

Illinois Cancer Specialists.com

Dear Patient,

Welcome to Illinois Cancer Specialists. To make your visit go more smoothly, we have included a New Patient Welcome Packet for your benefit. Please complete the following enclosed forms:

- **ASSIGNMENT OF BENEFITS FORM:** allows us to accept payment from your insurance.
- HIPAA FORM: indicates to whom we can release your medical information.

In addition to the above, completed forms, please bring the following with you to your appointment:

-LIST OF QUESTIONS OR CONCERNS

-LIST OF ALL CURRENT MEDICATIONS: include over the counter and herbal drugs. In lieu of a list, you may bring in your pill bottles.

-MOST RECENT INSURANCE AND PRESCRIPTION CARDS, referral from primary care physician when necessary

-PREFERRED PHARMACY INFORMATION. Name, address, and phone number.

VISITORS: Illinois Cancer Specialists welcomes your friends or loved ones to visit during your treatment. Together, we share a common desire to create a safe and comfortable environment for your treatment or office visit. For the safety of our patients and staff, Illinois Cancer Specialists asks that you limit visitors to 1-2 people and do not allow children in the lab or treatment areas. Children must remain in the main lobby area and accompanied by a parent or guardian at all times. Thank you for your cooperation.

You will find answers to many questions you may have in the "General Information" handout; however, should you have questions which are not addressed, feel free to call our office or ask any staff member during your visit.

Sincerely, Illinois Cancer Specialists THE INFORMATION

- TO THE RIGHT
- WILL ACQUAINT
- YOU WITH OUR
- SERVICES
- AND OFFICE
- PROCEDURES.
- OUR GOAL IS TO

PROVIDE YOU

- WITH USEFUL
- INFORMATION
- THAT WILL HELP
- YOU UTILIZE OUR
- CENTER.

OUR PHYSICIANS ARE ON-CALL FOR EMERGENCIES AFTER HOURS AND DURING THE WEEKEND. CALL THE OFFICE NUMBER TO BE CONNECTED WITH THE PHYSICIAN ON CALL.

YOUR FIRST APPOINTMENT Please help us by arriving at your appointment at the time requested by our staff. In addition

to the completed forms in your welcome packet, please bring the following items with you to your appointment:

- 1. List of your questions or concerns
- 2. Your current medications (including overthe-counter and herbal medications) - please bring either a list or the actual bottles
- 3. Current insurance and prescription cards
- 4. Your preferred pharmacy information: name, address, and phone number

NURSE/PHYSICIAN

All calls to our nurses are routed through the Triage Nurse. Please leave a detailed message with your full name (including the spelling of your last name), date of birth, reason for calling, and a number where you can be reached. Every effort will be made to return your call as soon as possible, and our goal is to return your call the same day. If it is important that your call be returned within a certain amount of time (example; need a call back within 2 hours) you must make that clear in your message. IF YOUR SITUATION REQUIRES IMMEDIATE ATTENTION, DO NOT CALL THE OFFICE; DIAL 911.

PRESCRIPTION REFILLS Refills of prescription drugs can only be filled during regular business hours. This restriction is for your protection: we must be able to have access to your most up-to-date and complete medical records to ensure you receive appropriate medications and approvals from your physician.

SCHEDULING AND APPOINTMENTS If you are calling to schedule an appointment and do not reach us, please leave a detailed message including the following information:

- 1. Full name (including spelling of last name)
- 2. Date of birth for the patient
- 3. Phone number where you can be reached

Please call the office and speak with the nurse before coming in for an unscheduled visit. We will always accommodate emergencies when they occur. For this reason it is very important to always schedule your visits so that time can be set aside for your care. If you cannot keep a scheduled appointment please let us know as soon as possible so that we can release that time for another patient.

Please pay close attention to your appointment time and help us by arriving at the time designated on your appointment card. Please understand that in order to be respectful of those patients who do arrive at their scheduled times, late arrivals will be worked into the schedule as it allows. Additionally, those who arrive more than 30 minutes before their appointment will be asked to wait.

INSURANCE AND BILLING

You will be asked to provide us with your insurance coverage information at your first visit and every visit thereafter. A day or two prior to your first appointment with our office, a registration clerk will contact you to obtain and verify your insurance information.

It is a requirement of your health insurance that co-payments be collected at each visit.

