



NAVIGATING YOUR JOURNEY

A guide to help you understand and organize notes about your cancer treatment and provide you with resources at Adena Cancer Center.

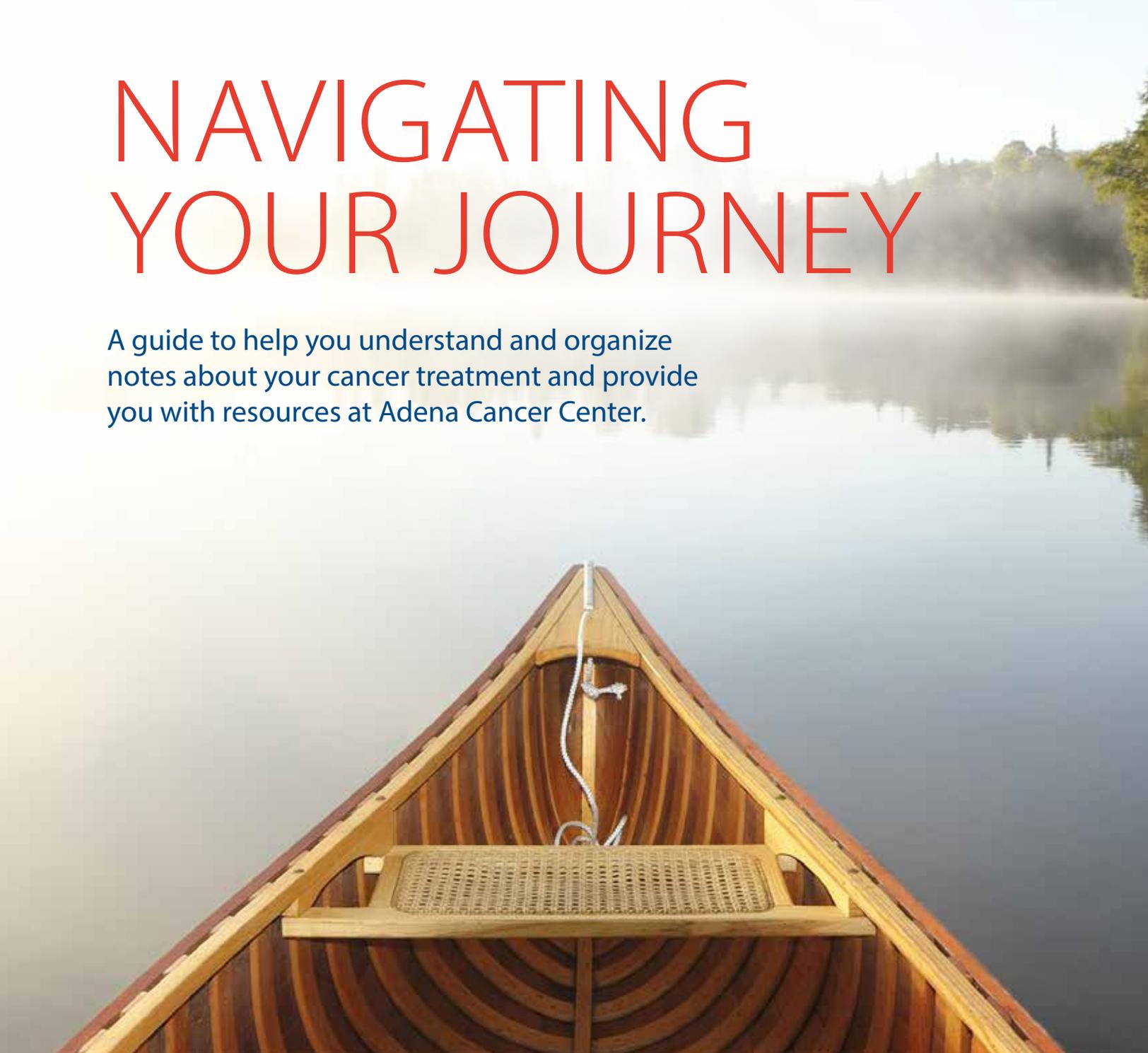




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WELCOME TO ADENA

A cancer diagnosis can shake you. But when you're ready to fight, there is one key question:

What happens now?

When Adena Cancer Center opened in January 2012, the state-of-the-art facility was designed to provide the answers to that question all in one place — and as quickly and efficiently as possible.

This booklet gives you one place to keep track of your care providers, details about your diagnosis and treatment, and questions and symptoms you want to discuss at your next appointment.

You're not alone. You have our team on your side. Call us at **740-542-3030**.

HOURS OF OPERATION

Monday-Friday: 8 a.m.-4:30 p.m.

Saturday and Sunday: Closed

After hours, call: _____

→ Ask your doctor what number to call if you have questions or concerns outside of business hours. In an emergency, always call 911.



→ MY CANCER NOTES

This booklet starts with room for detailed information about your diagnosis and treatment plan, so this information is handy for you to share and update at medical appointments.

Your doctor or nurse navigator will fill in the specific details of your diagnosis so you can refer back to it later. Don't worry about understanding all the technical terms right away. As you have questions, ask anytime.



MY DIAGNOSIS

To point the way to the best treatment options, your diagnosis includes specific information about the characteristics of your cancer. Keep track of it here:

Cancer type/location: _____

Is this a new diagnosis or recurrence? New Recurrence (Date: ____/____/____)

Is surgery recommended? Yes No (Date: ____/____/____)

Is radiation recommended? Yes No (Enter details on page 5.)

Is chemotherapy recommended? Yes No (Enter details on pages 4-5.)

Diagnostic Screenings and Tests

Type: _____ Date: ____/____/____

Results: _____

Type: _____ Date: ____/____/____

Results: _____

Type: _____ Date: ____/____/____

Results: _____

Staging

Staging is used to plan the best course of treatment and to make an accurate prognosis. Some staging systems are specific to the type of cancer, while others are relevant for many types of cancer. According to the National Cancer Institute, common elements of staging include:

- > Site of the primary tumor and the cell type
- > Tumor size and/or extent (reach)
- > Regional lymph node involvement (the spread of cancer to nearby lymph nodes)
- > Number of tumors (the primary tumor and the presence of metastatic tumors, or metastases)
- > Tumor grade (how closely the cancer cells and tissue resemble normal cells and tissue)

The TNM system is one of the most widely accepted staging systems. It is based on three factors:

- > **T:** The size and/or reach of the primary tumor
- > **N:** The amount of cancer spread to nearby lymph nodes
- > **M:** The presence of metastasis or secondary tumors formed by the spread of cancer cells to other parts of the body

A number is added in each category to indicate the size and/or extent of the primary tumor and the degree of cancer spread using the following scale.

