

The following guidelines and contact information have been provided for you and your patients to coordinate easy and efficient access to our services.

## New Patient Referrals

- To refer a new patient:
  - By telephone, call 877-DFCI-BWH/877-332-4294. Please provide patient name, date of birth, contact information, and diagnosis.
  - Through our website, go to <http://www.dana-farber.org/pat/becoming/request/>. Complete the form on the web site. A new patient coordinator may contact your office, or the patient, for additional information.
- Within 24 hours (excluding weekends and holidays), a new patient coordinator will call the patient to schedule an appointment with a DF/BWCC physician.
- After the appointment is scheduled, a letter will be mailed to the patient, as well as a list of what to bring (x-rays, bone/CT/MRI/Gallium/PET scans) to the first appointment.

## Medical Information Needed for Patient Appointment

- At least one week prior to appointment, pathology/biopsy slides and blocks, as well as pathology/biopsy reports, should be sent to the address below. Materials should be sent via overnight delivery. Please call our office at the number below to confirm receipt.
- Prior to the patient's first appointment, the following information should be faxed to the number below: copy of medical record inclusive of physician's notes, treatment notes, progress notes, lab results, pathology/radiology reports, and flow cytometry results regarding the patient's diagnosis.

New Patient Coordinator  
Center for Hematologic Oncology  
Dana-Farber Cancer Institute  
44 Binney Street, D1B30  
Boston, MA 02115

Phone number: 877-DFCI-BWH or 617-632-9138  
Fax number: 617-632-3730

## Registration and Health Insurance Coverage

We will contact patients prior to their appointment as part of the pre-registration process. Information, such as address and health insurance coverage, will be requested at that time.

- Some health insurance plans require pre-authorization before a patient can be seen. As coverage varies among health insurers, patients should check with their insurance provider for any specific approval or authorization requirements.
- Financial counseling and support services for patients are available through our Access Management department at 617-632-3455.

For more information about the DF/BWCC Stem Cell Transplant Program, please visit our website at [www.dfbwhcancer.org/BMT](http://www.dfbwhcancer.org/BMT)