

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 t	<u>he named individual's</u>	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 Ca		
This information may be disclosed to and used by the f Hackensack University Medical Center and Regional Ca		
Treatment dates: Past, current and future medical rec	ords as needed to pro	ovide your care
Purpose of Request: To provide you with the highest of	quality of care.	
The following information is to be disclosed: Discharge Summary 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		family members and friends to whom hay be released to on the lines below:
Sensitive Information: I understand that the inform transmitted diseases, acquired immunodeficiency syndred Virus (HIV). It may also include information about beh drug abuse.	rome (AIDS), or infect	tion with the Human Immunodeficiency
Right to Revoke: I understand that I have the right this authorization I must do so in writing. I understand been released based on this authorization. Expiration: Unless otherwise revoked, this authorizat	d that the revocation	will not apply to information that has already
Redisclosure: I understand that any disclosure of inf information may not be protected by federal confidenti	ormation carries with	
Other Rights : I understand that authorizing the disclet this authorization. I do not need to sign this form to as participation in a research study, I may be denied enrored to study.	ssure treatment. Hov	vever, if this authorization is needed for
I understand that I may inspect or obtain a copy of the	e information to be us	ed 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		tact the Systems Manager in the Health

Signature of Patient or Legal Representative

Date





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	e of	Birth:			
Address:			Cit	ty:		Stat	e: _	Zip	:		
		Work									
HISTORY OF PRES	ENT ILLNESS /	DIAGNOSIS:									
Location:				Description	n:						
		the pain / problem?)						nples: Color of			
Severity:	(How severe	e is the pain / problem?,)	Duration:	(Нои	v lona ha	ave vo	ou had this – w	vhen did i	it start?)	_
										,	
Timing: (Does the pain /	problem occur at a spec	;ific time?)	Context: _	(Where	were yo	u at t	he onset of thi	s pain / p	vroblem?)	
Associated Sig	ns/ Sympto	ms:									_
-				What other pro	blems ha	ive you l	been	having?			•
Modifying Fact	ors:		· / //					·	<u> </u>		
MEDICAL HISTORY	:	What makes the p	ain / problem	worse or better?	OI	r have y	ou ha	d any previous	; episodes	5?	
Diabetes	Yes No Yes No Yes No	g? Please Circle YES Stroke Heart Trouble Arthritis	Yes No Yes No	Convulsions		Yes	No	Hereditary I	Defects	Yes	No
Marital Status:	Use of Alcoho	l: Use of Toba	cco:	Use of Drug	js:	Exc	cessiv	e Exposure a	at Home	or Work	to:
Single Married Divorced Widowed FAMILY MEDICAL H	Never Rarely Moderate Daily ISTORY:		But Quit	Never Type & Freq		Solv Che	/ents mica	S			
AGE		DI	SEASE			IF DEC	CEAS	ED, CAUSE	OF DEA	ТН	
FATHER:											
MOTHER:											
BROTHERS:											
SISTERS:											
SPOUSE:											
CHILDREN:											

SYSTEM REVIEW

CVCUTATOTO

RESPIRATORY

Chronic or Frequent Cough Yes No Spitting Up Blood Yes No Shortness Of Breath Yes No Asthma or Wheezing Yes No **HEMATOLOGIC / LYMPHATIC** Slow to Heal After Cuts Yes No Bleeding or Bruising Tendency Yes No Anemia Yes No Phlebitis Yes Nο Past Transfusion Yes No Enlarged Glands Yes No MUSCULOSKELETAL Joint Pain Yes No Joint Stiffness or Swelling Yes No Weakness of Muscles or Joints Yes No Muscle Pain or Cramps Yes No Back Pain Yes No Cold Extremities Yes No Difficulty Walking Yes No

EARS, NOSE, MOUTH & THROAT Hearing Loss or Dinging

Hearing Loss or Ringing	Yes	No
Earaches or Drainage Chronic Virus Problems or Rhinitis Nose Bleeds	Yes Yes Yes	No No No
Mouth Sores	Yes	No
Bleeding Gums	Yes	No
Bad Breath or Bad Taste Sore Throat or voice Change	Yes Yes	No No
Swollen Glands in Neck	Yes	No

