

New Patient Checklist - Department of Urology

Please find this checklist as a helpful guide in preparing for your appointment with us at Brigham and Women's Department of Urology.

☐ **All Imagery** (MRI, CT SCAN, XRAYs, ULTRASOUND)

○ Taken outside Brigham and Women's Hospital must be copied on to a CD/disk and brought with you in hand to your appointment.

☐ **Any/All Medical Records and Reports**

○ Pertaining to the symptoms/diagnosis in question - any/all records outside of Brigham and Women's Hospital should be faxed/mailed/emailed or brought into hospital by the time of your appointment.

Fax: 617-525-6348

Email: BWHUrologyNPrequest@partners.org

☐ **Biopsy/Pathology slides**

○ All slides should be obtained through the medical records department at the facility that performed the procedure/testing. All slides should be either mailed or brought with you in hand to your appointment

If anything from the above three boxes is missing within 3 days of your scheduled appointment date, you may receive a call to reschedule the appointment for after all records are received.

☐ **New Patient Yellow Intake Form** (if included)

○ Must be completed to the best of your ability.

☐ **Privacy Acknowledgement Form**

○ Sign where highlighted.

☐ **New Ensure all contact and insurance information is up to date and accurate.**

○ Patient services center - 1-866-489-4056

☐ **Payment/Co-Pay/Referrals**

○ Please refer to your health insurance card for more details on co-pay prices.

○ Insurance card is required at the time of your first appointment with Urology.

○ All self pay/uninsured patients will be responsible for payment in full, at time of service.

○ If your insurance requires a referral/authorization prior to your visit, you are responsible to obtain this information before your initial consultation appointment.

Referral Number: _____ **Authorization Number:** _____

☐ **Guarantor Statement**

○ Please sign the enclosed guarantor agreement accepting payment responsibility if a referral/authorization is required and you fail to obtain it prior to your visit. Please check with your insurance company for coverage information.

Brigham and Women's Hospital strides on their dedicated commitment to ensure practice of patient and family centered care. You are an active member in your care, and you play a central role in decision making, ensuring you receive the medical treatment, information, and support you need.

It is critical to your care that we obtain all required information by the time of your appointment or unfortunately your appointment may be cancelled.