Primary Tumor (T)

- > **TX:** Primary tumor cannot be evaluated
- > **T0:** No evidence of primary tumor
- > **Tis:** Carcinoma in situ (CIS; abnormal cells are present but have not spread to neighboring tissue; although not cancer, CIS may become cancer and is sometimes called preinvasive cancer)
- > **T1, T2, T3, T4:** Size and/or extent of the primary tumor

Regional Lymph Nodes (N)

- > **NX:** Regional lymph nodes cannot be evaluated
- > **N0:** No regional lymph node involvement
- > **N1, N2, N3:** Degree of regional lymph node involvement (number and location of lymph nodes)

Distant Metastasis (M)

- > **MX:** Distant metastasis cannot be evaluated
- > **M0:** No distant metastasis
- > **M1:** Distant metastasis is present

T stage:

TX T0 Tis T1 T2 T3 T4

N stage:

NX N0 N1 N2 N3

M stage:

MX M0 M1

Location of metastasis: _____

Stage:

For many cancer types, the TNM combinations result in classifying cancer into one of five stages.

- 0 (carcinoma in situ)
- I II III (a higher number correlates to more extensive disease)
- IV (cancer has spread to distant organs)

Tumor markers (also known as biomarkers) are substances found at higher-than-normal levels in the blood, urine, or body tissue of some people with cancer. Record any biomarkers here:

Breast Cancer

ER: _____ PR: _____

HER2/neu: _____

Tumor type: _____

Ki67: _____

Prostate Cancer

PSA level: _____

Gleason score: _____

Lung Cancer

- Non-small cell lung cancer Adenocarcinoma Squamous cell carcinoma
- Large cell carcinoma Small cell lung cancer

Mutations

EGFR + or - ALK + or - ROS1 + or - KRAS + or -

Colorectal Cancer

Histologic grade:

GX G1 G2 G3 G4

MSI testing:

MSI-High MSI-Low

Head and Neck Cancer

p16 status: _____

_____ **Cancer**

You or your care provider can fill in an explanation of your diagnosis here.

What I need to know about my diagnosis:

MY TREATMENT PLAN

Track your treatment here.

As you and your care providers decide on surgery, chemotherapy, radiation, and/or other treatments, you can use this form to keep track of them.

Cancer type/location: _____

Surgery:

None Diagnosis only Palliative resection Curative resection

Surgical procedure/location/findings: _____

Chemotherapy:

Treatment on clinical trial? Yes No

Chemotherapy start date: ____/____/____

Chemotherapy Drug Name	Route	Dose (mg/m2)	Schedule	# Cycles Administered

Non-Chemotherapeutic Agents	Route	Purpose/Goal

Reason for stopping treatment:

Completion Toxicity (adverse effect of treatment) Progression Other

Response to treatment:

Complete Partial No response Progression Not measurable

Treatment-related hospitalization required:

Yes No

Date(s): _____

Serious toxicities during treatment (list all):

Ongoing toxicity at completion of treatment:

Yes (enter type: _____)

No

Additional therapies planned:

Drug Name	Comments	Date Started
		____/____/____

Radiation therapy:

Not planned Planned

Number of treatments planned: _____ Number of treatments per week: _____

Administered:

Region treated: _____

Radiation dose: _____

Date initiated: ____/____/____ Date completed: ____/____/____

MY PHYSICIANS

As you meet your doctors and other care providers, you can circle their contact information below or list it in the space provided. If you would like to learn more about these physicians, please go online to adena.org/physiciansearch to read their biographies and watch video interviews.

Hematology/Medical Oncology

Ganapathy S. Krishnan, MD
Zion Oshikanlu, MD
Jeyanthi Ramanarayanan, MD
Jeffrey B. VanDeusen, MD, PhD
Debra E. Bihl, CNP
Douglas M. Smith, CNP
740-542-3030 • 740-779-7871 fax

Radiation Oncology

Gregory Thompson, MD
William A. Wilson, MD
740-542-3010 • 740-779-7442 fax

MY TEAM

If you have been diagnosed with breast, colorectal, head and neck, or lung cancer, Adena has specialized nurse navigators to help coordinate your care and provide support. List the name and contact of your navigator, as well as other providers, below for easy access when you need to reach them.

My navigator is: _____

The phone number is: _____

My clinic nurse is: _____

Scheduling: _____

Other providers/staff:

MY APPOINTMENTS

To get the most out of your appointments, come prepared. (Make extra copies of this form or print it out at adena.org/cancerpatientguide.)

Date: ____/____/____ Time: _____

Physician: _____ Location: _____

What to bring with me: _____

Remember to ask: _____

Follow-up notes: _____

Date: ____/____/____ Time: _____

Physician: _____ Location: _____

What to bring with me: _____

Remember to ask: _____

Follow-up notes: _____

MY MEDICATIONS

Fill in the form on the facing page with the following information about each drug you are taking — including over-the-counter medications and supplements:

- > Name and strength of the medication
- > Shape and color of the medication
- > Dosage, including what time of day you take it and how many times per day
- > Why you are taking it
- > When you began taking it
- > Side effects you've noticed
- > Any potential food or drug interactions you should be aware of; the Adena Pharmacy staff can do a complete medical review to screen for any drug interactions
- > When a refill is needed

Most treatment prescription medications can be filled at the Adena Pharmacy.

Medication	Dose	Shape/Color	Purpose	Started	Side Effects	Interactions	Refill By

You can print additional copies of this form by going to adena.org/cancerpatientguide.

YOUR RIGHTS AS A PATIENT

As you walk through your cancer journey, we care about your needs and the needs of your loved ones.

We want you to be aware of your rights as a patient under Adena Health System's policy and federal and state law.

