



## Important General Checklist

### A general checklist of things to bring to M. D. Anderson...

- Completed (8-page) Patient History Database form, which comes in this packet. **There may be a delay in seeing your physician if you do not arrive with your completed form.**
- Your appointment schedule and other materials sent to you.
- All insurance information, including health insurance and prescription insurance cards.
- Medical information, including your actual pathology slides that must be sent by overnight delivery or hand-carried for your first appointment.
- Copies of doctors' notes and operative reports.
- Actual diagnostic films such as CT scans, MRIs, ultrasounds, and X-rays must be hand-carried to your first appointment. Please do not mail unless requested by your referral specialist. Your radiology facility may offer to provide copies of these X-rays on a CD, and this is acceptable. **However, in order for our radiologists to view outside X-rays on a CD it is critical that they be provided in the proper format. Please instruct your radiology facility providing those films to provide them as DICOM format CDs.**
- Please include notes from other physicians for any other medical problems you may have.
- A list of all your doctors and their telephone numbers and addresses.
- A list of all your prescription and non-prescription medications in the original, labeled bottles. This request includes vitamins, nutritional supplements, herbal products and over-the-counter drugs.
- Your completed Living Will and Medical Power of Attorney documents. (If you do not have these documents when you arrive for your first appointment, ask to meet with the social worker assigned to this center.)
- A list of questions you may want to ask your doctor. Bring a small notebook for keeping notes.
- Comfortable clothing and shoes and a sweater.
- A local telephone number or cell phone.
- A book, magazines or handwork to help pass the time between appointments.

### Important phone numbers...

#### **askMDAnderson**

**1-877-MDA-6789**

**[www.mdanderson.org/contact\\_us](http://www.mdanderson.org/contact_us)**

For questions about treatment options, resources and programs at M. D. Anderson.

#### **Cancer Prevention Center**

**1-800-438-6434 or 713-745-8040**

For cancer screening to detect any existing cancer at its earliest and most treatable stage.

#### **Anderson Network**

**1-800-345-6324 or 713-792-2553**

For support from someone who has experienced the same diagnosis and treatments.

#### **Place ... of wellness**

**713-794-4700**

For a warm environment with programs to enhance the quality of life.

#### **Jesse H. Jones Rotary House International**

**1-800-847-5783 or 713-790-1600**

The "House with a Heart" where you can stay while you're here.

#### **Patient Travel Services**

**1-888-848-9992 or 713-745-2300**

For assistance in planning a trip to or from M. D. Anderson.

#### **M. D. Anderson Web site**

**[www.mdanderson.org](http://www.mdanderson.org)**

For information about clinical trials and various programs at M. D. Anderson.



# Head and Neck Center Checklist

## A general checklist of things to bring to the Head and Neck Center...

- Please arrive one hour prior to your New Patient Appointment to register in the Head and Neck Center, located in the Main Building on Floor 10 near Elevator A in Room R10.1209. Report to the receptionist and notify them that you are here to register for your appointment.
- Bring your appointment schedule and any important material sent to you by the Head and Neck Center.
- Bring **all** of your medical insurance, dental insurance and pharmacy cards with you.
- Please bring your completed Living Will and Medical Power of Attorney documents with you. The person with Medical Power of Attorney must accompany the patient to their appointments to avoid a delay in care.
- Bring copies of all X-rays and scans (CT, MRI, PET, Simulation, Ultrasound) via DICOM formatted CD's or actual films, along with reports of scans. Bring all test results, visual fields, fundus photos, Fluorescein Angiogram photos, etc. to your Ophthalmology appointment.
- Before you leave the center on your first visit, please check with your clerk or nurse to make sure you have no tests scheduled that day, and have received any prescriptions.
- If you leave without an appointment card or a computer printout of your schedule, you will receive a letter in the mail with your appointment. You may also check your appointment schedule at any time by accessing *myMDAnderson*.
- Also, please eat as you normally would on the day of your appointment **unless** your referral specialist has told you not to.

**Note:** If you are not able to keep your appointment or have questions about your schedule, please call 713-792-6525.

## Important phone numbers...

### Head and Neck Business Center

713-745-5146 Office  
713-745-1299 Fax

### Head and Neck Center

713-792-6525 Office  
713-794-4708 Fax

### Ophthalmology Center

713-792-6523 Office  
713-792-8528 Fax

### Speech Pathology and Audiology

713-792-6525 Office  
713-794-4708 Fax

### Dental Services Clinic

713-792-6510 Office  
713-794-4710 Fax

### Emergency Center

713-792-3723

### Department of Social Work

713-792-6195

### Case Management

713-745-2850

### Patient Advocacy

713-792-7776

*M. D. Anderson values patients' privacy and is strongly committed to maintaining confidentiality of your health information. You will be asked to sign a Release of Information form at Registration.*

**Location & Hours:** The Head and Neck Business Center is located in the Main Building on Floor 10 near Elevator A. Hours of operation are Monday – Friday, 6:30 a.m. to 5 p.m.

The Head and Neck Center is located in the Main Building on Floor 10 near Elevator A in room R10.1209. The care center hours are Monday – Friday, 7:30 a.m. – 5 p.m.

The Ophthalmology Center is located in the Main Building on Floor 9 near Elevator A. Hours of operation are Monday – Friday, 7:30 a.m. – 5 p.m.

The Dental Services Clinic is located in the Main Building on Floor 9 near Elevator A. Hours of operation are Monday – Friday, 8 a.m. – 5 p.m.