

## Dear Patient,

Welcome to the Cancer Center at Hackensack University Medical Center. We are sending you this pertinent information in order to facilitate your initial visit to our Center. We have enclosed directions to our location from several different areas.

The new address of our office is 92 Second Street, Hackensack, NJ 07601.

Complimentary parking is available for your convenience. There are 2 dedicated patient parking garages. The 1st is located under the building where you can access from First Street. The 2nd is located directly across from the main entrance on Second Street.

- When you enter the building, please approach the Guest Service desk and give your name to the receptionist.
- Please bring your insurance card, any pertinent insurance forms and have your driver's license with you.
- Co-payment is expected at the time of your visit, one for your physician and one for Hackensack University Medical Center.
- If your insurance company requires a referral, please bring two referrals, one for your physician and one for Hackensack University Medical Center.
- The registration office will review this information with you.
- Please be advised that the bill will become your responsibility without a valid referral.

After you have signed in for your physician visit, you will be escorted to our Registration office to register and sign paperwork. Once you are registered, you will be escorted to the Laboratory for initial blood work and to floor where your doctor practices. Please check-in at the reception desk. At this time, you may pay your copayment, if applicable and then may take a seat in our comfortable waiting room.

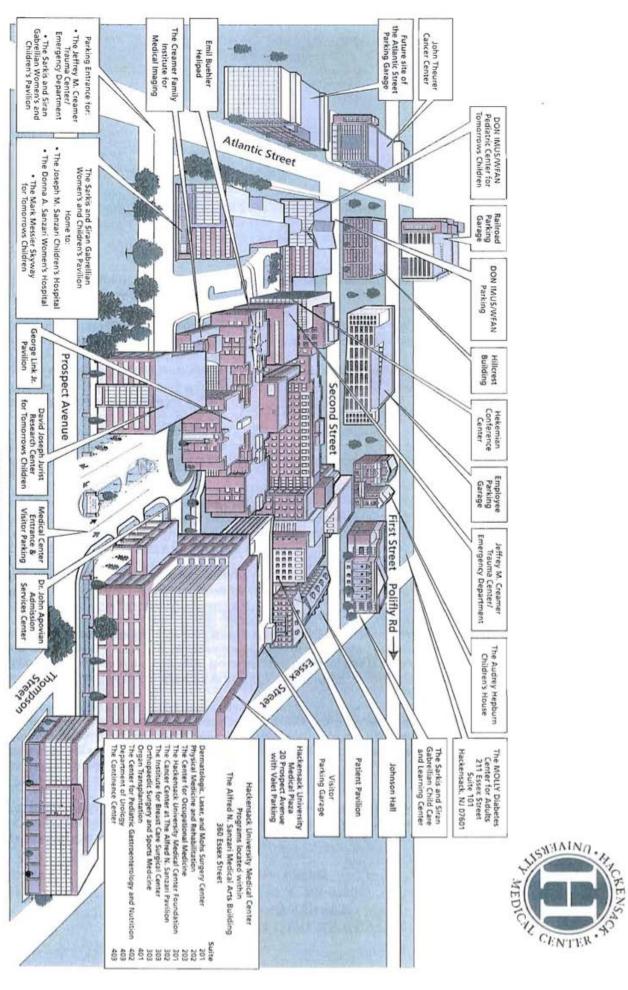
Once your lab work has been processed, you will be taken into see the doctor. Please be aware that the entire process may take up to two hours.

If applicable, please remember to bring your films and slides with you at the time of your visit.

We, at The Cancer Center, want you to know that we consider your health care to be our top priority. Please feel free to ask any questions. If you need further information, please call us at (201) 996-5900.