We participate with most major insurance carriers. As a courtesy, claims will be filed for you. In order to ensure reimbursement, your insurance information must be kept current. Please remember that your insurance policy is a contract between you and your insurance company and we are not a party to the contract. For your convenience we accept Visa, MasterCard, Discover, and American Express.

If there is a patient responsibility due, you will receive monthly statements showing you an itemization of charges and payments made by you or your insurance company. You will be introduced to one of our Patient Financial Counselors who will assist you with your financial health.

If you have questions regarding your billing, do not hesitate to contact our billing office at (847) 585-7000.

ADDITIONAL RESOURCES Please visit the official website for Illinois Cancer Specialists at

IllinoisCancerSpecialists.com for more information. There you can explore the Resource Center, get directions, and find valuable links to other websites.

If you have any questions, at any time, do not hesitate to ask a ICS staff member or call our offices where we will be happy to assist you.

OFFICE LOCATIONS

Arlington Heights

880 West Central Road Suite 8200 Arlington Heights, IL 60005 (847) 259-4482

Chicago

7447 W. Talcott Ave. Suite One Chicago, IL 60631 (773) 774-0042

Crystal Lake

360 Station Drive Suite 201 Crystal Lake, IL 60014 (815) 363-0066

Elgin

1710 N. Randall Road Suite 300 Elgin, IL 60123 (847) 931-0909

Hoffman Estates

1555 Barrington Road Suite 235 Hoffman Estates, IL 60169 (847) 885-0909

Huntley

10350 Haligus Road Suite 210 Huntley, IL 60142 (847) 802-7880

Niles

8915 W. Golf Road Niles, IL 60714 (847) 827-9060

OUR TEAM

OUR CANCER CARE TEAM IS MADE UP OF BOARD-CERTIFIED ONCOLOGISTS AND OTHER ONCOLOGY-TRAINED CLINICAL PROFESSIONALS WHO UNDERSTAND THE SPECIAL NEEDS OF CANCER PATIENTS AND THEIR FAMILIES.

With many years of experience caring for cancer patients, our physicians, nurses, pharmacists, counselors and other specialists work together to provide world-class, personalized cancer care.

MEDICAL ONCOLOGY & HEMOTOLOGY

Our medical oncology team plays a major role in cancer care by managing treatment plans and therapies, monitoring and evaluating progress, and collaborating on best options with other caregivers. We consult with patients on their choices and any temporary side effects they may experience during chemotherapy treatments, as well as offer medical guidance to help patients make decisions along the way.

Our hematology team has extensive experience providing high quality patient care, research, and leading-edge treatment of blood and bone marrow disorders; for both cancer and non-cancer patients.

These ICS physicians are trained in the specialties of both medical oncology and hematology.

Dr. Lisa Baddi Dr. Bety Ciobanu Dr. Sonia Christian Dr. Apruva Desai Dr. John W. Eklund Dr. David Hakimian Dr. Mark Karides Dr. Leonard M. Klein Dr. Rajat Malhotra Dr. Robert Mandal Dr. Rajini Manjunath Dr. Irfan Mirza Dr. Stan Nabrinsky Dr. Randy S. Rich Dr. Joel Schwartz Dr. Richard S. Siegel Dr. Veerpal Singh Dr. Urszula A. Sobol Dr. Kristen B. Wendell Dr. Bozena Witek Dr. C. Yeshwant Dr. Aslam S. Zahir

RADIATION ONCOLOGY

Today, radiation therapy is quicker, safer and more precise than ever before. Our radiation oncology team uses advanced treatment planning systems and state-ofthe-art radiation technology to deliver internal and external radiation to cancerous cells, which helps prevent them from growing or dividing and spreading.

Dr. Joel Schwartz

ADVANCED PRACTICE NURSES & PHYSICIANS ASSISTANTS

Many of our sites have at least one Nurse Practitioner or Physicians Assistant on site. Patients may interface with them in between physician visits.

Often described as an art and a science, nursing is a critical link between our patients and physicians. Our nurses have many roles, from educator to practitioner and researcher, and serve all of them with passion for the profession and with a strong commitment to patient safety.

