

New Patient Checklist

Things to do before you arrive

When scheduling your first appointment with the Davis Program it is important to cover a few things in order to make your visit go smoothly. You should contact our Davis Program administrative assistant, Lori Brown, who can explain what needs to be done in order for both you and your doctor to be prepared for the appointment (617-636-6454). She will help you complete the following:

Give us access to your medical record

Relevant documents from your medical record should be sent to us at Tufts Medical Center so that we can review your information before you arrive. This is essential for us to provide insight into your disease. To make this easier, you can fill out and sign the attached “**Authorization for Release of Information**” form and leave the “I hereby authorize” line blank. If you send us this form along with a list of your doctors, we will contact your health care providers for you to streamline the process.

Give us access to your pathology slides and reports

By filling out and signing the attached “**Patient Consent to Release Pathology Slides and Reports**” form, you will give us access to any specimens relevant to your care. Once you have completed the form, you can send it to us with a list of your doctors and we will take care of contacting your providers for these samples.

Once you have completed these two forms you can send them to us in whatever way is easiest for you: mail (800 Washington Street, Box #826, Boston MA, 02111), fax (617-636-3175), or sending scanned copies through email (lbrown@tuftsmedicalcenter.org).

Get a Tufts Medical Record Number (MRN)

If you are / have already been a patient at Tufts Medical Center, then you may already have an MRN. This is a unique number given to each patient at this hospital so that we can keep track of your records. If you are new to Tufts, Lori will register you and an MRN will be assigned to you.

Check appointment time

It is important to arrive on time for appointments so that we have adequate time to perform necessary lab work in addition to your actual appointment with your doctor. Double-checking your appointment times will make sure you are not rushed upon your arrival.

Things to bring

There are several things that you should bring that will make it easier for your doctors to keep track of your information and will also make your visit more comfortable. These things include:

Valid state identification, insurance card, and copay information

These will all be important when you are checking in to the hospital.

Up to date medication / allergy list

A list of your current medications and allergies is needed for your medical records and will provide your doctors with important information in case you are expected to have any procedures done that day. This list will be useful both for your own reference as well as your doctor's, so having a photocopy on hand would be helpful.

List of your doctors

A list of previous doctors can be helpful in many ways. If you have any outside records that we wish to get access to we will need to contact your other current care givers (like your primary care physician or a local hematologist) in addition to any doctors you have seen in the past. Even if you no longer see them, they may possess information that could contribute to your care, and it would make the process much easier if you could provide us with a list of their names and phone numbers.

Notebook

Many patients find it helpful to have a notebook ready to take notes on during their appointment. If you have any specific questions that you know you would like to ask you can also write these down in advance so that we make sure we get a chance to speak with you about everything.

Sweater or jacket

Hospital temperatures can vary, and it can sometimes get chilly while you wait!

Reading materials / electronics

You can access our free, public Wi-Fi from anywhere in the hospital.

Once you arrive

It can be difficult to navigate your way through a new hospital, so it may be helpful for you to consult a map or ask one of our Tufts Medical Center volunteers, stationed at the main Washington Street entrance, to escort you to our clinic located on the 8th floor of the South Building.

Directions to the clinic

From the main hospital entrance:

- The main hospital entrance is located at 800 Washington Street
- Take the Atrium elevators to the 8th floor
- Once on the 8th floor walk down the hallway to your right
- Our clinic is located all the way at the end of the hallway

From the South building entrance:

- The South building entrance is located at 860 Washington Street
- Take the South building elevators to the 8th floor
- The doors will open right across from the check in area

Checking in

- There will be signs present to help you find the area where you will check in
- When checking in you will present your information; it is important to know the name of the doctor you are seeing
- After checking in you will receive further instructions on where to wait for your appointment

AUTHORIZATION FOR RELEASE OF INFORMATION

Name of Patient: _____

Date of Birth: _____

Address of Patient: _____

I hereby authorize _____

1. To release the information contained in my medical records to:

Tufts Medical Center
800 Washington Street
Boston, MA 02111
Box 826
Attn: Dr. Comenzo/Lori Brown
Phone: 617-636-6454
Fax: 617-636-3175

Signature _____ Date: _____

2. I understand that my record contains information in reference to treatment for substance abuse/and or alcohol abuse, psychiatric treatment, sexually transmitted diseases, or sensitive information. I agree to their release unless specified otherwise. (please explain limitations).

Signature _____ Date: _____

3. I understand that my medical record contains information relating to HIV (AIDS) testing or treatment and I agree to its release

Signature: _____ Date: _____

PLEASE SEND COPIES OF LABS, REPORTS AND PHYSICIAN NOTES TO THE ADDRESS LISTED ABOVE.

Department of Pathology
800 Washington Street
Boston, MA 02111-1526
Telephone: 617-636-6454
Fax: 617-636-3175

PATIENT CONSENT TO RELEASE PATHOLOGY SLIDES AND REPORTS
(All Information Needs To Be Filled Out Entirely)

1. Date of Request: _____ Requested by: _____

2. Patient Name/Address/Telephone Number:

_____ Tel. No: (____) - ____ - _____

Patient Signature (required) _____

(I hereby acknowledge that by taking slide and/or blocks from the Pathology Department. I free the department from any liability regarding my case.)

3. Medical Record #: _____ Date of Birth: _____

4. Case (s) being sent out: _____

5. Medical Institution slides being sent to:

 Tufts Medical Center

 800 Washington Street Box/Room #: **826**

 Boston, MA Zip Code: **02111**

ATTN: **Dr. Raymond Comenzo**

Tel. No: **617-636-6454**

Fax No: **617-636-3175**

6. Secretary Handling this request: Lori Brown

7. Date case sent out: _____ Method of Shipment:

US Mail Federal Express Other
(Recipient's Account Number Required) (_____)

The document(s) accompanying this fax contains confidential information, which is legally privileged. The information is intended only for the use of the above-mentioned recipient(s). If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information, except its direct delivery to the intended recipient named above is strictly prohibited. If you have received this fax in error, please notify me immediately by telephone to arrange return of the original document(s).

Medical Records Representative

Date slides received in Medical Records

(2-3 Business Days is Required from the Department of Pathology to Process this Request)