## HACKENSACK UNIVERSITY MEDICAL CENTER AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION

I hereby authorize use or disclosure of the	he named individual's	health information as described below.
Patient Name	Date of Birth	Social Security Number
Address (Street, City, State, Zip Code)		Telephone Number
The following individual or organization is authorized to Hackensack University Medical Center and Regional Car		LC.
This information may be disclosed to and used by the f	following individual or	organization:
Hackensack University Medical Center and Regional Ca	ncer Care Associates, I	LC.
Treatment dates: Past, current and future medical reco	ords as needed to prov	vide your care
Purpose of Request: To provide you with the highest of	quality of care.	
The following information is to be disclosed:		amily members and friends to whom
Discharge Summary	Information m	ay be released to on the lines below:
History & Physical Examination Consultations (including psychiatric evaluations)		
Operative Report or Procedure Reports		
Emergency Department Record Laboratory Reports (including drug screens)		
Radiology or Imaging Reports Cardiac Studies		
Interdisciplinary Records (Progress Notes)		
Medication Records Nursing Notes		
Physician Orders		
Complete Record Other		
<b>Sensitive Information:</b> I understand that the inform transmitted diseases, acquired immunodeficiency syndres (HIV). It may also include information about beh drug abuse.	rome (AIDS), or infecti	on with the Human Immunodeficiency
<b>Right to Revoke:</b> I understand that I have the right this authorization I must do so in writing. I understand been released based on this authorization.		
<b>Expiration:</b> Unless otherwise revoked, this authorizat	ion will expire at the e	nd of your course of treatment.
<b>Redisclosure:</b> I understand that any disclosure of inf information may not be protected by federal confidenti		t the potential for redisclosure and the
<b>Other Rights</b> : I understand that authorizing the discl this authorization. I do not need to sign this form to a participation in a research study, I may be denied enro	ssure treatment. How	ever, if this authorization is needed for
I understand that I may inspect or obtain a copy of the	information to be use	d or disclosed, as provided in CFR 164.524.
If I have any questions about disclosure of my health in Information Management Department at 201-996-2075		act the Systems Manager in the Health
Signature of Patient or Legal Representative		Date
If Signed by Legal Representative Relationship to the I	Dationt	



Summit Avenue

# JOHN THEURER CANCER CENTER 92 SECOND STREET HACKENSACK, NJ 07601 (201) 996-5900

## FROM GEORGE WASHINGTON BRIDGE EAST

Follow Route 80 West, staying local lanes, to Exit 64 B. Turn right onto Polifly Road and travel north on Polifly Road. At second light, turn left onto Essex Street. Make your first right onto Second Street. Continue straight on Second Street and # 92 is on your right hand side.

## FROM PATERSON AREA AND WEST

Follow Route 80 East, staying in local lanes to Exit 63 B for Rochelle Park and Paramus. (Exit ramp sign says Exit 63.) Turn left off exit ramp, and turn right at light onto Essex Street. Follow Hospital Signs. At fourth light, turn left onto Prospect Avenue. Pass the Hackensack University Medical Center on your right and proceed to your first street, Atlantic Street, and make a right. Continue downhill to Second Street, make left and # 92 is immediately on the right.

## FROM SOUTHERN NEW JERSEY VIA THE NEW JERSEY TURNPIKE

Follow Route 95-NJ Turnpike north to the junction of Route 80. Take 80 west, stay in lanes for "Local Exits" to Exit 64 B for Hasbrouck Heights and Newark. Turn right at light on Polifly Road. At second light, turn left onto Essex Street. Make your first right onto Second Street. Continue straight on Second Street and # 60 is on your right hand side.

## FROM SOUTHWESTERN NEW JERSEY ON ROUTE 17

Follow Route 17 North to Polifly Road turnoff. Go under the Route 80 overpass and turn left at the second light onto Essex Street. Make your first right onto Second Street. Continue straight on Second Street and # 92 is on your right hand side.

## FROM NORTHWESTERN NEW JERSEY ON ROUTE 17

Follow Route 17 South to Essex Street exit. Turn left onto Essex Street. At fourth light, turn left onto Prospect Avenue. Pass the Hackensack University Medical Center on your right and proceed to Atlantic Street, and make a right. Continue downhill to Second Street, make left and # 92 is immediately on the right.