Website: IllinoisCancerSpecialists.com

ILLINOIS CANCER SPECIALISTS

SERVICES

WHEN FACED WITH CANCER, PATIENTS WANT THE MOST ADVANCED CARE

AVAILABLE. Thanks to the dedication of our experienced physicians and staff, Illinois Cancer Specialists provides unparalleled access to innovative therapies and the latest technologies based on the latest clinical evidence-right here in our community. From leading-edge diagnostic imaging and sophisticated radiation therapies, to new investigational drugs through clinical trials, we offer our patients advanced and comprehensive cancer care.

To us, providing comprehensive care also means understanding that having cancer is hard on patients and their families. Our physicians and staff will do whatever it takes to make everyone more comfortable. We will spend time with our patients to make sure they understand their diagnosis and treatment options, and offer educational resources and support services designed to help patients and their families understand and cope with their disease.

Services offered at Illinois Cancer Specialists include:

Medical Oncology Radiation Oncology Hematology Oncology Clinical Nursing Stem Cell Transplantation Hormone Therapy Immunotherapy Chemotherapy PET/CT Pharmacy Clinical Laboratory Services Clinical Studies/Research Trials Therapeutic Phlebotomy Genetic Testing Genetic Counseling Access to Clinical Social Worker Patient Financial Counselors Educational Resources Home Care Support Referral Hospice Care Referral Palliative Care MISSION STATEMENT TO DELIVER ON THE PROMISE OF PROVIDING THE BEST PATIENT CARE POSSIBLE IN A CARING AND SUPPORTIVE ENVIRONMENT WITH SEAMLESS ACCESS TO THE LATEST IN TECHNOLOGY AND RESEARCH AVAILABLE TO HELP EVERY PATIENT LIVE THEIR HIGHEST QUALITY OF LIFE.

RIGHTS

AS A PATIENT I

HAVE THE RIGHT

TO RECEIVE AN

OF TREATMENT,

ALTERNATIVES,

RECUPERATION,

EXPLANATION OF

CONSEQUENCES IF

TREATMENT IS NOT

PURSUED

RISKS AND AN

EXPLANATION OF MY

DIAGNOSIS, BENEFITS

As a patient I have the right to:

- Full information about my rights and responsibilities as a patient at ICS.
- Receive an explanation of my diagnosis, benefits of treatment, alternatives, recuperation, risks and an explanation of consequences if treatment is not pursued.
- An explanation of all rules, regulations and services provided by ICS, the days and hours of services and provisions for possible emergency care, including telephone numbers
- Choose my own physician/care giver, and know the names, status and experience of the staff.
- Participate in development of a plan of care and receive information on Advance Directives.
- Refuse participation in any protocol or aspect of care including investigational studies, and freely withdraw my previously given consent for further treatment
- Disclosure of any teaching programs, research of experimental programs in which the facility is participating
- Financial explanation and estimated cost for my plan of care prior to beginning treatment.
- Receive expert, professional care without discrimination, regardless of age, creed, color, religion, national origin, sexual preference, or handicap
- Be treated with courtesy, dignity and respect of my personal privacy by all employees of ICS
- Be free of physical/mental abuse and/ or neglect by all employees of ICS
- Complain or file grievance with ICS practice manager without fear of retaliation or discrimination
- Access to my personal records and obtain copies upon written request
- Assistance and consideration in the management of pain

R E S P O N S I B I L I T I E S As a patient I have the responsibility to:

- Disclose accurate and complete information of my physical condition, hospitalizations, medications, allergies, medical history and related items
- Participate in developing a plan of care, advance directives and living will
- Assist in maintaining a safe, peaceful and efficient ambulatory environment
- Provide new/changed information related to my health insurance to the business office
- Contact ICS when unable to keep a scheduled appointment
- Cooperate in the planned care and treatment developed for me
- Request more detailed explanations for any aspect of service I do not understand
- Inform my physicians and nurses of any changes in my condition or any new problems or concerns
- Communicate any temporary or permanent changes in my address or telephone number which might hinder contact by the staff
- Relate my levels of discomfort and/or pain and perceived changes in my pain management to my physician

