



Tips from Your Gynecology Team

Please take a moment to look through these helpful tips, and do not hesitate to ask us for anything that we can do to make your journey easier.

- **Write down your questions before you come. Bring a tape recorder or a friend who can take notes during visits.** Cancer is a difficult diagnosis. Conversations with your care providers can be overwhelming, and we want to address all your important concerns.
- **Ask for prescription refills during your clinic visit** so you do not run out of your medications.
- **Help us keep your medical records up to date.** Tell your nurse/care provider if you have had medical services (tests, procedures, or new medications) somewhere other than Roswell Park, such as a specialist's office. Please ask the nursing staff during your visit about signing up for healthElink.
- **The medical records department will accept FMLA, disability, or other forms you need filled out.** Please ask the clinic staff how to get that contact information.
- **Please check in no more than 15 minutes before your scheduled visit,** even if you have a scan and a doctor's visit on the same day. This will reduce your time spent waiting in an exam room while we are trying to get the scan results. We do our best to keep the time in between your scan and your doctor's appointment (to discuss the results) as short as possible.
- **We have a limited number of beds to see patients who are having new or worsening symptoms.** We do not have an Emergency Room (ER) and hope you understand that if your symptoms seem severe or it is late in the day when you call us, we may ask you to come to the Roswell Assessment and Treatment Center (ATC), which is open 24/7. **(The ATC is not a walk-in clinic; you need your doctor's referral.)** If you have life threatening symptoms, call 911 or go to the nearest hospital emergency room. We encourage you to give the ER our number. We will gladly provide them with updated information about your condition and coordinate transfer, if Roswell is the best place to care for your problem.
- **When calling the clinic and leaving a message,** follow the prompts and please speak clearly. Providing us with your name, date of birth, medical record number (if available), and the reason for your call allows us to help you sooner. We will return your call as soon as possible.



Gynecology Center: **716-845-5855**. Hours: 8 a.m. – 5 p.m., Monday – Friday.

After hours: Call Roswell Park at **716-845-2300** and our Call Center staff will assist you.

Thank you for choosing the Gynecology Team to care for you!