



NaRCAD Tip Sheet: Securing Commitment & Closing Your Visit

Securing an invitation for a future visit indicates that the clinician acknowledges the value of the service and has an interest in developing an ongoing, professional relationship with you.

Things to Consider in Your Closing:

- ✓ **Respect** the clinician's time by keeping to the allotted time for the visit;
- ✓ **Prepare** to ask for commitment;
- ✓ **Focus** on areas identified in your needs assessment;
- ✓ **Thank** the clinician for her/his time;
- ✓ **Ask** the clinician if you may make a future appointment;
- ✓ **Tell** the clinician the planned topic/purpose for your next meeting;
- ✓ **Determine** the best mode of contact for both of you so you can contact each other effectively;
- ✓ **Clearly state** when and how any questions that arose during the visit will be answered or materials requested will be provided;
- ✓ **Follow through** on your commitments to provide additional information, answer questions that require research, etc.