City of Hope®

Instructions for Returning these Forms

There are three ways to return your completed forms. Please choose the option that is most convenient for you:

1. **Email** the completed forms to:

   es@ctca-hope.com

   City of Hope may send my "protected health information" or "PHI", for example, treatment, results, scheduling and other information, to my personal email, if I so choose. I understand that emailing my PHI to an unsecured email carries certain risks that may result in harm to me, including potential access by or transmission to a third party. I understand that if I elect to send or receive PHI by email, City of Hope is not responsible for any unauthorized access to my health information that occurs during transmission and bears no responsibility for safeguarding the PHI once it is transmitted to me.

OR

2. **Fax** the completed forms to:
   City of Hope
   New Patient Experience
   949-777-6750

OR

3. **Mail** the completed forms to:
   (This option may delay processing.)

   City of Hope
   Attention: New Patient Experience
   2520 Elisha Ave.
   Zion, IL 60099

If you have any questions about the status of your forms, please contact your City of Hope Patient Advocate or the New Patient Experience Department at 949-528-6115.

New Patient Intake Form

Please complete all four (4) pages of this form, as applicable. We use this information to request copies of your medical records from your providers. Prior to your appointment, our care team will review your medical records so they can provide you with a thorough medical evaluation. If a provider is not listed on this form, you may be required to complete an additional release form.

Patient name *(please print first and last name)* **Date of birth**

Former names *(due to marriage, adoption or other reasons)* **Last 4 digits of your SSN**

Physician who recommended City of Hope *(first and last name)*

Current cancer diagnosis **Date of diagnosis** *(mo/year)*

Previous cancer diagnosis *(if applicable)* **Date of diagnosis** *(mo/year)*

Please list dates and types of any upcoming appointments related to your cancer diagnosis

Please indicate ALL services received related to your cancer. Include contact information for ALL providers of cancer care services.

1. DIAGNOSTIC TESTING

Biopsy: ☐ Yes ☐ No **Related to:** ☐ Current diagnosis ☐ Previous diagnosis

Where was your biopsy performed? *(physician office or surgery center name)* **Date(s)**

City **State**

Imaging: ☐ Yes ☐ No **Related to:** ☐ Current diagnosis ☐ Previous diagnosis

What type of imaging was completed? *(CT scan, PET scan, MRI, etc.)*

Where was your imaging completed? *(hospital or clinic name)* **Date(s) or date range**

City **State** **Phone**

Additional facility name *(if applicable)* **Date(s) or date range**

What type of imaging was completed? *(CT scan, PET scan, MRI, etc.)*

City **State** **Phone**

Patient name *(first and last name)* **Date of birth**

Other Diagnostic Tests (blood, cardiology, pulmonary, etc.)

Tests performed

Facility name **Date(s)**

City **State**

2. CANCER TREATMENT

Surgery: ☐ Yes ☐ No **Related to:** ☐ Current diagnosis ☐ Previous diagnosis

Where was surgery performed? *(hospital or surgery center name)* **Date(s)**

City **State**

Physician *(first and last name)* **Phone**

Radiation: ☐ Yes ☐ No **Related to:** ☐ Current diagnosis ☐ Previous diagnosis

Where was radiation treatment provided? *(hospital or surgery center name)* **Date(s) or date range**

City **State**

Physician *(first and last name)* **Phone**

City **State**

Chemotherapy: ☐ Yes ☐ No **Related to:** ☐ Current diagnosis ☐ Previous diagnosis

Where was chemotherapy treatment provided? *(hospital or clinic name)* **Date(s) or date range**

City **State**

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New Patient Intake Form

Patient name *(first and last name)* **Date of birth**

3. MEDICAL ONCOLOGIST

☐ Yes ☐ No **Related to:** ☐ Current diagnosis ☐ Previous diagnosis

Medical Oncologist *(first and last name)* **Phone**

City **State**

4. PRIMARY CARE

Date of last visit (mo/yr) _____

Physician *(first and last name)* **Phone**

Address

City **State**

5. HOSPITAL VISITS

Have you visited an emergency room or hospital related to this diagnosis? ☐ Yes ☐ No

Name of hospital

City **State** **Phone**

Reason for visit **Date**

Services/treatments received

Patient name *(first and last name)* **Date of birth**

6. OTHER SPECIALISTS

(Urology, Pulmonology, Cardiology, Gastroenterologist, Orthopedic, Neurology, Pain Management, Ear Nose Throat (ENT), Endocrinology (END))

Date of last visit (mo/yr) _____

Physician *(first and last name)* **Specialty** **Phone**

Address

City **State** **Zip Code**

Physician *(first and last name)* **Specialty** **Phone**

Address

City **State** **Zip Code**

I have reviewed all of the information I have provided in this New Patient Intake Form in its entirety and confirm that, to the best of my knowledge, it is true and accurate.

Signature **Date**

Organized Health Care Arrangement Authorization to Release Information

Patient name *(please print first and last name)* **Date of birth**

1. I authorize the medical provider(s) designated on the patient's new patient intake form ("Provider") to release the information specified below to City of Hope facilities ("Recipients") for treatment and all other purposes permitted by law. I understand that this authorization will expire six months from the date signed on this form.

2. I request and authorize Provider to release the health information specified below, from treatment dates _____ to _____ to Recipients. (Check all categories or specific categories, as desired.)

- ☐ Chemotherapy flowsheet
- ☐ Chemotherapy records
- ☐ Consultation
- ☐ Discharge summary
- ☐ EEG and/or EKG
- ☐ Genomic testing
- ☐ History and physical
- ☐ Laboratory reports
- ☐ Medication summary
- ☐ Naturopathic summary
- ☐ Oncology records
- ☐ Operative reports
- ☐ Pathology reports
- ☐ Pathology slides
- ☐ Radiology images
- ☐ Radiology reports
- ☐ Radiation therapy records and notes
- ☐ Rehabilitation notes
- ☐ Other _____

3. I understand that my health information may include sensitive categories of information listed below. I request and authorize Provider to release all of the information described below if such information exists unless I specify otherwise, below.

- Abuse of an adult with disability
- Child abuse and neglect
- Genetic testing
- HIV/AIDS testing or treatment (including if an HIV test was ordered, performed or reported regardless of results)
- Infertility / IVF / Artificial Insemination
- Mental illness or developmental disability
- Sexual assault
- Substance abuse or diagnoses

I request that Provider withhold the following categories of information from the Recipients named in Section 1:

_____

Signature
(Patient, Legal Representative or Other Responsible Party)

Date

Relationship to patient
(if signed by other than patient, provide copy of legal document)

Witness signature
(required only for disclosure of information about mental illness or disability of Illinois patients)

Witness name
(please print first and last name)