

## New Patient Appointment *Checklist:*

Item or Document:	To Do:
<p><b>1. Pathology slides and reports</b></p>  <p>If a biopsy has been done, please obtain your glass slides from the biopsy and a copy of the pathology report. You may need to contact your surgeon's office to get this information.</p> <p>It is our practice to review all pathology before offering or confirming a diagnosis. The review occurs at the Department of Pathology at Robert Wood Johnson University Hospital.</p>	<p><input type="checkbox"/> Fax pathology reports to the Intake Office: (732-235-8099)</p> <p><input type="checkbox"/> Mail pathology slides to the address below:</p> <p>Rutgers Cancer Institute of New Jersey 195 Little Albany Street Medical Records Office, Room 1179 New Brunswick, NJ 08903-2681</p>
<p><b>2. Imaging films or CDs</b></p> <p>Some scans are given to you on a CD, others may be provided as an imaging film</p> 	<p><input type="checkbox"/> Bring imaging films or CDs to your appointment, unless told otherwise</p> <p><input type="checkbox"/> Imaging films and CDs left behind will be destroyed after 30 days</p>
<p><b>3. Insurance referral forms</b></p> <p>Your insurance company may require referral forms for:</p> <ol style="list-style-type: none"> <li>1. Your Cancer Institute of New Jersey doctor's visit.</li> </ol> <p>If you had a biopsy, please bring a referral for:</p> <ol style="list-style-type: none"> <li>2. The Pathologist at Rutgers Robert Wood Johnson Medical School to review your slides.</li> <li>3. The Robert Wood Johnson University Hospital to process your pathology slides</li> </ol>	<p><input type="checkbox"/> Call insurance company and ask if you need a referral or a prescription to see a specialist</p> <p><input type="checkbox"/> If needed, request the following referrals for:</p> <ol style="list-style-type: none"> <li>1. Your Cancer Institute of New Jersey doctor's appointment</li> <li>2. The Pathologist at Rutgers Robert Wood Johnson Medical School to review your slides</li> <li>3. The Robert Wood Johnson University Hospital to process your pathology slides</li> </ol>
<p><b>4. Health History</b></p>  <p>To avoid delays with your appointment, it is very important that you complete this form located in the patient portal in advance and bring them with you on the first visit.</p>	<p><input type="checkbox"/> <b>Access on the patient portal</b></p> <p><input type="checkbox"/> Fill out and print</p> <p><input type="checkbox"/> Bring with you to your appointment</p>

**T**o provide you with the best care at Rutgers Cancer Institute of New Jersey, all information on the checklist must be completed before your first appointment. Use this checklist to make sure that you have done everything.

Item or Document:	To Do:
<b>5. Forms to read and sign</b> <p>The following forms give information about the privacy of your healthcare, permission for you to be seen by the healthcare team, and allow payment benefits to be directed to the hospital:</p> <ol style="list-style-type: none"> <li>1) Notice of RWJMG Privacy Practices for Protected Health Information</li> <li>2) General Consent and Acknowledgement</li> </ol>	<input type="checkbox"/> <b>Locate the General Consent online</b> <input type="checkbox"/> Fill out <input type="checkbox"/> Bring to your appointment
<b>6. Medication List</b> <p>This form is for you to list all prescription medicines, inhalers, oral chemotherapy, hormonal agents, over-the-counter medicines (such as aspirin, Tylenol®, Maalox®), vitamins, herbal supplements, and alternative therapies that you take. <b>Be sure to bring in all bottles for each appointment.</b></p>	<input type="checkbox"/> <b>Locate as part of the Health History form</b> <input type="checkbox"/> Fill out <input type="checkbox"/> Bring to your appointment <input type="checkbox"/> Bring in all bottles to your appointment
<b>7. Self-Referral Form for Services Provided by the American Cancer Society</b> <p>This form gives permission for the American Cancer Society to contact you about their programs and services.</p>	<input type="checkbox"/> <b>Locate online</b> <input type="checkbox"/> Fill out <input type="checkbox"/> Bring to your appointment
<b>8. Government issued photo identification</b> <p>Such as a driver's license or passport.</p>	<input type="checkbox"/> Bring to your appointment
<b>9. Insurance card(s) of responsible party</b> <p>It is very important that you bring your insurance card with you so that it can be photocopied. This allows us to verify your coverage and ensure correct billing.</p>	<input type="checkbox"/> Bring to your appointment
<b>10. Co-payment</b> <p>You will need to bring the co-payment your insurance requires for specialty care.</p>	<input type="checkbox"/> Bring payment to your appointment. <p>We accept cash, check, or credit card (Visa or MasterCard only)</p>

