

## **UCSF Radiation Oncology - New Patient Medical Records Checklist**

**Referring MD - PLEASE INCLUDE THE FOLLOWING MEDICAL RECORDS FOR YOUR PATIENT PRIOR TO SCHEDULING AN APPOINTMENT:**

**Patient Name:**

**Patient DOB:**

**Requesting MD:**

- History and Physical from initial consultation of the diagnosis. Any other History and Physical regarding metastatic disease
- ALL Diagnostic Imaging Reports and CD (ALL CT, PET-CT, MRI, Bone scans, Endoscopy, Mammograms) related to the site of the disease being treated
- Operative Reports for all surgeries related to the site of disease being treated
- Original Pathology/Cytology report (MANDATORY) and ANY related biopsies, including any recurrent and/or metastatic disease
- Pathology slides from biopsy/biopsies pertaining to the diagnosis (if available)
- Chemotherapy Records (name of drug, dose, dates administered) if received chemo
- Radiation Records name of radiation oncologist, dose, number of treatment fields, dates of treatment, color copy of the treatment plan including ISODOSE LINES; preferably all contents provided on a DICOM-RT CD or PDF (ask physics or dosimetry)
- Office visit notes
- Medication list
- Demographic information
- Copy of insurance card front and back
- Authorization for the consult (if needed) from the insurance
- Referral letter from the doctor if there is a referring MD
- Labs (latest CBC. For prostate cancer, all PSAs from time of diagnosis to now. For GI cancers, include all liver function tests).

**Attention:** New Patient Coordinator

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