## FROM THE LINCOLN TUNNEL

Take Route 3 West to Route 17 North. Proceed on Rt 17N to Essex Street exit. Make a right onto Essex Street. At fourth light, turn left onto Prospect Avenue. Pass the Hackensack University Medical Center on your right and proceed to your first street, Atlantic Street, and make a right. Continue downhill to Second Street, make left and # 92 is immediately on the right.

## FROM THE GARDEN STATE PARKWAY

From the Garden State Parkway (north or south), take Route 80 East (Exit 159). Follow Route 80 East, staying in local lanes, to Exit 63 B for Rochelle Park and Paramus. (Exit ramp sign says Exit 63.) Turn left off exit ramp, and turn right onto Essex Street. Follow Hospital signs. At fourth light, turn left onto Prospect Avenue. Pass the Hackensack University Medical Center on your right and proceed to your first street, Atlantic Street, and make a right. Continue downhill to Second Street, make left and # 92 is immediately on the right.

## WHEN YOU ARRIVE.....

Complementary parking is available for you under the building or across Second Street, in the Cancer Center Parking Lot.

Valet parking is available in front of JTCC main entrance on Second Street for a fee unless handicapped registration is presented.

You can either enter the building from our underground parking or using our Second Street entrance.

## NEW PATIENT INFORMATION FORM Today's Date: \_\_\_\_\_

Patient Name:		_ M.I	Date of Birth	າ:
Address:	Ci	ty:	State:	_ Zip:
Home #:	Work #:		_ Cell #:	
HISTORY OF PRESENT ILLNESS / DIAGNOS	SIS:			
Location:(Where is the pain	/ numblem 2)	Description:	(Everendes)	Color of Courture
Severity:(How severe is the pa	nin / problem?)	Duration:	w long have you had	d this – when did it start?)
Timing: (Does the pain / problem of	occur at a specific time?)	Context:		set of this pain / problem?)
Associated Signs/ Symptoms:	,	·	,	, ,, ,
Associated Signs/ Symptoms:		What other problems h	ave you been having	7?
Modifying Factors:				
Wha MEDICAL HISTORY:	t makes the pain / problen	worse or better?	Or have you had any	previous episodes?
Hypertension Yes No Heart T	Yes No rouble Yes No	Gout Convulsions Bleeding Tendency	Yes No Her	editary Defects Yes N
Marital Status: Use of Alcohol:	Use of Tobacco:	Use of Drugs:	Excessive Exp	oosure at Home or Work to
Single Never Married Rarely Divorced Moderate Widowed Daily FAMILY MEDICAL HISTORY:	Never Previously But Quit Currently Packs Daily	Never Type & Frequency	Solvents _ Chemicals	
AGE	DISEASE		IF DECEASED,	CAUSE OF DEATH
FATHER:				
MOTHER:				
BROTHERS:				
SISTERS:				
SPOUSE:				
CHILDREN:				