ASSIGNMENT OF BENEFITS/FINANCIAL RESPONSIBILITIES

			Today	/'s Date:		
Patient Name:					()	_
-	Last	First	МІ		Home Telep	hone
					()	_
					Cell Phone	
Home Address:	Street		Mailing Address:		Street	
	Street				Street	
City	State	Zip	City		State	Zip
DOB:		SS#:	□ Married □ Sing		rced ⊟Wi	dowed Other
Employer:	Sex		Check Marital State	us	()	_
		Name			<u> </u>	Telephone
		Address			(Dccupation
Pochoncible Porty:					()	_
Responsible Party:	Name		Relationship			Telephone
Emergency Contact:					()	_
	Name		Relationship			Telephone
Referring			nary Care /sician:			
Physician:		FIIy				
Primary Insurance:		חו <i>+</i>	<i>t</i> :	Group	<i>.#</i> .	
-			r		<i>п</i>	
Insured Name:				_ DOB:		
Secondary Insurance	e:	ID #	#:	_ Group	#:	
Insured Name:				DOB:		
Pharmacy Insurance	:			ID #:		
RxBIN:		RxF	PCN:			
			ursed by the above agents. I agre	ee, in the ev	vent of non-p	ayment, to assume
	collection and legal action		coverage to Illinois Cancer Speci	alists		
3. My right to payment f	or all pharmaceuticals, pro	cedures, tests, medic	al equipment rentals, supplies and	d nursing/ph	iysician servi	ces including major
			his assignment covers any and all I acknowledge this document as			
			nce carrier does not accept Assig			
	•		Illinois Cancer Specialists.			
4. I understand that I ha	ive a right to request and r	eceive a Notice of Pr	ivacy Practices from Illinois Cance	er Specialist	ts.	
	THIS AGREEMENT/CON	ISENT WILL REMAIN I	N EFFECT UNLESS REVOKED BY M	E IN WRITIN	G.	
I have read and received a	a copy of the above statem	nents and accept the	terms. A duplicate of the stateme	ent is consid	lered the sam	ne as original.
Dationt Signature			Date/Time		AM or P	M (circle one)
Patient Signature						

Responsible Party Signature

PHYSICIAN: ACCOUNT NUMBER:

.....

LOCATION: FOR OFFICE USE ONLY



EMPLOYEE INITIALS:___

AM or PM (circle one)

Date/Time



HIPAA AUTHORIZATION

Date:

MRN:

Name:

Date of Birth:

Authorized Individual Release

In general, the HIPAA privacy rule gives individuals the right to request a restriction on uses and disclosures of their protected health information (PHI). The individual is also provided the right to request confidential communications or that a communication of PHI be made by alternate means, such as sending correspondence to the individual's office instead of the individual's home.

Please indicate below your preferred method of contact.

□ Home Phone:	Can we leave a detailed message?	🗆 Yes 🗆 No
Cell Phone:	Can we leave a detailed message?	🗆 Yes 🗆 No
Work Phone:	Can we leave a detailed message?	🗆 Yes 🗆 No

Patient Signature

Date

Authorized Release to Others

I authorize Illinois Cancer Specialists to release my medical information to person(s) listed below. I understand that the person(s) named on this authorization will be given access to obtain or review my medical information and have my permission to discuss my care or obtain results/information on my behalf. I authorize the person(s) indicated below to pick-up materials pertinent to my medical care.

Name of Primary Point-of-Contact	Relationship	Telephone
Name of Secondary Point-of-Contact	Relationship	Telephone
	Delation data	
Additional Point-of-Contact(s)	Relationship	Telephone
Additional Point-of-Contact(s)	Relationship	Telephone
Additional Point-of-Contact(s)		Telephone
Additional Point-of-Contact(s)		Telephone

Check One:

□ I CONSENT TO RELEASE TO OTHERS

□ I REFUSE RELEASE TO OTHERS – I do not authorize release or disclosure to my spouse, family member, or personal representative at this time. I may review this decision in writing at a later date, if I so choose.

Patient Signature

Date

The privacy rule generally requires healthcare providers to take reasonable steps to limit the use or disclosure of, and requests for PHI to the minimum necessary to accomplish the intended purpose. The provisions do not apply to uses or disclosures made pursuant to an authorization requested by the individual by the individual.

Note: Uses and disclosures for treatment purposes only may be permitted without prior consent in an emergency.



