Preparing for Your First Visit

This checklist will help you prepare for your first visit to the Dana-Farber Cancer Institute. Please review these instructions before your visit. If you have questions or need help understanding any steps listed here, please call your new patient coordinator at 617-632-2175.

Please complete steps 1, 2, and 3 right away. We will need to review your medical records, pathology slides (if any) and make sure that your imaging (if any) is available for your consultation. This will allow your health care team to confirm an accurate diagnosis and plan appropriate treatment.

PLEASE NOTE: If you are a patient in the Partners HealthCare system (which includes Brigham and Women’s Hospital, Massachusetts General Hospital, Faulkner Hospital, Newton Wellesley Hospital, and more) please call us before requesting the information listed in steps 1 through 3. As a Partners affiliate, we may already have some or all of this information.

Step 1: Collect Your X-Rays or Other Imaging
Contact the radiology department or radiology library at the facility where you had your X-rays or other scans to request the actual hard copies of your scans or a compact disc containing the images.

- You will need to pick these up and carry them to the CD uploading station on the second floor of Dana-Farber’s Yawkey Center on the day of your appointment (DO NOT MAIL AHEAD OF TIME). The radiology staff at the facility can tell you which of the following tests were done. We will need:
  - Films for any and all tests (including X-ray, MRI, PET, ultrasound, CT, etc.)
  - Mammograms on film or CD
  - Other scans or procedures related to your diagnosis

- If you have a central line (such as a Port-A-Cath), please bring a copy of the X-ray report showing that the line has been placed. This will allow our nursing staff to safely draw blood if needed during your visits. The radiology staff where you had your scans can provide this report.

PLEASE NOTIFY YOUR NEW PATIENT COORDINATOR IF ANYTHING IS BEING MAILED.

A note about your radiology review: If you bring radiology scans with you that were performed at another hospital, those images will be added to Dana-Farber’s radiology system and will be available for your physician to review with a radiologist. This review will be limited to the scans – and only certain portions of those scans – that your physicians identify as critical to understanding your history and for recommending treatment. This is a service that Dana-Farber provides to its clinicians and patients.

Step 2: Fax Your Medical Records
Unless you’ve already discussed other options with your new patient coordinator, please have your medical records sent to us by fax. To do this, you will most likely need to contact one or more of the following: the medical records department at the facility where you had your biopsy or operation, your primary care physician’s office, your referring doctor’s office.

Please have the following items faxed to 617-632-3715:

<table>
<thead>
<tr>
<th>Recently Diagnosed with Breast Cancer</th>
<th>Diagnosed with Metastatic Disease (cancer has spread)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Patient Self-Assessment Form:</strong> Please fill out and return immediately. This should be filled out regardless of the location of your previous care.</td>
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</tr>
<tr>
<td><strong>All pathology and cytology reports</strong></td>
<td><strong>Pathology and cytology reports from biopsies at any metastatic sites,</strong> including repeat ER/PR and Her2neu results</td>
</tr>
<tr>
<td><strong>Original consult notes</strong></td>
<td><strong>Pathology and cytology reports with hormone receptors</strong> (i.e., ER/PR) and Her2neu results – from all breast biopsies</td>
</tr>
<tr>
<td><strong>Recent physician notes</strong> at any health care facilities where you were seen in regard to your diagnosis</td>
<td><strong>Original consult notes</strong></td>
</tr>
<tr>
<td><strong>All operative and discharge notes</strong> (notes made by your surgeon after any biopsy or operation)</td>
<td><strong>Physician progress notes from the past year</strong> at any health-care facilities where you were seen in regard to your diagnosis</td>
</tr>
<tr>
<td><strong>Reports from all mammography, ultrasound and breast MRI from the past 3 years,</strong> including the radiology reports from the MRI, ultrasound or stereotactic core biopsy. <strong>If possible,</strong> send the post biopsy mammography report showing clip placement</td>
<td><strong>All operative and discharge notes</strong> (notes made by your breast surgeon after any biopsy or operation)</td>
</tr>
<tr>
<td><strong>All staging scan reports if done</strong> – CT, PET/CT, bone scan, MRIs (if done)</td>
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</tr>
<tr>
<td><strong>Radiation therapy reports</strong> (including sites where radiation was given and doses received)</td>
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</tr>
<tr>
<td><strong>Chemotherapy flow sheets</strong> (including the date you received each dose, the amount given, and blood counts obtained in the weeks after each dose)</td>
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</tr>
<tr>
<td><strong>Reports of recent blood tests</strong></td>
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</tr>
</tbody>
</table>
Step 3: Check on Your Pathology Slides and Report(s)
Please confirm that your pathology slides and report(s) have been sent to Dana-Farber. (We will request your pathology slides and report be sent to Dana-Farber, unless you’ve discussed other options with your new patient coordinator.)
You will need to contact the pathology department of the hospital or medical facility where you had your biopsy, surgery, and/or procedures related to your visit. You may need to contact more than one place. Please take these steps:

- Confirm that the hospital/facility has faxed the pathology report(s) to 617-632-3715.
- Confirm or provide written permission to send the following:
  a. original pathology slides containing the tissue from your procedure(s)
  b. a copy of the written pathology report(s)
  c. 10 unstained slides of a representative block OR a representative paraffin block
- Confirm that the hospital/facility has sent materials via courier or overnight mail (FedEx, UPS, etc.) to:

  Dana-Farber Cancer Institute
  ATTN: Pathology Processing (BOC)
  450 Brookline Ave., SM203
  Boston, MA 02215

A note about your pathology review: Most of the time, we will need to review your pathology slides before your first visit. This means that you or your insurance may be billed for pathology review even if you cancel your appointment.

You will receive separate bills for review of pathology slides: one from Dana-Farber for processing and one from Brigham and Women’s Hospital for the reading/review.

Step 4: Confirm All Materials Have Been Received
After you’ve completed steps 1 through 3, please call your records specialist at 617-582-7932 to make sure we have received all of your information.