests have been completed.

You may not receive an answer on the day

Some people need further tests or a follow-up appointment. Before leaving, ask what happens next, who will contact you and roughly when.

Useful questions to ask

- | | |
|---|---|
| ☐ What else could be causing these changes? | ☐ Who should we contact if things change while we wait? |
| ☐ Will any further tests or scans be needed? | ☐ What support is available now, before we have an answer? |
| ☐ When and how will we receive the results? | ☐ Can we have the plan and key information in writing? |

General information based on NHS 'How to get a dementia diagnosis' and Alzheimer's Society specialist assessment guidance.
Checked 21 July 2026. Appointment processes vary by local service and individual need.

Take this page with you

A few notes can help you say what matters, even if the conversation feels rushed or emotional.

Name	_____	Date / time	_____
Clinic / GP	_____	Coming with me	_____

The three changes I most want to mention

- 1 _____

- 2 _____

- 3 _____

My questions

- ☐ What could be causing the changes? _____
- ☐ Do we need more tests or a scan? _____
- ☐ When will we hear what happens next? _____
- ☐ Who can we contact while we wait? _____
- ☐ What support can we access now? _____

Notes and next steps

Next appointment / expected contact: _____

NEED PRACTICAL SUPPORT WHILE YOU WAIT?

Your Care supports families across Bristol, South Gloucestershire and BANES.

0117 947 7422

your-careuk.co.uk