HOW TO SEND MATERIALS TO THE VAC CENTER

Once you complete the online questionnaire, you will see a list specifying which materials and documents you need to send based on your/your child’s medical history. Depending on what you need to provide, here is additional information on how to send us the materials:

1) **Physician Medical History Summary** (preferred) or other document summarizing medical history. Please ask one of your physicians to provide a succinct, detailed medical history incorporating the information most necessary to review your case. This can be sent by mail or fax. **NOTE:** We are unable to review extensive medical records sent in large folders and boxes. Please ask a physician to provide a summary of your/your child’s medical history for us to review prior to your clinic visit or second opinion conference date.

2) **Photographs of the body areas of concern from different angles.** Please specify date photos were taken. Wide perspective photos showing the surrounding areas or whole body in addition to close ups are preferred. Sequential older photographs are often of great benefit for comparison to the current state. If your lesion has changed significantly over time, please send photographs from early in life to the present if possible. In addition, a face photo (headshot) is necessary. Please send by mail.

3) **All radiology studies (e.g. MRI, x-ray images) along with the study reports.** Please have the studies placed on a CD in DICOM format to be mailed or sent electronically via a secure link provided by our office. You may also send the actual films, if that is the only option.

4) **Reports from any operations or procedures related to the lesion or management of the vascular condition.** Send a copy of the operative / procedure note by mail or upload electronically via a secure link provided by our office.

5) **If a biopsy has been done, mail biopsy slides and related pathology reports.** If your insurance company will pay for the pathology consultation, it will be billed to them. If not, the patient or family will not receive a bill; the costs will be paid through charitable funds.

Please send all of the information requested, preferably all in one package, and include the patient’s name and date of birth. If you have any questions, please call 617-355-5226.

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