

Preparing for your first visit

Please take the time to review these instructions thoroughly and well in advance of your visit. Your new patient coordinator, Michelle Patch, will assist you with these steps to ensure we have collected all of the necessary information. If you need help understanding the steps involved, please contact Michelle at **(877) 332-4645** or by email at **michelle_patch@dfci.harvard.edu**.

Step 1 Contact the Health Information or Medical Records Department at the facility where you had your biopsy and/or operation, and your current doctor's office. Ask them to mail the following records (if they apply) to our office as soon as possible:

- Physician progress notes (notes made by your doctor after your office visit), Operative and discharge notes (notes made by your surgeon after the biopsy or operation);
- Reports of recent blood tests, and written reports of recent x-rays, scans, and ultrasounds;
- Radiation therapy reports;
- Chemotherapy flow sheets (including the date you received each dose, the amount given, and blood counts obtained in the weeks after each dose).

Step 2 Contact the Radiology Film Library at the facility where you had your x-rays or other special scans to request the **actual hard copies or a CD/ROM**. **You will need to pick these up and bring them to your appointment.**

Step 3 Contact your health insurance provider. Your health insurance plan may require that you obtain a referral from your primary care physician before your visit with an oncologist/specialist. The plan may also require authorizations for other diagnostic or infusion services. If you are unable to obtain the appropriate referrals and authorizations, please contact us.

Step 4 Review the maps, directions, and parking information.