



## MASTERING THE 3-PART SUMMARY (ASQ)



### What is the 3-Part Summary?

A communication strategy that summarizes who you are, your condition, your treatment regimen, and your concerns to your doctors so you can clearly and quickly get right down to fixing the problem.



### Why use the 3-Part Summary?

As a patient, using the 3-Sentence Summary is a way to quickly and plainly summarize your health and current needs or concerns so that there is still enough time for the doctor to help you with the problem. This is a really important skill when you are meeting a new health care provider or when you don't have a lot of time to spend with your provider (which is pretty common in adult health care) and want to make sure you can get what you need out of the appointment.



### When to use the 3-Part Summary?

During phone calls, email communications or appointments with medical providers, when you are trying to communicate something about your health, or about your care goals. You can remember it with: **ASQ** (sounds like ASK!).

#### 1: About me

*My age, diagnosis, and brief medical history*

#### 2: Summary of my therapy

*My current medications and treatment plan*

#### 3: Questions

*My questions or concerns*

After you give your summary, your provider typically will have some questions—this doesn't mean you have done it wrong or forgotten important information. It just means that you've given enough information that they can focus on what is important to you during the visit.

### Example: Current Provider

#### 1: About me

*My name is John and I am 16. To remind you, I have had asthma for many years. I have been hospitalized twice, but not since I was 10.*

#### 2: Summary of my therapy

*I take albuterol and Flovent twice every day.*

#### 3: Questions

*I am here today because I can't run anymore. I wheeze too much and I can't breathe. What can we do to help me breathe well enough that I can play soccer again?*

If you are talking to a new provider, your 3-Part Summary might look a little different.

### Example: New Provider

#### 1: About me

*My name is Jessica. I am 18 and I have diabetes and hypothyroidism, diagnosed when I was 12. My diabetes is pretty well controlled - my last HgbA1c was 7. I have had the same doctor for many years, but just moved and need someone close to my new home.*

#### 2: Summary of my therapy

*I take 50mcg of levothyroxine daily and get insulin through a pump.*

#### 3: Questions

*I am here today to establish care for my diabetes and thyroid condition and see if I need to make any changes to my insulin or thyroid medicine.*

# PRACTICING DOC TALK



## PRACTICING THE 3-PART SUMMARY

### Example 1: Medication refill

You started seeing a new doctor, Doctor M, at an adult hospital about 2 months ago. You recently called your pharmacy to refill your medication and learned that you do not have any additional refills available. They suggested you contact your doctor regarding this matter. How would you use the 3-part summary to contact Dr. M's office to obtain more medication?

### Example 2: New symptoms

You went for a walk yesterday and began feeling nauseated. Your nausea continued to get worse last night and into today. You are finding it difficult to eat or drink anything. Earlier this week, your doctor, Doctor B, changed your medications. You are wondering if perhaps your nausea could be related. You decide to call your doctor's office to investigate further. How would you use the 3-part summary to gather information around the source of your nausea?

### Example 3: Off to college

You are excited about starting college in a new city. As you prepare for your college experience, you search for doctors located near the school who can support you in managing your chronic condition. You schedule an appointment with your college's student health clinic and use the appointment to narrow down options for physicians in the area. How would you use the 3-part summary to make this request from the college student health clinic? To make initial appointment with new physician?

**1** *About me:* \_\_\_\_\_

**2** *Summary:* \_\_\_\_\_

**3** *Questions:* \_\_\_\_\_