You have the right to:

- > Necessary treatment regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, disability, or source of payment.
- > Be treated with respect. This includes respect for religious and cultural beliefs, and emotional needs.
- > Accept or refuse medical treatment to the extent permitted by law. You have the right to expect that we will do everything possible to control your pain, regardless of whether you accept or refuse recommended treatment.
- > Have us explain things to you in a way you can understand so that you can make informed decisions about your care. This includes your condition, likelihood of recovery, procedures that may be done, risks, benefits and side effects of those procedures, and any medically reasonable alternatives. This also includes a foreign language or sign language interpreter for you or your caregiver at no cost.
- > Expect us to perform any testing or medical procedures in the safest possible manner.
- > A safe environment that is free from any concerns of harassment or abuse, humiliation, neglect, and/or financial or other exploitation.
- > Not be restricted in your movements unless medically indicated. You have the right to expect us to follow the strictest guidelines for the use of restraints and seclusion.
- > Be informed (or have your support person informed when appropriate) of your visitation rights and hours, including any clinical restriction or limitation on these rights. This means that you have a right to privacy and may have visitors whom you choose, including a domestic partner (including a same-sex domestic partner), another family member, or a friend; and you have the right to refuse to see any visitor that you designate.
- > Ensure that all your visitors enjoy full and equal visitation privileges consistent with your preferences, whether they are related to you or not. This means that Adena Health System will not restrict, limit, or otherwise deny visitation privileges on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, or disability.
- > Confidentiality of your treatment, diagnosis, and medical records unless you give us authorization or as otherwise allowed by law. You have the right to ask us not to reveal that you are a patient of Adena Health System.
- > Be involved in all aspects of your care, including the right to request second opinions and/or to consult with other physicians at your own expense.
- > Know the name of the person who is caring for you and his/her professional status. You have the right to know who is responsible for ordering and performing a procedure or treatment for you.
- > Access protective services, e.g., guardianship and advocacy groups or Adult/Child Protective Services.
- > Be informed of and participate in (or not participate in) any educational, public health, or clinical research or other experimental project if these affect your care or treatment.
- > Transfer to another facility at your request or with your consent after receiving an explanation of the need for transfer and alternatives to the transfer, if the receiving facility agrees.
- > Prepare advance directives, such as a Living Will or a Durable Power of Attorney for Health Care. Upon request, Adena Health System can provide assistance with the completion of these documents.

We respect your right to be treated with dignity, to make decisions about your care, and to feel safe and comfortable in your treatment environment.

A patient (i) who is unable to understand and/or make decisions regarding his/her care; (ii) who cannot communicate his/her wishes; or (iii) who is under the legal age of 18 and is not otherwise emancipated, has the right to have decisions made on his/her behalf by his/her parent/guardian, next of kin, or legally authorized representative.

If you have any questions or complaints about any services provided by Adena Health System, we encourage you to talk with your doctor, nurse, or the manager of the department or office where you are receiving services.

If the issue is not resolved to your satisfaction, please call our Patient Comment line at **740-779-7364** or **1-877-779-7364**. Please be assured that bringing your issue to our attention will not result in any form of retaliation or barrier to receiving services.

You also have the right to write the Ohio Department of Health, PCSU, at 246 North High Street, 3rd Floor, Columbus, OH 43215, or call **1-800-342-0553**, from 8 a.m.-5 p.m., Monday through Friday.

PREPARING FOR AN APPOINTMENT

For all appointments, bring the following with you:

- > This guide, including a list of questions
- > Photo identification
- > Insurance card
- > Copays
- > A current list of medications
- > Proper transportation

Please note: The Adena Cancer Center is not connected to Adena Regional Medical Center (ARMC). Sometimes tests are needed at ARMC, so you may need to go there. ARMC is located next to the Adena Cancer Center, so you can park at either location. If you need help getting from one location to the other, please go to the information desk and we will provide assistance.

For chemotherapy appointments, be sure to bring something to help you pass the time:

- > A good book
- > Your tablet, e-reader, or MP3 player
- > A friend or family member to chat with you
- > A bottle of water and some snacks (there is also a café where you can purchase snacks, as well as a patient kitchenette with snacks and drinks)

You can preregister for your appointments by calling **740-779-7711**. You should plan on arriving 15 minutes before your appointment.

You're not alone. Half of patients have trouble understanding what is being told to them about their health. Here are some tips to help:

- > Write down questions as you think of them in this guide. Be sure to bring the guide with you to all appointments.
- > Bring someone along who can take notes.
- > Consider tape-recording the conversation on your phone (with your provider's permission) so you can play it back at home.
- > Tell the health care professional you're meeting with that you don't understand what he/she said and ask him/her to repeat the information differently.