NAME:

DEMOGRAPHICS		
Name:		Date of Birth:
Sex: 🗆 Male 🗆 Fe	male	
Ethnicity (optional): 🗌 Hispanic or La	atino 🛛 🗌 Not Hispanic or La	atino
Race (optional):		
🗆 White 🛛 🗆 Black or African An	nerican 🛛 Other:	
PREFERRED LANGUAGE		
Is English your preferred Language?		
is English your preferred Language:		
	□ No, what is your preferred is	anguage?
MAIN PROVIDER		
Primary Care Physician:		e Number:
Referring Physician:	Phon	e Number:
Current problem or reason for consul	tation	
Current problem of reason for consu		
PAST MEDICAL HISTORY: PLEASE CHECK ALL	ΤΗΕ ΒΟΧΕς ΤΗΔΤ ΔΡΡΙΥ	
Anemia/Blood disorders	Emphysema	Kidney disease
 Anthritis 		 Pancreatitis
\square Asthma	☐ Glaucoma	Rheumatic Fever
 Autoimmune disease 	Goiter	 Sickle Cell disease
Blood Clots	Heart Disease	
Bronchitis	Hemorrhoids	□ Stroke
Cataracts	Hepatitis/Liver disease	Thyroid
	Hiatal Hernia	
	Hypercholesterolemia	
Diabetes	Hypertension	Vaginal Infections
	🗌 Irregular heartbeat	Other:
\Box Cancer (Please list type(s) and a	ge at diagnosis):	
Any unusual childhood infections or		
-		
MEDICAL SURGICAL HISTORY		
Operation	Date (MM/YYYY)	Surgeon/Facility



NAME: _____

Occupation:					
Do you work Part-Time or Full-Time?		🗌 Part-Time	□ Full-Time	Unemployed	
What is your occupation:					
Are you eligible for Family Medical Leav					
If yes, do you need help completing? \Box	Yes 🗆 No				
Social History					
Number of Children:					
Age/Sex of Children:					
Spouse/Partner's Name:					
ALCOHOL USE					
Do you drink beer, wine, or liquor? \Box Y	es 🗆 No				
If yes, How many drinks per:					
Day: Week:	Month:	Year:			
Did you quit? 🗆 Yes 🛛 No					
When did you quit?					
Have you ever sought help to quit? \Box Y	Yes 🗆 No				
Smoking Use					
Do you currently smoke? 🗆 Yes 🗆 No					
If yes, what do you smoke?					
□ Cigarettes	How often per Day/	/Week:			
□ Cigars	How often per Day/	/Week:			
🗆 Pipe	How often per Day/	/Week:			
Electronic Cigarettes	How often per Day/	/Week:			
□ Smokeless/Chewing Tobacco					
Did you ever smoke?					
If yes, how long did you smoke for?					
When did you quit?					
Do you wear a nicotine patch?					
DRUG USE (RECREATIONAL)					
Do you use recreational drugs, including	g marijuana? 🗆 Yes	🗆 No			
If yes, what do you use:	-				
How often:					
If marijuana, is it medical marijuana					
Have you previously used recreational drugs? 🗆 Yes 🗀 No					
If yes, when did you quit:	If yes, when did you quit:				



NAME: _____

FAMILY MEDICAL HISTORY

Please provide details of family medical history such as: Anemia/Blood Disorders, Blood Clots, and/or Cancer.

The following first-degree blood relatives should be considered: Parents, brothers, sisters, sons, and daughters. **The following second-degree blood relatives should be considered**: Grandparents, grandchildren, aunts, uncles, nephews, nieces, half-siblings, first cousins, great grandparents, and great grandchildren.

NOTE: If you have a family history of cancer, please complete the Family Cancer History Form.

Relative	Current Age or Age at Death	Medical History and Age at Diagnosis

VACCINATIONS

Vaccination	Last Administration Date (MM/YYYY)	Vaccination	Last Administration Date (MM/YYYY)
Pneumonia		Hepatitis B	
Flu		DT/DPT/Tetanus	
Shingles		Other	
Tuberculosis (TB)		Other	

HOSPITALIZATION

Have you been hospitalized with in the last year? \Box Yes \Box No

If yes, please describe reason, facility and dates:

Date (MM/YYYY)	Reason	Hospital / Facility



NAME: ____

SCREENING TESTS

Have you had any screening tests?

