

thesecondopinion

provided by the Regional Cancer Foundation

INSTRUCTION SHEET

Thank you for your interest in **thesecondopinion**, the cancer consultative service of the Regional Cancer Foundation. Our service is available to any adult diagnosed with cancer who lives in California and is able to attend a second opinion panel *in person* at our San Francisco office. We are currently scheduling panels about every two weeks.

Before we can begin the process, we need you to fill out and mail to us the following forms:

1. Form I--- **Registration and Authorization**
2. Form II-- **Medical Intake Form**
3. Form III--**Patient Health Information Release**
4. Form IV--**Physicians and Medical facilities list**
5. Form V---**Statistical Questionnaire**

If you prefer, we can collect the information we will need for your panel by contacting the appropriate physicians and medical departments for you. For us to do this, you must request our help and send us your signed Form III - Patient Health Information Release and the other forms listed above.

If you choose to collect your records yourself, you will need to provide each physician's office or clinic (see "A." below) and each Hospital Department (see "B." below) with a separate copy of your completed and signed **Form III-Patient Health Information Release**. The following information needs to be requested:

A. From each private doctor's office or clinic (surgeon, medical oncologist and/or radiation oncologist):

1. Copies of **Medical records** relating to your cancer diagnosis, including, if possible, a **short medical summary** from your medical oncologist and/or radiation oncologist.

B. From your hospital or medical center (Each **Department** must be provided with a **separate copy** of your completed and signed **Form III- Patient Health Information Release**, as follows):

1. **Medical Records Department:** Medical records pertaining to your cancer diagnosis, to include surgical reports, consultation reports, hospital discharge summaries and outpatient clinic visits.
2. **Pathology Department:** Pathology slides and reports related to your cancer diagnosis.
3. **Radiology Department:** X-rays and scans (CT, MRI, PET) and reports related to your cancer diagnosis.
4. **Nuclear medicine Department:** scans related to your cancer diagnosis

It may take two or more weeks to complete your file. Once your Panel Chair or our Medical Director determines that your materials are complete, we will call to confirm your panel date.

On your scheduled panel day, you will meet with your physician panel to discuss your case, ask your questions and hear their recommendations. Following the panel, a second opinion letter will be mailed to you and your physicians.

Again--please be sure to notify us as soon as possible if you wish our assistance in acquiring your medical records, pathology slides and radiology films.