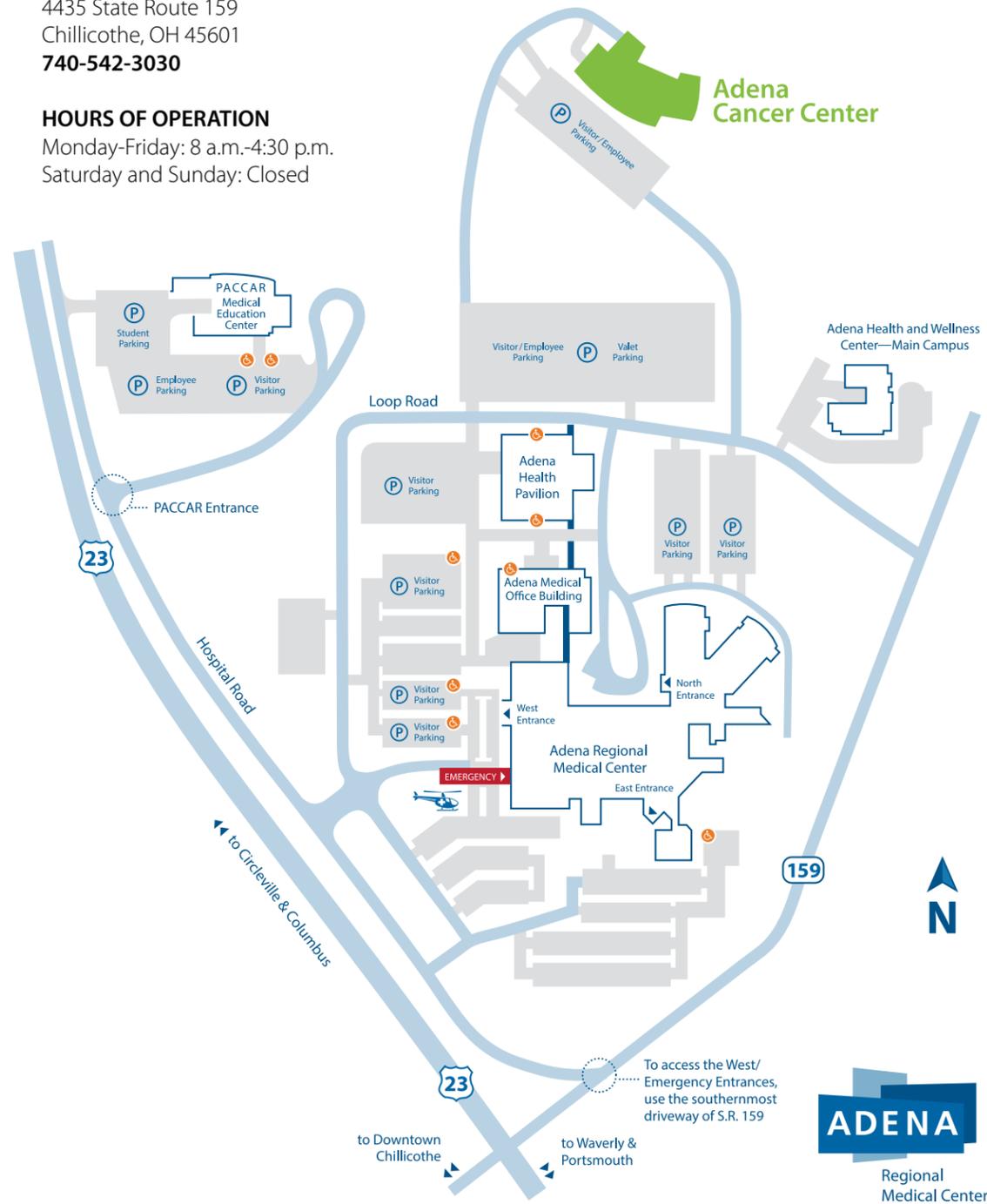
VISITING THE CANCER CENTER

Our freestanding location has easy access, with free parking (including handicapped parking) and a patient drop-off at the front door. At your first appointment, you'll be greeted by a nurse navigator, who will stay with you throughout your entire visit. Please note that Adena Cancer Center and its campus are nonsmoking areas.

4435 State Route 159
Chillicothe, OH 45601
740-542-3030

HOURS OF OPERATION

Monday-Friday: 8 a.m.-4:30 p.m.
Saturday and Sunday: Closed



CANCER CENTER FEATURES AND AMENITIES

Our 9,000-square-foot radiation oncology unit includes two linear accelerators and one CT simulator, which analyzes the body and marks the skin so doctors can design a specific radiation plan that spares healthy tissue and reduces side effects.

The center's 5,000-square-foot infusion center includes 16 treatment spaces and a pharmacy, where individualized medications are mixed based on each patient's needs.

While receiving chemotherapy infusions, patients recline in front of floor-to-ceiling windows overlooking a parklike setting. Our Healing Garden is designed to be a soothing environment that promotes relaxation and renewal. Each infusion station also offers wireless Internet access, a TV/DVD, and guest seating.

Adena Cancer Center also offers an on-site retail pharmacy where you can fill your prescriptions, open 8 a.m.-4 p.m. weekdays.

Our spacious treatment areas combine leading-edge technology with patient comfort.

ADVANCE DIRECTIVES

Advance directives are legal documents that express your health care wishes and allow you to appoint someone you trust to make health care decisions on your behalf in the event that you become unable to make decisions or communicate them yourself. These are important documents that every adult should have on record. As part of routine care at Adena, we will ask you if you have advance directives completed and to provide us with copies. This does not mean your condition is terminal. If this request causes you concern, please tell us so that we can help you better understand the documents.

Each state has its own laws regarding advance directives, including what is required for the document to be legally binding. In Ohio, there are two documents included in an advance directive:

- > **Durable Power of Attorney for Health Care** — allows you to appoint someone to make medical decisions on your behalf, including decisions about life-sustaining care, should you become unable to do so for yourself. Be sure to talk to the person you appoint to make sure he or she has a clear understanding of the type of care you wish to receive in various situations.
- > **Living Will** — is a document that contains your wishes for medical care in the event of terminal illness.

Be sure to tell your health care team if you have an advance directive.

You can download information regarding Ohio's advance directives by going to caringinfo.org/files/public/ad/ohio.pdf.

PATIENT SAFETY TIPS

Ask your doctor if you should get a flu shot or any other vaccines. To avoid illness or injury while you're going through cancer treatment, consider these tips on hand-washing and preventing falls and pressure sores.

Hand-Washing

Every year in the United States, one in every 25 hospital patients gets an infection. And some infections acquired in the hospital can be hard to treat and possibly life-threatening. In or out of the hospital, one of the best ways to prevent getting or spreading infections is by washing your hands. You should also ask your providers if they washed their hands before being treated.

When should you wash your hands?

- > Before and after preparing or eating food
- > Before and after using the restroom
- > After sneezing, coughing, or blowing your nose, or after you've been in contact with someone who is sick or recovering from an illness
- > After touching your pet or after contact with pet food or pet waste
- > After handling garbage

Proper hand-washing tips:

- > Wet your hands with warm running water.
- > Lather your hands with soap and rub together for at least 20 seconds. Be sure to include your wrists and the backs of your hands.
- > Rinse well under running water.
- > Dry your hands using a clean towel or paper towel.
- > Use that towel to open the door to exit the bathroom.

Are hand sanitizers effective?

Washing your hands is more effective at preventing the spread of germs than hand sanitizers alone. But when hand-washing is not an option, using a hand sanitizer with at least 60 percent alcohol concentration can help kill germs.

Preventing Falls

Falls cause more than 2 million injuries every year. Some treatments and medications can cause dizziness, so there are some things you can do to prevent falling:

- > For most people, vision is directly related to balance. If you wear prescription eyeglasses or contact lenses, be sure to wear them when coming for treatment.
- > Wear well-fitting shoes that provide good traction and stay securely on your feet.
- > Before standing, sit at the edge of your chair or bedside and pause to evaluate how you're feeling. If you feel dizzy, light-headed, or weak, or sense that you may have difficulty standing or walking, ask one of our staff to assist you.

