

INSTRUCTIONS

Thank you for contacting **thesecondopinion**. Our service is available to any adult diagnosed with cancer living in California who is able to attend a second opinion panel *in person* at our San Francisco office.

You will be contacted with your appointment date after we have received the following enclosed completed paperwork from you:

A.

- FORM 1: Registration and Authorization**
- FORM 2: Medical Intake**
- FORM 3: Release of Information**
- FORM 4: Physicians and Medical Facilities**
- FORM 5: Statistical Questionnaire**

MAILTO : THE SECOND OPINION
1200 Gough Street, Suite 500
San Francisco, CA 94109

email: mail@thesecondopinion.org

FAX: 415-346-8652

We will request all your medical records, pathology slides and radiology from our office - unless you tell us that you prefer to collect them yourself. (Read below)

If you choose to collect your records yourself, please notify us. You will need to provide each physician's office or clinic (see "B." below) and each Hospital Department (see "C." below) with a separate copy of your completed Release of Information form.

The following information needs to be requested:

B. 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.

C. From your hospital or medical center (Each **Department** must be provided with a **separate copy** of your completed **FORM 3: Release of Information** 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.

It may take several weeks to complete your chart. Once our Medical Director determines that your materials are complete, we will call to schedule you for the next available 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 to acquire your medical records, pathology slides and radiology films yourself.