## SYSTEM REVIEW

RESPIRATORY	•				<b>PSYCHIATRI</b>	C		EYES		
Chronic or Frequent Cough	Yes	No	Men	nory Los	ss or Confusion	Yes	No	Eye Disease or Injury	Yes	No
Spitting Up Blood	Yes	No	Nerv	ousnes	S	Yes	No	Wear Glasses / Contact	Yes	No
. • .								Lenses		
Shortness Of Breath	Yes	No				Yes	No	Blurred or Double Vision	Yes	No
Asthma or Wheezing	Yes	No	Inso	mnia		Yes	No	Glaucoma	Yes	No
HEMATOLOGIC / LYM	PHATIC	2		CON	ISTITUTIONAL SY	YMPTOM	1S	CARDIOVAS	CULAR	
Slow to Heal After Cuts	Yes	No	Goo	d Gene	ral Health Lately	Yes	No	Heart Trouble	Yes	No
Bleeding or Bruising Tendency	Yes	No	Rec	ent Wei	ght Change	Yes	No	Chest Pain	Yes	No
Anemia	Yes	No	Feve	er		Yes	No	Angina	Yes	No
Phlebitis	Yes	No	Fatiç	jue		Yes	No	Palpitations	Yes	No
Past Transfusion	Yes	No	Hea	daches		Yes	No	Shortness of Breath while	Yes	No
								Walking or Lying		
Enlarged Glands	Yes	No						Swelling if feet or Ankles	Yes	No
MUSCULOSKELET	Γ <b>AL</b>				INTEGUMENTA	ARY		ENDOCR1	<b>INE</b>	
Joint Pain	Yes	No	Rasl	n or Itch	ing	Yes	No	Glandular or Hormone	Yes	No
					·			Problems		
Joint Stiffness or Swelling	Yes	No	Cha	nge in S	Skin Color	Yes	No	Thyroid Disease	Yes	No
Weakness of Muscles or Joints	Yes	No	Cha	n in Ha	ir or Nails	Yes	No	Diabetes	Yes	No
Muscle Pain or Cramps	Yes	No	Vari	cose Ve	ins	Yes	No	Excessive Thirst or	Yes	No
·								Urination		
Back Pain	Yes	No	Brea	st Pain		Yes	No	Heat or Cold Intolerance	Yes	No
Cold Extremities	Yes	No			0	Yes	No	Skin Becoming Dryer	Yes	No
Difficulty Walking	Yes	No			harge	Yes	No	Change in Hat or Glove	Yes	No
-					-			Size		
EARS, NOSE, MOUTH &	THRO	١T			GASTROINTEST	INAL		NEUROLOG	ICAL	
Hearing Loss or Ringing	Yes	No	Loss	of App	etite	Yes	No	Frequent or Recurring Headaches	Yes	No
Earaches or Drainage	Yes	No	Cha	nae in E	Bowel Movements	Yes	No	Light Headed or Dizzy	Yes	No
Chronic Virus Problems or Rhinitis	Yes	No		-	omiting	Yes	No	Convulsions or Seizures	Yes	No
Nose Bleeds	Yes	No			arrhea	Yes	No	Numbness or Tingling Sensation	Yes	No
Mouth Sores	Yes	No			el Movements or	Yes	No	Tremors	Yes	No
Bleeding Gums	Yes	No			nding or Blood in Stool	Yes	No	Paralysis	Yes	No
Dad Darath on Dad Tasta	V	NI-	A II		Dalla and Hamathama	V	NI.	Otes Les	V	NI.
Bad Breath or Bad Taste	Yes	No			Pain or Heartburn	Yes Yes	No	Stroke	Yes	No
Sore Throat or voice Change	Yes	No			Stomach or	res	No	Head Injury	Yes	No
Swollen Glands in Neck	Yes	No	Duo	uenan, .	•••••					
		110								
GENITOUR								/ IMMUNOLOGIC	_	
Frequent Urination			Yes	No				tion or Adverse Reaction		No
Burning or Painful Urination			Yes	No					Yes	No
Blood in Urine			Yes	No					Yes	No
Change in Force of Stream when Urina			Yes	No					Yes	No
Incontinence or Dribbling			Yes	No					Yes	No
Kidney Stones			Yes	No					Yes	No
Sexual Difficulties			Yes	No					Yes	No
Male – Testicular Pain Female – Pain with Periods			Yes	No No	-				Yes	No No
Female – Fairi With Periods			Yes Yes	No No	Known Food Allergie	:5			Yes	No
Female – Waginal Discharge			Yes	No	If you Answered Ves	ε Το Δην Ο	upetione	Explain Below or on Back of thi	ic Shoot	
			162	INO	ii you Alisweled Tes	S TO Ally Q	uesilons,	Explain below of on back of the	S SHEEL	
Female – Number of Pregnancies										
Female – Number of Miscarriages										
Female – Date of Last Pap Smear										
Female – First Menstrual Period										
Female – Last Menstrual Period										
Oral Contraceptive Pills					-					
Hormone Replacement Therapy										