At home:

- > Remove rugs that can cause you to slip or trip.
- > Be sure hallways, stairs, and well-traveled areas are free from cords, furniture, or other items that may get in your way.
- > Use handrails when going up and down stairs.
- > Turn on the lights when moving from room to room.
- > Use slip-resistant mats in the tub or shower.
- > Wear well-fitting shoes inside as well as outside the house. Do not go barefoot or wear loose-fitting slippers that may cause you to slip or trip.

Preventing Pressure Sores

If you spend extended periods of time sitting or lying down, you can develop pressure sores, also called bedsores or pressure ulcers. These most commonly form on areas of the body that press against the surface of the bed or chair, such as:

- > Heels and ankles
- > Knees
- > Hips
- > Spine and tailbone
- > Elbows
- > Shoulders
- > Back of the head

What causes bedsores?

Bedsores form when soft tissue presses against a surface, restricting blood flow to that area. Without proper blood supply, the skin begins to die and an ulcer begins to form.

Signs of bedsores:

- > Redness on the skin
- > Warm area on the skin
- > Spongy or hard skin
- > Top layers of skin have begun to break down or become sore

Prevention tips:

- > Do not bathe every day. Excessive bathing can dry out the skin and make you more susceptible to bedsores.
- > Keep your skin dry. Clean areas where moisture tends to accumulate, such as under the breasts and around the groin area.
- > Clean and dry yourself well after using the restroom.
- > Use moisturizers to keep skin from drying out too much.
- > When bathing, do not scrub the skin.
- > Wear clothing that is not too tight and will not bunch up underneath you.
- > Change your position every one to two hours.
- > Keep bedsheets taut, so there are no wrinkles beneath you, and change sheets as soon as possible if they become wet.
- > Drink plenty of water.

Avoid getting pressure sores from extended time spent sitting or lying down.

Hand-washing is one of the easiest ways to protect your health.

If your treatment is causing dizziness, take steps to prevent falls.

Breast Cancer

Every woman is different, and breast cancer is a very personal experience. Treatment is about eradicating the cancer as well as about your lifestyle and your choices. Your choices include:

- > **Surgery** to remove the entire breast, called a mastectomy
- > **Surgery** to remove the lump (called a lumpectomy), followed by chemotherapy and/or radiation
- > **Radiation** and/or **chemotherapy** without surgery

Prostate Cancer

Our medical team can recommend the most effective combination of therapies to treat your prostate cancer. Your options at Adena Cancer Center include:

- > **Surgery** with the da Vinci® Surgical System, which uses minimally invasive robot technology to help surgeons remove part of the prostate
- > **External beam radiation** and **brachytherapy**, which uses radioactive seeds, can be used together or separately
- > **Hormone therapy** to reduce male hormones (androgens) in the body to prevent them from reaching the prostate and “feeding” the tumor

Colorectal Cancer

Most colon cancers are treated with **surgery**. The portion of the colon with the tumor is removed, and the remaining bowel ends are reconnected. After surgery, a pathologist will study the tumor and lymph nodes to determine if **chemotherapy** is needed to kill lingering cancer cells.

For rectal cancer, **radiation therapy** and **chemotherapy** are first used to kill as many cancer cells as possible. Then surgeons remove part of the rectum and reattach the bowel, or the entire rectum, and perform a colostomy.

Lung Cancer

Appropriate treatment for lung cancer is determined by the stage of the cancer — how large it is and how far it has spread. Your options for treatment at Adena Cancer Center include:

- > **Surgery** to remove part of the lung or the entire lung to remove the tumor in slow-growing cancers. For cancers that have spread to the lymph nodes or other organs, surgery also may be combined with **chemotherapy** and **radiation**.
- > **Chemotherapy** and/or **radiation therapy** is used to treat lung cancer when surgery is not an option.

Head and Neck Cancer

Your physician will help you choose the best treatment option for you, depending on the size of your cancer tumor, whether or not it has spread to other parts of your body, your age, and your general health. Adena’s team of cancer specialists prefers minimally invasive treatments whenever possible, allowing patients to maintain more speech and swallowing function. Your options include:

- > **Surgery** can be used alone to remove tumors from the head and neck in some cases. It also may be combined with **chemotherapy** and **radiation**. After the cancer is treated, reconstructive surgery may be necessary to improve physical appearance or restore functions such as breathing and swallowing.
- > **Chemotherapy** and/or **radiation therapy** is used to treat head and neck cancer, if surgery is not an option.

Whatever your treatment decision, your Adena team will not only stand by you — we’ll make sure you have the ongoing information and support you need to achieve the best possible outcome. Our nurse navigators will help you understand each step in the process, help you schedule appointments, and help you access support services through Adena and your community.

SIDE EFFECTS

As each treatment targets cancer cells, it also has possible side effects:

Chemotherapy Side Effects

Chemotherapy drugs kill fast-growing cancer cells, but they can affect healthy, fast-growing cells, too, including hair follicles, blood-forming cells in the bone marrow, and cells in the mouth, digestive tract, and reproductive system.

Common side effects include:

- > Nausea, vomiting, and loss of appetite
- > Weight loss
- > Fatigue
- > Sores in the mouth and throat or dry mouth
- > Changes to taste
- > Headaches
- > Pain
- > Anemia
- > Diarrhea or constipation
- > Lymphedema-related swelling, generally in the arms or legs
- > Neuropathy, which can lead to tingling, numbness, or weakness in the extremities; muscle cramps or soreness; balance problems; and dizziness
- > Hair loss
- > Changes to your skin and nails
- > Bruising, nosebleeds, and unusual bleeding
- > Fuzzy thinking (“chemo brain”)

Radiation Therapy Side Effects

The severity of radiation side effects vary from person to person. While not everyone has side effects, the most common are:

- > Feeling tired
- > Skin changes, including dryness, itching, and peeling

Because radiation is directed at a very specific part of the body, other side effects depend upon what part of your body is being treated. These may include:

- > Hair loss in the area being treated
- > Diarrhea and urinary/bladder changes
- > Mouth problems or trouble swallowing

Ask your doctor or nurse what side effects you may experience. Most forms of radiation do not limit who you can be around when you go home.

