Appalachian College of Pharmacy

Patient Counseling Checklist

☐ Introduce self and identify patient or patient’s agent.

☐ Explain the purpose/importance of the counseling session.

☐ Convey complete information to the patient (e.g. drug name, indication, dosage regimen, potential side effects, missed dose instructions, refills allowed, and storage recommendations).

☐ Verify the patient’s understanding via feedback.

☐ Summarize by emphasizing key points of information, provides closure and opportunity for follow-up.

☐ Check for any additional concerns or questions.

☐ Use patient appropriate language throughout the counseling session.

☐ Use written information to support counseling when appropriate.