

Welcome to the USF Breast Health Program at the *Life Hope Medical Office Building*. Our goal is to meet the needs of breast patients and their families by providing a multidisciplinary team approach to your care.

As you prepare for your visit with us, please read the following instructions.

Parking is available on three sides of the building for your convenience. Once you enter the building, proceed to Suite #160 and stop at the USF registration desk. The registration process will take about 30 minutes so please allow time for this in planning your visit to the USF Breast Health Program.

Information about your medical history is necessary for us to provide you with quality care. Please take a few minutes to fill out the health history questionnaire our clinic coordinator sent you. Please bring the questionnaire with you when you come in for your appointment (do not mail it). The information is confidential and will not be shared with anyone without your permission. If you need help completing the questionnaire, please tell the registration counselor and they will assist you. Evaluating your outside medical records is important for us to understand the reason for your appointment and your individual needs. You will need to contact your outside physician(s) and make arrangements to have your records sent to the USF Breast Health Program. A current mammogram is required so if you have not had one in the last year, you will need to have one prior to seeing a physician at the USF Breast Health Program. This may be done at one of our affiliated Breast Care Centers but you must get a prescription for a mammogram from your primary care physician. Old mammogram films from other facilities are necessary to compare with new mammogram films. You will need to bring these films with you when you come for your appointment at the USF Breast Health Program.

A USF Breast Health Program Radiologist will interpret all of your radiology films. Original films are necessary; no copied films can be reviewed by USF Breast Health Program Radiologists. A complete set of films should include at least 2 years of screening mammograms and any recent (less than 1 year old) screening mammograms showing any abnormalities. In addition you should include any subsequent diagnostic mammograms and/or ultrasounds. Films and written reports from any surgical biopsies, such as needle localization, stereotactic cores or ABBI, are also required. After the USF Breast Health Program Radiologist reviews your films, they will be returned to you. If additional exams are needed you may hear from the clinic coordinator to schedule any additional exams that may be necessary. We will do our best to schedule the studies as conveniently as possible to avoid any delays in your appointment with the USF Breast Health Program. The review of your pathology is also an important step in your care at the USF Breast Health Program. Please contact the facility where you had the biopsy and ask for the glass slides and any written reports. Please be sure to ask them to include reports of hormone receptors and any additional stains. Please have your pathology slides sent to the following address:

**University of South Florida
Department of Pathology and Cell Biology
Attn: Consult Division
12901 Bruce B. Downs Blvd
MDC 11
Tampa, FL 33613**

In keeping with the mission of the USF Breast Health Program, which is to “*contribute to complete breast health care*”, one of your options may be to participate in one or more research studies offered at USF Health. Through research, patients can participate in the development of new drugs, tests, and procedures. Participation in research is completely voluntary and if you choose not to participate, you will receive the same quality of care USF Health provides to all patients.

The New Patient Appointment Center will assist you with all these details. Please don't hesitate to call with any questions or comments. We are here to help you make your visit to the USF Breast Health Program a pleasant and efficient process.

PLEASE BRING THE FOLLOWING INFORMATION WITH YOU TO YOUR FIRST VISIT

Insurance:

- All health insurance cards.
- Written insurance authorization for visit (required if you are insured under a managed care plan such as a PPO or HMO). PLEASE NOTE: if authorization is not presented, it may be necessary for you to pay in full for all procedures and visits before being seen.

Medical Records:

- Please bring all actual medications, in their containers, that you are currently taking (if any).
- Bring your completed health questionnaire (enclosed with this packet).
- A copy of all medical records which pertain to your condition. Realize that you may need to request these from several sources, such as your primary care physician, specialists, clinics and hospitals. We have enclosed information release forms that you can give these sources allowing them to send us the records. NOTE: if you desire a copy for your personal records, please make them before you visit as all paper records supplied to us become part of your permanent record, and the clinic do not have the facility to copy them.
- ACTUAL glass slides from your biopsy, with the pathology report. These are usually stored at the lab or hospital where you had the biopsy. Ask the surgeon or physician who performed the biopsy to assist you with locating them and having them sent to our clinic.

ACTUAL films, for example, X ray films, mammogram films, ultrasound films, CT films, MRI films, bone scan films, arteriogram, or any other films related to your diagnosis. PLEASE INSIST that the actual ORIGINAL Films are given to you to bring to your appointment. Copies of films are usually of poor quality and cannot be properly interpreted. USF Health will return these films to you so you may return them to the supplier.

All the above items are REQUIRED for us to provide you with proper diagnosis and treatment. Providing these will enable you to receive the full benefit of your first visit to the USF Breast Health Program. Please refer to your notes from your scheduling conversation with the Intake Specialist who scheduled you, or call the New Patient Appointment Center at: **813-793-4272**.

General Information

Initial visits can take from 2-4 hours. In addition to your physician, you may be seen by several other people during your visit, such as a Radiation Oncologist, Nurses, Fellows, etc. It is important for you to arrive early for your registration appointment. A registration counselor will make copies of your insurance cards, obtain signatures, and verify your information. Feel free to contact the New Patient Appointment Center with any questions or concerns at 813-793-4272.