

UCSF Radiation Oncology - New Patient Medical Records Checklist for HEAD AND NECK

**WE REQUIRE 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, etc.) 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 patient 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 pertaining to the diagnosis
- 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
- Lab Results most recent

Attention: New Patient Coordinator

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