If you are experiencing any side effects, list them on the next page and be sure to talk with your doctor or another member of your health care team about these.

Our nurse navigators will help you understand each step in the process.

MANAGING SIDE EFFECTS

There are now many treatments to help control side effects. If you are experiencing side effects, let your care team know so that they can help. Through the STAR Program® (Survivorship Training and Rehab), Adena Rehabilitation provides customized care to patients suffering from fatigue, weakness, pain, swelling, and other side effects.

These self-care tips can help you manage side effects.

Making healthy lifestyle choices also can help you cope with side effects like fatigue, anemia, and gastrointestinal issues. Consider these self-care tips (and learn more online at cancer.org):

- > **Nutrition:** Keep your kitchen stocked with healthy foods that appeal to your sense of taste. Try to incorporate fresh produce and high-fiber foods, as well as good sources of protein. In addition to well-balanced meals, eat a few healthy snacks each day. Stay well-hydrated by drinking at least eight glasses of water a day.
- > **Exercise:** Just 15 to 30 minutes of moderate exercise — a walk or a short yoga practice — can actually boost your energy level. Make sure you have your physician’s approval before beginning a more intense exercise routine.
- > **Rest:** Getting plenty of sleep and limiting your activity to important tasks can help alleviate fatigue. Allow others to help you around the house or by running errands, and don’t feel bad about taking a nap or two each day.

Looking Good While Getting Better

If you’re left with hair loss or changes to your skin during or after undergoing cancer treatment, consider taking part in the American Cancer Society’s Look Good Feel Better program.

This program is dedicated to improving self-esteem and quality of life for women who are undergoing cancer treatments. The American Cancer Society periodically hosts complimentary beauty sessions at Adena Cancer Center. For a detailed schedule, visit lookgoodfeelbetter.org/programs or call **1-800-227-2345. Registration is required.**

In addition, your social worker may be able to provide you with a wig voucher from the Adena Health Foundation that can be used at a local salon.

Date	Side Effect Experienced

MANAGING PAIN

Different types of treatment, as well as the cancer itself, can lead to pain. But with help from your health care team at Adena Cancer Center, much of the pain often can be alleviated. We consider pain management a very important part of your treatment and recovery. Don’t try to tough it out. Pain can make other side effects more severe and can lead to fatigue, depression, and stress.

Don’t try to tough it out. We can help you manage pain.

The American Society of Clinical Oncology recommends tracking your pain using the following criteria:

- > Keep track of when your pain starts and how long it lasts
- > Note where in your body it originated and if it spread or stayed in one area
- > Describe what you were doing when the pain started
- > Give your pain a number on a scale of 0 to 10, with 10 being the highest level of pain
- > Describe your pain with words such as “burning,” “stabbing,” or “throbbing”
- > Track what types of pain control you try and how effective they are

MANAGING MEDICATIONS

During cancer treatment, you can be taking numerous drugs a day. It’s essential to keep track of them so that you take the right medication and the right dosage at the right time. You also need to be aware of potentially dangerous interactions with any over-the-counter medications or supplements.

To manage your medications on a daily basis, set up a system that works for you. You could use one or more of the following:

- > **Electronic reminders:** There are many smartphone apps that will alert you each time you need to take a specific medication. A watch with an alarm can also help keep you on track.
- > **Chart or calendar:** Create a daily list of medications, dosages, and timing. Cross off each one as you take it.
- > **Pill organizer:** Most drug stores sell various types and sizes of pill organizers with compartments for each day and AM and PM sections. At the beginning of each week, you can fill them with all the medications you need to take. You can tape a copy of your medication list and timing to the bottom of the organizer.

Find a medication reminder system that works best for you.

Keep a list of all medications you are taking and take this list with you to any doctor appointments. Your caregiver also should have a list, and one should be available in your home in case of emergencies. You can use the form on page 9 of this booklet or make your own. The Adena Pharmacy staff can do a complete medical review to screen for any drug interactions.

FREQUENTLY ASKED BILLING QUESTIONS

1. Will you bill my insurance?

We will bill your insurance carrier for the charges from your visit to Adena Health System. This bill covers the facility (hospital, Cancer Center, or outpatient clinic), services provided there, and employed staff such as nursing care.

Depending on the type of services provided to you on your visit, you may receive an additional bill from one or all of the following providers of care who are independent from Adena Health Services. Please contact them directly for bill inquiries:

- > Adena Radiology: **740-779-7666**
- > Ross Emergency Group PC, Inc.: **740-779-7500**
- > Byron Smith, MD, Inc. (pathologist): **740-779-7659**

You may get bills from multiple places. For instance, your physician may bill you separately for services. Please call the entity listed on the bill with questions.

If there has been a change to your insurance from what was listed on your statement, please call us at **740-779-4200** or **1-800-975-7541**.

2. When will I receive a bill?

Although we can't guarantee how soon we'll hear from your insurance provider or how much of the costs they will cover, you should expect to receive a billing statement 45 to 60 days after your visit. The billing statement will show:

- > The cost of service
- > Any discounts negotiated by your insurance provider
- > Any amounts paid by your insurance or expected to be paid by your insurance
- > How much you owe
- > When your payment is due

You may receive more than one billing statement from us until all charges are paid.

3. How do I request an itemized statement?

You may request an itemized statement by calling our Customer Service department at **740-779-4200** or **1-800-975-7541**.

4. Will you bill my secondary insurance?

After we hear from your primary insurance, we will bill and expect to hear from your secondary insurance within 60 days. If we do not receive payment from your secondary insurance carrier within 60 days, you may receive a statement from us. Please keep all of the payment information you receive from your primary insurance company. If we are unsuccessful in collecting payment from your secondary insurance, you will need the payment information when you contact them.

5. What are your business hours?

Our Customer Service representatives are available Monday through Friday from 8:30 a.m.-4 p.m.

6. Where is the Business Office located?

Our address is 110 Vaughan Lane. We are located just south of the State Highway Patrol and west of Adena Regional Medical Center.

7. Where do I send my payment?

Payments can be made in person at the Business Office at 110 Vaughan Lane or the Cashier Office at either Adena Regional Medical Center or Greenfield Area Medical Center.

