

REQUEST FOR ACCOMMODATION — HOW TO USE IT

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WHAT THIS FORM IS FOR

This form asks your doctor to help you understand and remember what is said at your appointment.

You can ask for three kinds of help. Things written down. Changes to how your doctor talks to you. Permission to record.

You can ask for all three. You can ask for one. Ticking one box is a complete request.

You do not have to name a condition. You do not have to explain your diagnosis. Tick what is true and stop there.

BEFORE YOU FILL THIS OUT

The safest ask is the written one. Asking your doctor to write down the plan, the medicines and the next steps is a request nobody can reasonably refuse. If that is what you need, tick only those boxes.

Always ask before you record. The College of Physicians and Surgeons of Alberta warns that recording a doctor who does not know about it can result in you being discharged as a patient. This form is how you ask first, so you never have to take that risk.

Give it to the clinic before your appointment if you can. Leave it at reception or email it. That gives your doctor time to think about it, instead of deciding on the spot.

Fill it in by hand. This version is made to be printed and written on. There are no boxes to type in.

WHAT EACH SECTION IS ASKING FOR

In plain terms, section by section. You do not have to read it all — find the part you are stuck on.

Section 1 — About you

Your name. Today's date. Your doctor's name. The clinic. This is what makes it part of your record instead of a conversation nobody wrote down.

Section 2 — Why you are asking

Eleven boxes. Tick every one that applies. Being Deaf or hard of hearing. Needing to see a face. Taking things in better when written. Trouble remembering. A cognitive condition. Anxiety in medical settings. Needing more time. Pain, fatigue or medication. Passing instructions to a caregiver. Seeing several providers. Or Other, with room to write. Tick more than one if more than one is true.

Section 3 — What you are asking for

Three groups. Written information: the plan, the medicine names and doses, the next steps and results. How we talk: face me, give me time, write it rather than say it louder, an interpreter, letting you repeat it back, contacting you by text or letter instead of phone, bringing a support person. Recording: permission to make an audio recording. Tick every box that would help.

Section 4 — Only if you are asking to record

Skip this if you are not. If you are, these four ticks are your promises: only your own appointment, you will say so every time, you will stop if asked, and it is for your care and not for the internet. They are there to make saying yes easy.

Section 5 — For your doctor to fill in

Three choices for them: agreed, agreed in part, or recording declined. There is room for which accommodations will be provided, and for the reason if recording is refused. Ask them to fill this in before you leave.

WHERE THIS GOES AFTER YOU SIGN IT

This goes to your doctor. It does not go to the government.

It is not sent to AISH, ADAP or Alberta Health. It belongs in your medical file.

Ask for it back with Section 5 filled in.

Keep the signed copy. That copy is your proof of what was asked and what was agreed.

Take it with you next time.

An accommodation agreed once tends to hold if there is paper to point at.

WHAT HAPPENS NEXT

If your doctor agrees, keep the form and bring it again.

If your doctor says no to recording, the other boxes still stand. Ask them to write down which ones they will do.

A no in writing is worth having. A no that nobody wrote down is worth nothing.

If the reason given is a clinic policy, ask for the policy in writing. A policy that exists will be produced.

WHAT NOT TO DO

Do not record without asking. The College's warning is plain, and the cost it names is losing your doctor.

Do not record other people. Your own appointment only. Never the waiting room.

Do not put a recording online. You promised that in Section 4, and it is the promise that makes the next doctor say yes.

Do not send this form to us. It belongs in your medical file, not in ours.

The warning about recording is from the published advice of the College of Physicians and Surgeons of Alberta to Albertans. This is an advocacy tool. It is not legal or medical advice.

Request for Accommodation

LARGE PRINT - PRINT AND WRITE

What this form is for.

This form asks your doctor for help so that you can understand and remember what is said at your appointment.

You can ask to record the appointment. You can ask for information in writing. You can ask them to face you and speak clearly. You can ask for all of these, or just one.

You do not have to give a diagnosis. Just tick what applies to you.

SECTION 1 - About you

Your name

Today's date

Your doctor's name

Clinic name

SECTION 2 - Why you are asking

Tick every box that applies to you.

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- ☐ I am **Deaf or hard of hearing**. I miss or mishear what is said.
 - ☐ I need to **see your face** to follow what is being said.
 - ☐ I take in **written** information much better than spoken information.
 - ☐ I have trouble **remembering** what is said in appointments.
 - ☐ I have a **cognitive condition** that affects my memory or processing.
 - ☐ **Anxiety or stress** in medical settings makes it hard to take things in.
 - ☐ I need **extra time** to process what I hear.
 - ☐ **Pain, fatigue, or medication** affects my concentration.
 - ☐ I need to pass instructions on to a **caregiver or support person**.
 - ☐ I see **several different providers** and need an accurate record.
 - ☐ Other. I will explain below.

In your own words, how does this affect you at appointments?

SECTION 3 - What you are asking for

Tick every box that would help you.

Written information

- ☐ Please **write down** the plan and instructions before I leave.
- ☐ Please **write down** medication names, doses, and any changes.

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- ☐ Please **write down** next steps, referrals, and test results.

How we talk

- ☐ Please **face me** and speak clearly.
- ☐ Please give me **extra time** to answer. Please do not rush me.
- ☐ If I do not understand, please **write it down** instead of repeating it louder.
- ☐ I need a **sign language interpreter**. Please tell me how to arrange this.
- ☐ Please let me **repeat back** the instructions so we know I have understood.
- ☐ Please contact me by **text, email, or letter** instead of by telephone.
- ☐ Please let me bring a **support person** to listen and take notes.

Recording

- ☐ Please let me make an **audio recording** of my appointment.

SECTION 4 - If you are asking to record

Skip this section if you are not asking to record. If you are, tick these to show your doctor how you will use it.

- ☐ I will record **only my own appointment**. Never the waiting room or other patients.
- ☐ I will **tell you** every time before I start recording.
- ☐ I will **stop** immediately if you ask me to.
- ☐ I will use it **for my own care only**. I will not put it online.

Your signature

Date

SECTION 5 - For your doctor to complete

- ☐ **Agreed.** The accommodations above will be provided.
- ☐ **Agreed in part.** Conditions written below.
- ☐ **Recording declined.** Reason written below. Other accommodations may still be provided.

Which accommodations will be provided?

If recording is declined, the reason is:

Doctor's signature

Date

How to use this form

1. Fill in Sections 1 to 4 by hand.
2. Give it to the clinic before your appointment, or bring it with you.
3. Ask them to fill in Section 5, and **keep a signed copy for yourself.**
4. If they say no to recording, that is their right. But you now have their reason in writing.

Please ask before you record anything. The College of Physicians and Surgeons of Alberta warns that recording without your doctor knowing can result in you being discharged as a patient.

You do not have to ask to record at all. If what you need is things written down, or your doctor to face you and speak clearly, tick only those boxes. That is a request nobody can reasonably refuse.

The Alberta Disability System Breakdown - Advocate

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