Screening Test	Completed	Date	Results
Mammogram	□ Yes □ No □ N/A		
Breast Exam	□ Yes □ No □ N/A		
Pap Smear/Pelvic Exam	□ Yes □ No □ N/A		
Stool for Occult Blood	□ Yes □ No □ N/A		
Colonoscopy/Sigmoidoscopy	□ Yes □ No □ N/A		
Prostate Exam	□ Yes □ No □ N/A		
PSA	□ Yes □ No □ N/A		
Chest X-Ray/CT (Smokers)	□ Yes □ No □ N/A		
Bone Density/DEXA	□ Yes □ No □ N/A		
Dermatology Skin Screening	🗆 Yes 🗆 No 🗆 N/A		
Eye Exam	□ Yes □ No □ N/A		
Other:			

PREFERRED PHARMACY

Please indicate the pharmacy you are currently using for your prescriptions. If you are using a mail order pharmacy, specialty pharmacy or another pharmacy out of state, please include that information as well.

Pharmacy Name:			Type (circle one):	Retail	Mail Order	Specialty
Address/Cross Roads:						
City:	State:	Zip Code:				
Phone number:		Fax number:				
Pharmacy Name:			Type (circle one):	Retail	Mail Order	Specialty
Address/Cross Roads:						
City:	State:	Zip Code:				
Phone number:		Fax number:				



NAME:

MEDICATION LIST

Please list all the medications you are currently taking. Be sure to include the dosage, how often and the doctor that has prescribed this medication for you. If you are taking any vitamins, over the counter medications or herbal supplements please also include these medications in the list below (you do not need to include the prescribing physician if not applicable).

Prescription / Over-the-counter						
Drug Name	Dose/Strength ofHow often you takeMedicationMedication		Prescribing Physician			

Please list any herbal supplements you are currently taking (probiotics, vitamins, etc.).

Herbal Supplements	Dose/Strength	How often you take Supplement

ALLERGIES

Do you have any allergies? \Box Yes \Box No

If yes, please list any medications, food or substances that you are allergic to. If applicable, please list the reaction (i.e. swelling, itching, shortness of breath, etc.)

Name of medication, food or substance:	Severity / Type of Reaction:



NAME: _____

REVIEW OF SYSTEMS

		Fever		Weight Loss		Fatigue
General		Chills		Weight Gain		Night Sweats
Head		Headaches		Bleeding Gums		Sore Tongue
		Blackouts		Ringing in ears		Nosebleeds
		Seizures		Sinusitis		Toothache
		Dizziness		Post Nasal Drip		Double Vision
		Hearing Loss		Sore Throat		Blurred Vision
		Earache		Hoarseness		
		Lumps		Difficulty swallowing		Pain or Stiffness
Neck	Pain when swallowing					
		Cough		Wheezing		Palpitations
Chest		Sputum		Shortness of Breath		Swelling of feet
		Coughing Up Blood		Chest Pain		Heart Murmur
Breast		Lumps		Pain		Nipple Discharge
		Nausea		Ulcer		Diarrhea
Abdomon		Vomiting		Gas		Blood in stools
Abdomen		Indigestion		Bloating		Black stools
		Abdominal pain		Constipation		
		Blood in urine		Difficulty starting to		Getting up at night to urinate
				urinate		
Urinary		Burning with urination		Bladder/Kidney		Sense of full bladder
				Infections		
		Frequent urination				
Gynecology (female)		Spotting		Cramping		Discharge
	Last Menstrual Period:			Duration:		Interval:
(Ternale)	Number of pregnancies:			Number of live births:		
Skin		Rash		Itching		Change in hair or nails
Neuromuscular		Joint Stiffness		Swelling		Night Cramps
		Joint Pain		Back Pain		Varicose veins
Hematological		Easy bruising or bleeding		Past Infusion		Transfusion Reactions
Endocrine		Thyroid Problems		Hot or cold intolerance		Excessive thirst or hunger
Psychiatric		Anxiety		Depression		Memory Loss
		Nervousness				



NAME: _____

OTHER PROVIDERS

Please list all providers involved in you care within the last 3 years:

Provider Type	Physician (first and last name)	Phone Number
Primary Care Physician		
Surgeon		
Cardiologist		
Endocrinologist		
Neurologist		
Urologist		
Pulmonologist		
Dentist / Oral surgeon		
Ophthalmologist		
Orthopedic		
Gynecologist		
Podiatrist		
Dermatologist		
Rheumatologist		
Other:		

Patient Signature: _____

Date: _____