Payments also may be mailed to:

Adena Health System
P.O. Box 932035
Cleveland, OH 44193

8. What types of payments are accepted?

We accept MasterCard, Discover, and Visa. We also accept personal checks and money orders. Cash payments are accepted at the Business Office or the Cashier Office at AMC, AGMC, or APMC.

Patient Advocates

If you have a concern or complaint that cannot be resolved by your doctor, nurse, or department manager, please call and speak with a patient advocate. Our patient advocacy office can help with concerns about our services, care, or our staff. All conversations are confidential, and we won't investigate without your permission unless there is a serious safety concern.

Nutrition Services

Chemotherapy medications can leave patients feeling nauseated, and some treatments can diminish a person's ability to taste or enjoy food. With a limited appetite, it can be hard to get enough calories to keep your strength up. An Adena Cancer Center dietitian is available one day a week to meet with patients while they are undergoing chemotherapy and help them refine their diets to ease nausea and make sure they are getting the nutrition they need.

Rehabilitation Services

Adena's trained physical, occupational, and speech therapists offer cancer patients a wide variety of techniques to help minimize the side effects of cancer treatment. We also are the only certified STAR Program® (Survivorship Training and Rehab) in southern Ohio, offering ongoing therapies throughout treatment and beyond. To reach the Adena Rehabilitation team, please call **740-779-7690**. (More information about the STAR Program can be found under the Cancer Survivorship section of this guide.)

Pain Management

The Mayo Clinic reports that one person out of three undergoing cancer treatment experiences pain. The Adena Pain Management experts can provide treatments that help relieve pain caused by treatment or the cancer itself that can be used in the hospital or at home.

Social Services

Adena Cancer Center's social workers are specially trained and dedicated to helping patients and their families when faced with a diagnosis of cancer, by linking them to community resources as well as providing emotional support. Our cancer social workers are there to help navigate you through the complexities of the treatment process by serving as knowledgeable, objective, and unbiased resources. Contact social workers at **740-542-3061** or **740-542-3004**.

Financial Counseling

The financial burdens of a cancer diagnosis can weigh on patients and their families. Unlike many other types of illnesses, cancer treatment can be very complex and include treatment from a wide variety of sources. To help you understand your insurance coverage and find additional financial resources to cover the cost of treatment, Adena provides a specially trained cancer financial counselor. This counselor can help patients with private insurance, Medicare or Medicaid, the Ohio Hospital Care Assurance Program (HCAP), or no insurance. To reach the Adena cancer financial counselor, please call **740-542-3064**.

Pastoral Care

A chapel is located on the first floor of the Adena Regional Medical Center, near the north entrance, that is open 24 hours a day to offer you a place of respite. Chapel services are every Wednesday and Sunday afternoon. Services begin at 2:30 p.m. and average 15 minutes. You can also request a visit from the hospital chaplain by calling **740-542-7529** or by asking your health care team. The hospital chaplain is available from 8 a.m.-4:30 p.m., Monday through Friday, but an on-call chaplain can also be reached after hours.

Adena Hospice

Adena Hospice provides palliative and supportive care during a terminal illness and bereavement period, allowing patients to receive care at home, whether they live in a traditional home or a contracted nursing facility. Contact Adena Hospice at **740-779-4663**.

CLINICAL TRIALS

New treatment options for cancer are being continually developed and tested through clinical trials. As therapies are tested and proven to be more effective than the current standards — or to be equally as effective but with fewer side effects — they can move closer to being available for patients everywhere. By participating in clinical trials, Adena provides patients with access to some of the most groundbreaking treatments in the country. Adena has been involved in clinical trials for more than 20 years and offers studies from the best cancer facilities and oncologists in the U.S.

Adena Cancer Center offers ongoing clinical trials for a wide range of cancers, including:

- > Breast
- > Colorectal
- > Head and neck
- > Kidney
- > Lung
- > Pancreatic
- > Prostate
- > Skin

The therapies being tested include chemotherapy drugs and biological agents, as well as medications to reduce side effects of other treatment.

To learn more about clinical trials available through the Adena Cancer Care Center, talk with your doctor or call the clinical trials nurse at **740-542-3071**. You can also read more about clinical trials at the National Cancer Institute website: **cancer.gov/clinicaltrials**.

TRUSTED WEBSITES

When you're looking for answers to your questions, the Internet can be a confusing place. Not all sites are reliable, many are outdated, and some include inaccurate information that can be dangerous or upsetting. Your care providers are the best source for information about your personal diagnosis and treatment.

At Adena Cancer Center, we offer a resource area with a computer, where American Cancer Society volunteers can help you do online research. Accurate general information is also available at:

- > American Cancer Society: **cancer.org**
- > American Society of Clinical Oncology: **cancer.net**
- > American Society of Hematology: **hematology.org/patients**
- > Association of Cancer Online Resources: **acor.org**
- > Centers for Disease Control and Prevention: **cdc.gov**
- > Creative Counseling Network: **ccn.org**
- > National Cancer Institute: **cancer.gov**
- > National Coalition for Cancer Survivorship: **canceradvocacy.org**
- > OncoLink: **oncolink.org**
- > Patient Resource: **patientresource.com**
- > Susan G. Komen (breast cancer): **ww5.komen.org**

Beware!
One-third of Wikipedia entries for prescription drugs were not updated a year after the Food and Drug Administration issued safety warnings for those drugs, according to a 2014 study. Use these websites for reliable information instead.

TALKING WITH THE MEDICAL TEAM

As a caregiver, you can help communicate your loved one's questions and needs.

As a caregiver, you are an important part of the patient's care team. Reach out to his/her physicians and nurses to both give and receive information. It's easy for a patient to feel overwhelmed, so an important role of the caregiver is to serve as a liaison to communicate questions and needs. Work with the nurse navigator to help schedule appointments, arrange transportation, coordinate billing issues, and talk about medications and treatment options.

Be available to talk with your loved one when he/she is waiting for test results or receiving news from his/her doctor. Information can be overwhelming at this point, and it's important to have another person to take notes, ask questions, and provide support.

Learn as much as you can about the type of cancer your loved one has. Accompany him/her to doctor appointments and treatment sessions to gather information about resources and follow-up care.

