Thank you for your interest in the Aging and Developmental Disabilities Consultation Program! We look forward to working with you at your upcoming appointment. To make the most of our visit together, please review the following checklist to help prepare for your visit after the appointment time/date has been provided.

**Weeks/months prior to appointment**
- Invite key team members. History-taking is an essential component of this consultation visit and a large portion of our encounter is spent in careful review of the patient's lifelong history. Please invite informants who know the individual well, i.e., family members, long-term staff or caregivers, guardian, etc.
- Check other sources for collateral information - i.e., check in with day program, employment, etc, to see if there are any other concerns or observations to share at the appointment.
- Gather relevant records and send by fax/secure email. This includes:
  - Results of laboratory studies within the past year.
  - Medication list, complete with doses.
  - Any reports of relevant imaging, especially CT scan or MRI imaging of the brain or spine.
  - Any other reports of relevant studies, including: sleep studies, EEG's, bone density testing, etc.
  - Reports from any recent hospitalizations within the past 6-12 months, either medical or psychiatric.
  - Reports from any recent consultants/specialists, if available, especially neurology, psychiatry, or any other related specialty pertinent to current concerns.
  - Any prior neuropsychological assessments or IQ testing.
  - Any other relevant historic documents relevant to patient's childhood development or baseline cognitive or physical abilities.
  - Recent behavior plan, if applicable

**Note:** Records must be received at least 2 weeks in advance of the scheduled appointment date so they can be reviewed thoroughly in preparation for the consultation.

**Day of the appointment**
- Leave ample time for travel and consider bringing a snack or drink, as visits are typically 90-120 minutes.
- Print and bring an updated copy of patient's medication list, complete with details of dose and frequency.
- Bring any necessary paperwork or encounter forms that require signature.

If you have any questions or concerns in preparation for your visit, please reach out to:

**Tewksbury location**
Kim Dale, RN, CDDN
Phone: 978-851-7321, X 2390
Fax: 978-863-2234
Email: kim.dale@massmail.state.ma.us

**Worcester location:**
Lisa A. Cobb
Phone: 508-845-9111, ext 1026 (voicemail)
Fax: 508-792-7226
Email: lisa.cobb@massmail.state.ma.us

Thank you! We look forward to working with you.

Sincerely,

Julie A. Moran, D.O.
Geriatrician, Intellectual and Developmental Disabilities Consultant
Aging and Developmental Disabilities Program, Massachusetts Dept of Developmental Services
Intellectual and Developmental Disabilities Consultant, Tewksbury Hospital
Clinical Instructor of Medicine, Harvard Medical School

Revised 1/2017