## PLEASE INFORM THE DOCTOR OF ALL MEDICATIONS YOU ARE CURRENTLY TAKING (Including ASPIRIN)

Medication Na	ime	Strength (i.e. mgs, etc)	Dosage (i.e. amount & when taken)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11.			
12			
13.			
14	of all phy	raiaiana valuara a	
riedse in	norm us or an priy	<mark>/sicians you are c</mark>	correnity seeing.
Physician Name:		, MD	Specialty:
Address:			City:
	Phone #: (	)	Fax #: ( )
Physician Name:		, MD	Specialty:
Address:			City:
	Phone #: (	)	Fax #: ( )
Physician Name:		MD	Specialty:
Address:			City:
	State:		Zip Code:
	Phone #: (	)	Fax #: ( )

## Regional Cancer Care Associates, LLC Notice of Health Information Practices

This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

## **Understanding Your Health Record/Information**

Each time you visit a hospital, physician, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnosis, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment
- Means of communication among the many health professionals who contribute to your care
- Legal document describing the care you received
- Means by which you or a third-party payer can verify that services billed were actually provided
- A tool in educating health professionals
- A source of data for medical research
- A source of information for public health officials charged with improving the health of the nation
- A source of data for facility planning and marketing
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve
  - Understanding what is in your record and how your health information is used helps you to:
- Ensure its accuracy
- Better understand who, what, when, where, and why others may access you health information
- Make more informed decisions when authorizing disclosure to others

## You're Health Information Rights

Although your health record is the physical property of the healthcare practitioner or facility that compiled it, the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information as provided by Federal Regulation (45 CFR 164.522)
- Obtain a paper copy of the notice of information practices upon request
- Inspect you health record as provided for the Federal Regulation (45 CFR 164.524)
- Request an amendment to your health record as provided for in Federal Regulation (45 CFR 164.528)
- Request communications of your health information by alternative means or at alternative locations
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken

## **Our Responsibilities**

RCCA and our medical staff are a single entity according to Federal Regulation (45 CFR 164.504). With respect to your health record that is created or maintained here we are required to:

- Maintain the privacy of your health information
- Provide you with a notice as to our legal duties and privacy practices with respect to Information we collect and maintain about you
- Abide by the terms of this notice
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations
- We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain.

We will not use or disclose your health information without your authorization, except as described in this notice and for treatment, payment, or health care operations.

## For More Information of to Report a Problem

If you have questions and would like additional information, you may contact the Consumer Affairs Department at (201) 996-2010.

If you believe your privacy rights have been violated, you can file a complaint with the Administrative Manager of Consumer Affairs (201) 996-2010, or directly with the Secretary of health and Human Services in Washington (1-877696-6775). There will be no retaliation for filing a complaint.

## **Examples of Disclosures for Treatment, Payment, and Health Care Operations**

We will use you health information for treatment.

For example: Information obtained by a nurse, physician, or other member of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Members of your healthcare team will record the actions they took, their observations, and their assessments. In that way, your healthcare team will know how you are responding to treatment.

We will also provide your physician or a subsequent healthcare provider with copies of various reports that should assist him or her in treating you once you're discharged for this facility.

We will use your healthcare information for payment.

**For example:** A bill may be sent to you or a third-party payer (insurance company). The information on or accompanying the bill may include information that identifies you, as well as you diagnosis, procedures, and supplies used. We may provide copies of the applicable portions of your medical record to your insurance company in order to validate your claim.

We will use your healthcare information for regular health operations.