HOW YOU CAN HELP AT HOME

If you're providing in-home care or visiting the patient's house on a regular basis, you can help by:

- > Providing easy-to-prepare food that is appealing. Ask what sounds good and sits well. Maybe he/she prefers bland foods or if his/her sense of taste is affected, he/she may want something spicier than usual. Encourage foods that are high in calories and protein if he/she isn't eating as much as normal. Don't forget about breakfast options and snacks like fresh fruit, too.
- > Helping with hydration by keeping a glass of water or juice nearby and offering smoothies or other high-water content foods such as soups and fruits.
- > Assisting with any medication he/she needs to take. Offer to pick it up at the pharmacy, and learn to give drugs by injection if he/she is not comfortable doing it.
- > Talking with his/her doctor about how you can help with pain management, wound care, and coping with other side effects like nausea, constipation, or infection.
- > Encouraging the patient to take a daily walk with you if possible. If the patient is stuck in bed, talk with his/her doctor about range-of-motion exercises the patient can do.
- > Helping the patient get in and out of bed in case he/she is feeling weak or dizzy. Make sure walkways are clear of tripping hazards and bathrooms have handrails and nonslip mats to help prevent falls.
- > Assisting with grooming, such as shaving and bathing. Encourage the patient to change clothes each day and even to put on makeup if that helps her feel better.
- > Weighing the patient each day or two at the same time to ensure he/she is not losing too much weight.

LONG-DISTANCE CAREGIVING

If you don't live near the person with cancer, you can still help provide care by arranging appointments by phone or ordering groceries or meals online to be delivered to the patient's home. It can help give you peace of mind to find a local volunteer, friends, or a home health nurse to visit him/her regularly if you can't be there. Ask if there is assistance you can offer from afar, such as helping get paperwork in order, calling to talk with his/her insurance company, or arranging other services. And be sure to call, email, or Skype regularly to check in and provide a listening ear.

When you are able to visit in person, make the most of your time. Arrange a meeting with any members of the medical team you have questions for, and include the patient in those discussions. Spend time in the patient's home to see if there are additional resources he/she needs, such as cleaning services, fall prevention, or other general maintenance. Most importantly, enjoy your time with the person you came to see.

TAKING CARE OF YOURSELF

Caring for someone with cancer can take an emotional and physical toll. And because you don't know how long you will be providing assistance, it's important to implement good health habits to care for yourself from the beginning. Here are some ways to ensure that you are at your best:

- > **Get enough sleep.** If you can nap when your loved one naps, that's great. If not, ask your network of friends, family, or volunteers to take a shift so you can catch up on sleep.
- > **Take a walk,** do some gardening, or even get away for a quick exercise class. Doing something active will help relieve stress and give you energy.
- > **Pay attention to your own health.** Eat healthy foods, drink plenty of water, take your regular medications, and notice signs and symptoms of fatigue, which can compromise your immune system.
- > **Connect with others.** That might mean having a coffee date once a week with friends, doing a date night with your spouse, or attending a formal caregiver support group. If you can't find someone to relieve you, plan to share a meal at the house with your friend or family member.
- > **Find some quiet time** in each day to relax, meditate, pray, or read.

Caregivers need support, too. Remember these tips for making your own well-being a priority.

RESOURCES FOR CAREGIVERS

At Adena Cancer Center, our nurse navigators are a great resource for information and support.

These websites also may help:

- > American Cancer Society: [cancer.org/caregivers](https://www.cancer.org/caregivers)
- > American Society of Clinical Oncology: [cancer.net/coping-and-emotions/caregiver-support](https://www.asco.org/cancer-net/coping-and-emotions/caregiver-support)
- > National Cancer Institute: [cancer.gov/cancertopics/coping/familyfriends](https://www.cancer.gov/cancertopics/coping/familyfriends)

I Can Cope

This free educational program arms cancer patients and caregivers with straightforward facts about diagnosis and treatment. The American Cancer Society facilitates these community classes and can answer many of your cancer-related questions. To find or register for a class, call **1-800-227-2345** or visit [cancer.org](https://www.cancer.org).

SUPPORT GROUPS

Cancer does not have to be a battle you fight alone. Finding support from others who have experienced what you are going through can help you maintain the strength you need to fight when you feel like you have no fight left. And sharing your experience can provide just the inspiration others need.

Adena offers a variety of support groups to meet the needs of our patients and their family members. Some groups are led by our highly trained and caring staff, and others are led by professionals from the American Cancer Society.

Find a program that's right for you, and join us today:

General Cancer Support Group

- > For people with cancer as well as their loved ones and caregivers
- > Meets 6-7:30 p.m. on the first Tuesday of every month in the Ribbons of Hope Conference and Education Room at Adena Cancer Center

Look Good Feel Better

- > Dedicated to improving self-esteem and quality of life for women who are undergoing cancer treatments.
- > For a detailed schedule, visit lookgoodfeelbetter.org/programs or call **1-800-227-2345**. Registration is required.

I Can Cope

This free educational program provides cancer patients and caregivers with straightforward facts about diagnosis and treatment. The American Cancer Society facilitates these community classes and can answer many of your cancer-related questions. To find or register for a class, call **1-800-227-2345** or visit cancer.org.

FOLLOW-UP CARE

Once you've finished the active phase of your cancer treatment, you'll receive long-term follow-up care. Keep track of your follow-up plan here:

Follow-Up Care	When/How Often?	Coordinating Provider
Medical oncology		
Lab tests		
Imaging		

HELP OTHERS WITH CANCER

You can assist the Adena Health Foundation support new and current cancer care services and programs by donating to the Adena Cancer Fund or to the Wig Fund. Your contributions support cancer patients in a variety of ways, such as transportation costs, wigs, initial prescriptions for charity-qualified patients, new equipment, maintenance of the Healing Garden, education and outreach, and support for children and families who are on their journey with cancer.

Adena Health Foundation was created in 2002 by the Board of Trustees of Adena Health System to support its mission and charitable purposes. The foundation is separately incorporated and tax-exempt under IRC 501(c)(3). Contributions to the foundation are tax-deductible to the fullest extent of the law.

For more information about the Adena Health Foundation or to make a gift, please visit us at adena.org/foundation or call **740-779-8718**. Donations may be sent to 9 South Paint Street, Chillicothe, OH 45601.

Adena Cancer Center
4435 State Route 159
Chillicothe, OH 45601
740.542.3030
Adena.org/cancer
Monday-Friday: 8 a.m.-4:30 p.m.

