Dear ______________________________:

I am writing to give you some information about the UCSF Multidisciplinary Birthmarks and Vascular Anomalies Clinic (BVAC). The clinic is held approximately 9 times a year, usually on the 1st Friday morning of the month, from 8 AM to noon, at 1701 Divisadero Street, 3rd Floor, at the Mt. Zion Campus of UCSF.

Your appointment is scheduled for ______________________, 2010 at 8 AM; Please arrive 15 minutes in advance (at 7:45 am) in order to register.

In a typical BVAC, we see ten to twelve patients who are referred by a physician for diagnosis or management suggestions. The physicians participating in the have a special interest in vascular anomalies and represent the following specialties and subspecialties: Pediatric Dermatology; Dermatologic and Laser Surgery; Plastic Surgery (including both pediatric and hand specialists); Neurointerventional Radiology; Diagnostic Radiology; and Pediatric Otolaryngology. If a specific need arises, other specialists are also called in to consult.

Because UCSF is a teaching hospital, there will also be several residents in training and medical students seeing you. Since you will be seeing many doctors, it is important to know that one dermatology resident will be specifically assigned to take a comprehensive history and perform a careful physical examination on you. After evaluating you and receiving your history and pertinent radiologic and other studies, the physicians meet as a group to discuss your problem, and make recommendations for your care. After the conference, one or more physicians will discuss these recommendations with you.

Two to four weeks later a letter summarizing your problem and our assessment and recommendations will be sent to your referring physician and you will receive a copy of this letter as well. If you do not receive it, please contact us so we can send it to you. We recommend keeping it in your files in case you change doctors or as a document to refer to if further problems develop. In most cases, we do not schedule a formal follow-up visit to the Vascular Anomalies Clinic, but rather try and arrange future visits as needed coordinating these with the primary care physician or specialist most responsible for your care.
Your medical records are vitally important to this consultation and are reviewed by the doctors on the day of the Vascular Anomalies appointment.

In order to give you the best advice possible **we need all pertinent medical history sent or faxed to our office AT LEAST ONE MONTH prior to the day of your appointment**, including any pertinent imaging studies such as CT scans, MRIs, or MRAs - the actual films or digital files - not just the reports. Please have the imaging studies (disc format preferred) mailed to us at the address below:

**MAIL:** Louise Crotwell, RN  
Department of Dermatology  
1701 Divisadero St., 3rd Floor  
San Francisco, CA 94115

**PHONE:** (415) 353-7823  
**FAX:** (415) 353-7478.

Please call me to confirm that we have received all necessary referrals and health insurance authorizations 1 MONTH prior to your appointment.

If for some reason you need to cancel this appointment please notify us as soon as possible so we can use your appointment for another patient.

We look forward to seeing you at the BVAC.

Sincerely,

Louise Crotwell, RN  
Coordinator, UCSF Vascular Anomalies Clinic

Ilona Frieden, MD  
Professor of Dermatology and Pediatrics  
Director, UCSF Vascular Anomalies Clinic