**For example:** Healthcare operations, members of the medical staff, the risk or quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

Business associates: There are some services provided in our organization through contracts with business associates. Examples include: claim preparation for the physician billing in radiology, and certain laboratory tests; a copy service we use when making copies of you medical record. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we've asked them to do and bill you or your third-party payer (insurance company) for services rendered. To protect you health information, however, we require the business associate to appropriately safeguard your information.

*Directory:* Unless you notify us that you object, or you are a patient on a psychiatric unit, we will release your name, location in the facility to the general visiting public. In addition to this, your religious affiliation will be made available to the visiting clergy.

*Notification:* We may use or disclose information about your location and general condition to notify or assist in notifying a family member, personal representative, or another person responsible for your care.

Communication with family: Health professionals may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to their involvement in your care or payment.

*Research:* We may disclose information to researchers when their research has been approved by the Medical Center's Institutional Review Board (IRB). The IRB review the research proposals and established protocols to ensure the privacy for you health information.

Funeral directors and Coroners: We may disclose health information to funeral directors or coroners consistent with applicable law to carry out their duties.

*Organ procurement organizations:* Consistent with applicable law, we may disclose health information to organ procurement organizations or other entitles engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

Telephone Contact/Appointment reminders: We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Fund raising: We may contact you as part of a fund-raising effort.

Food and Drug Administration (FDA): We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

*Workers compensation:* We may disclose health information to extent authorized and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

*Public health:* As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

*Correctional institution:* Should you be an inmate of a correctional institution, we may disclose to the institution or agents thereof health information necessary for your health and safety of other individuals.

Law enforcement: We may disclose health information for law enforcement purposes as required by law or in response to valid subpoena.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public authority or attorney, provided that a work force member or business associates believes in good faith that we have engaged in unlawful conduct or have otherwise violated professionals or clinical standards and are potentially endangering one or more patients, workers or the public.

Northern New Jersey Cancer Associates is here to protect our patients and their rights, including respecting the patient's right to privacy and confidentiality. Northern New Jersey Cancer Associates is committed to providing the highest level of care and services to all patients, while adhering to those rights.

Effective Date: April 14, 2003

l,Patient Name	, acknowledge receiving the
Regional Cancer Care Asso	ociates, LLC. Notice of Privacy Practices.
	Date
	_ Patient Signature

NCCN Guidelines Index

Distress Management TOC Discussion

SCREENING TOOLS FOR MEASU	URING DISTRESS	Second	Second, please indicate if any of the following has been a	the follow	ing has been a
		probler check	problem for you in the past week including today. Be sure to check YES or NO for each.	including	today. Be sure to
		YES N	<b>NO Practical Problems</b>	YES	YES NO Physical Problems
Instructions: First please circle t	the number (0-10) that best		l Child care		□ Appearance
describes how much distress you have been experiencing in	ou have been experiencing in	0	Housing		■ Bathing/dressing
tile past week iliciduing today.		0	Insurance/financial		□ Breathing
			I Transportation		☐ Changes in urination
		0	l Work/school	<b>-</b>	☐ Constipation
			Treatment decisions	0	□ Diarrhea
Extreme distress	10 - 1				□ Eating
	6		Family Problems		☐ Fatigue
			Dealing with children	0	J Feeling Swollen
			Dealing with partner		J Fevers
			Ability to have children	0	☐ Getting around
		0	Family health issues		☐ Indigestion
	9				J Memory/concentration
	2		Emotional Problems	0	J Mouth sores
		J (	Depression		J Nausea
	4	) C	rears		Nose dry/congested
		<b>.</b>	Nervousness	_	J Pain
		) (	Sadness		J Sexual
		J (	Worky	0	3 Skin dry/itchy
		3	Loss of Interest in usual activities		J Sleep
:				<u> </u>	J Tingling in hands/feet
No distress			Spiritual/religious		
			concerns		
		Other F	Other Problems:		