

# Appointment Reminders

1. If possible, please print and fill out the history form ahead of your appointment. The history form can be found on the El Paso County Family Planning Clinic's website page @ <https://www.elpasocountyhealth.org/service/reproductive-health> or we can send it to you via e-mail or postal mail service.
2. **Please arrive and check-in 30 minutes early to your scheduled appointment to allow enough time to fill out the history form and sign other documents.** If you have printed and filled out the form ahead of time, feel free to arrive 15 minutes early to your appointment.
3. Please do not use the restroom 45 minutes to 1 hour ahead of your scheduled appointment time. This allows for a better urine sample for testing.
4. The Family Planning Clinic is Located on the second floor of the Citizens Service Center, 1675 W. Garden of the Gods Rd., Colorado Springs, CO 80907.
5. Please bring a form of ID, **proof of income** and your insurance information. \*\*\*Examples of proof of income to include, but not limited to: pay stubs, a written statement of income, a list of social services being used (SNAP, TANF, WIC etc.).\*\*\*  
**We will never turn a patient away due to the inability to pay for the visit. We provide services on a sliding scale based on your income, so proof of income is very important. We also accept any donations you can provide to help cover the cost of your appointment. \*\*\*Testing for HIV and Syphilis are two tests that are not on our sliding scale, so they will be full cost (see front desk for price).\*\*\***
6. If you arrive more than 15 minutes past your check-in time for your appointment, it is possible you may not be able to be seen and will have to reschedule, or you will have to wait for a later opening that same day.

**If you have any questions or you need to cancel/reschedule your appointment, please call (719) 578-3199, Option 1 for Family Planning Clinic**