GENITOURINARY

Frequent Urination	Yes
Burning or Painful Urination	Yes
Blood in Urine	Yes
Change in Force of Stream when Urinating	Yes
Incontinence or Dribbling	Yes
Kidney Stones	Yes
Sexual Difficulties	Yes
Male – Testicular Pain	Yes
Female – Pain with Periods	Yes
Female – Irregular Periods	Yes
Female – Vaginal Discharge	Yes

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

PSYCHIATRI	C	
Memory Loss or Confusion	Yes	١
Nervousness	Yes	١
Depression	Yes	١
Insomnia	Yes	١
CONSTITUTIONAL S	MPTON	1S
Good General Health Lately	Yes	Ν
Recent Weight Change	Yes	Ν
Fever	Yes	Ν
Fatigue	Yes	Ν
Headaches	Yes	Ν

INTEGUMENTARY . .

Rash or itching	res
Change in Skin Color Chain in Hair or Nails Varicose Veins	Yes Yes Yes
Breast Pain Breast Lump Breast Discharge	Yes Yes Yes

Deels on Helsing

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No

GASTROINTESTINAL

Loss of Appetite	Yes
Change in Bowel Movements Neusea or Vomiting Frequent Diarrhea	Yes Yes Yes
Painful Bowel Movements or Constipation	Yes
Rectal Bleeding or Blood in Stool	Yes
Abdominal Pain or Heartburn Peptic Ulcer (Stomach or Duodenal)	Yes Yes

EYES No Eye Disease or Injury Yes No Wear Glasses / Contact No Yes No Lenses No Blurred or Double Vision Yes No No Glaucoma Yes No CARDIOVASCULAR Heart Trouble No Yes No Chest Pain No Yes No Angina No Yes No Palpitations No Yes No Nο Shortness of Breath while Yes No Walking or Lying Swelling if feet or Ankles Yes No ENDOCRINE Glandular or Hormone No Yes No Problems Thyroid Disease No Yes Nο Diabetes No Yes No Excessive Thirst or Yes No No Urination Heat or Cold Intolerance No Yes No No Skin Becoming Dryer ... Yes No Change in Hat or Glove No Yes No Size **NEUROLOGICAL** No Frequent or Recurring Yes No Headaches No Light Headed or Dizzy Yes No Convulsions or Seizures No Yes No No Numbness or Tingling Yes No Sensation No Tremors Yes No No Paralysis Yes No No Stroke Yes No No Head Injury Yes No

ALLERGIC / IMMUNOLOGIC

No	History of Skin Reaction or Adverse Reaction	n To:	
No	Penicillin or Other Antibiotics	Yes	No
No	Morphine, Demerol or Other Narcotics	Yes	No
No	Novocaine or Other Anesthetics	Yes	No
No	Aspirin or Other Pain Remedies	Yes	No
No	Tetanus Antitoxins or Other Serums	Yes	No
No	lodine, Methiolate or Other Antiseptics	Yes	No
No	Other Drugs / Medicines	Yes	No
No	Known Food Allergies	Yes	No
No			

If you Answered Yes To Any Questions, Explain Below or on Back of this Sheet:

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

Medication Na	ame 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		
riease in	nform us of all physicians you are	currently seeing.
Physician Name:	, MD	Specialty:
		Zip Code:
	Phone #: ()	Fax #: ()
Physician Name:	, MD	Specialty:
Address:		City:
	State:	
	Phone #: ()	Fax #: ()
Physician Name:	, MD	Specialty:
Address:		City:
	State:	
		Fax #: ()
		Гал #• (J

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

I, _____, acknowledge receiving the

Regional Cancer Care Associates, LLC. Notice of Privacy Practices.

_____ Date

_____ Patient Signature

Screening of the policy of the following has been a check from the past week including today. Be sure to check from the past week including today. Be sure to check from the past week including today. Second, please indicate if any of the following has been a check from the past week including today. Be sure to check from care of the past week including today. Instructions: First please circle the number (0-10) that best the past week including today. New conditions of the past week including today. Transportation Insurance/Intincial Insurance/Intin	DISTRESS Second, please indicate if any of the following problem for you in the past week including to check YES or NO for each. YES NO Practical Problems YES NO encoded in the past week including to check YES or NO for each. YES NO Practical Problems YES NO in the past week including to the nexperiencing in a constraint in the past week including to the past week including to the nexperiencing in a constraint in the past week including to the past	NCON Comprehensive NCCN Guidelines Version 3.2012 Cancer Distress Management	3.2012				NCCN Guidelines Index Distress Management TOC Discussion
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