

**STANFORD CANCER CENTER
NEW PATIENT APPOINTMENT LETTER**

STANFORD WOMEN'S CANCER CENTER

Date: _____

Stanford Multi-Specialty Clinic
16400 Lark Avenue, Suite 350
Los Gatos, CA 95032
Phone: 650-498-6004
Fax: 650-498-7100
cancer.stanford.edu/newpatient

Dear _____
Date of Birth _____
Patient MRN _____

You are scheduled for an appointment with the Stanford Multi-Specialty Clinic.

My name is _____. As one of the Stanford Women's Cancer Center New Patient Coordinators, I will help you get ready for your first visit with us. If you need to cancel or change your appointment, please notify us at least 24 hours in advance by calling 650-498-6004. Please plan on two to four hours for your first clinic appointment.

Your appointment is scheduled for:

Date: _____

Time: _____

with Dr: _____

Please check in at 16400 Lark Avenue, Suite 350

Please arrive 30 minutes before your appointment time.

PLEASE BRING THE FOLLOWING WITH YOU TO YOUR APPOINTMENT:

- Insurance card(s), including Medicare, Medi-Cal, or Covered California cards
- Insurance co-pay (We accept credit, debit, or checks – no cash please)
- Valid photo ID
- Completed forms listed below, all of which are in your new patient packet:
 - ✓ **Allergy and Medication** form
 - ✓ **Patient Intake Questionnaire** requesting physician and pharmacy information

*For more information and services for our new patients, check out our website
cancer.stanford.edu/newpatient*

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The Stanford Multi-Specialty Clinic is located on the third floor, suite 350 (16400 Lark Avenue in Los Gatos). Please plan an hour to an hour and a half for your first clinic appointment. During this appointment, your doctor will review your detailed medical history, perform a physical examination, and discuss treatment options.

During your first visit, we will share some important information about your condition and future care plan. To help you remember everything discussed, we encourage you to bring a family member or friend. You may also want to prepare a list of questions for discussion with the doctors. Please be prepared to take notes during your appointment or bring a tape recorder to the visit.

Here at Stanford Hospital & Clinics, our job is to collect your medical records before your appointment so that you have one less thing to worry about. We need to understand your medical history so our doctors can better understand your medical condition. We will contact all non-Stanford hospitals, clinics, and imaging centers to ask for your records, such as pathology slides, X-rays, scans, and other reports. If we do not have the appropriate records ready for your appointment despite our best efforts, we may contact you to seek your help in obtaining these records. Depending on the facility, we may need your help to sign and submit record release forms. Our goal is for you to have a productive first appointment with your doctor.

Thank you for choosing Stanford Multi-Specialty Clinic for your care. It is our privilege and pleasure to assist you. Please call our office at 650-498-6004 and ask to speak with me if you have any questions.

Sincerely,

Stanford Women's Cancer Center
New Patient Coordinator



Stanford University Medical Center

A NATIONAL CANCER INSTITUTE-DESIGNATED CANCER CENTER

Patient Intake Questionnaire

Today's Date:

Patient Name:

Date of Birth:

Patient MRN:

PHYSICIAN AND PHARMACY INFORMATION

Family Physician:

Name

Specialty

Address

Telephone

City State Zip

Fax

Referring Physician:

Name

Specialty

Address

Telephone

City State Zip

Fax

Specialty Physician: (e.g., surgeon, oncologist, other):

Name

Specialty

Address

Telephone

City State Zip

Fax

Pharmacy:

Name

Specialty

Address

Telephone

City State Zip

Fax

To which of the above physicians should we send information about your visits at Stanford Clinical Cancer Center: