

## ESOPHAGOGASTRODUODENOSCOPY

Patient's Name: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Location: St Thomas Medical Plaza – STE 309 WEST

ATTENTION: Please read this packet in its entirety prior to prepping for your procedure.

**A BROKEN APPOINTMENT IS A LOSS TO EVERYONE. PLEASE GIVE US A 48 HOUR NOTICE TO AVOID ADDITIONAL CHARGES AND ALLOW THIS TIME TO BE OFFERED TO SOMEONE ELSE.**

If you have had an upper GI x-ray and the doctor has not seen it, please bring it with you.

**Please bring someone with you to the doctor's office the day of the procedure who will accept responsibility for your care when you are discharged.** You will be sedated during this procedure and will need someone to drive you home. Please bring a responsible adult with you who can stay in the office waiting area during the procedure. Please plan on staying with us 2-4 hours. The person will sit with you after the procedure, while you are waking up, and will help you in remembering what the doctor tells you. **DO NOT** drive or operate machinery until the next day because the medication we gave you will make you sleeping and legally intoxicated.

If you have a living will, please bring a copy with you so that it may become a part of your permanent record.

### **PREPARATION**

Seven (7) days before your procedure, DO NOT take any aspirin products. You may take Tylenol.

If you are having a pH Bravo test, which you would have received additional paperwork for, DO NOT take any antacids or any medications for reflux or heartburn three (3) days prior to your test.

Any regular medications should be taken the day before the procedure and the day of, with the exception of blood thinners, aspirin, or reflux and heartburn medications.

If your procedure is scheduled for the morning hours, **DO NOT** eat or drink anything after midnight, to include **NO HARD CANDY OR CHEWING GUM**. Failure to uphold will result in a rescheduled appointment as patient cannot be sedated.

If your test is scheduled before noon, DO NOT eat or drink anything after midnight the night before your test, except a small amount of water to take your regular medications. If your test is scheduled for after 12:00pm, you may have a clear liquid breakfast before 7:00am that morning, but **NOTHING** by mouth after 7:00am to eat or drink (**NOT EVEN GUM OR HARD CANDY**) except a small amount of water to take your regular medications. Failure to uphold will result in a rescheduled appointment as patient cannot be sedated.

All regular medications can be taken the morning of your test before 7a.m. with a small sip of water.

Please call the nurse at (615) 383-0165, Monday-Friday if the following apply to you:

- You have heart valvular disease or have had rheumatic fever.
- If you are on any of the following medications: blood thinners (Coumadin, Plavix, Warfarin, Antithrombin-K, Anisindione, Miradion, Dihydroergotamine, Mesylate, Dipyridamole, Persantine, Lovenox, Argatroban, Arixtra, Eliquis, Pradaxa, Xarelto)
- If you have any questions regarding this prep.

#### **Clear Liquids**

- WATER
- ICE
- CARBONATED BEVERAGES (SPRITE, 7-UP, GINGER ALE)
- CONSOMMÉ
- BROTH—CHICKEN OR BEEF
- APPLE JUICE
- GRAPE JUICE (100% ALL NATURAL –WELCHS)
- LEMONADE
- COFFEE (NO CREAM)
- GATORADE
- JELLO—NO RED/PURPLE
- POPSICLES—NO RED/PURPLE
- NO BEVERAGES CONTAINING ALCOHOL

All of these things you can see through. **DO NOT** drink anything with red or purple food coloring.

Dear Patient and Family Member or Friend:

We know that your time is valuable. We will do everything we can to minimize excessive waiting. Most examinations require a stay of 2-4 hours. However, we want you to understand the process of the endoscopic examination and our goal for our patients.

In the not so distant past, the examinations were mostly done in the hospital and took much longer because of the hospital process. Now, less time is required by using our endoscopy center. While we try to complete the examinations in a timely fashion, safety is our main concern.

**PLEASE PLAN ON STAYING IN OUR OFFICE FOR THE ENTIRE DURATION OF THE PROCEDURE.**

Your relative or friend must first be prepared for the examination. The nurse will obtain an important medical history which includes a review of medications and vital signs. This information is again reviewed by your physician. Once the physician is satisfied with the patients pre-procedure, then the examination is done. In some cases, biopsies will be obtained. The patient is taken to our recovery room where he/she is carefully monitored until they are fully conscious and may go home with you safely. Depending on the age and health of the patient, this process is variable for optimal safety and well-being of the patient.

We hope this alleviated your concerns about any possible delays. Check with our receptionist if you leave the waiting room and immediately upon your return.

If you have any questions, please ask. We are here to provide safe and appropriate care for your loved ones.

Thank you.

## **TO OUR PATIENTS**

### **COSTS/INSURANCE**

It is our desire at our St Thomas office to make our patients as comfortable as possible in every area of their care. To assist with this effort, we would like to answer any questions you might have regarding the payment of your bill. In most instances, insurance will cover a large portion of your charge. We do, however, expect all deductible and copays to be paid at time of service. In all instances, we will be glad to file your insurance on your behalf. Once your insurance is filed, you will receive statements to help you stay aware of the billing status. We will assist you with suitable payment arrangements if you cannot pay the remaining amount in full. We encourage you to follow up with your insurance company if they have not paid in a timely manner. Please present to us all of your insurance information (primary and secondary) prior to your appointment and notify us of any PRECERTIFICATION requirements. This is very important if we are to file your insurance and correctly receive a timely response.

### **IMPORTANT NOTICE: PLEASE READ**

A broken appointment is a loss to everyone. If you are unable to keep your appointment, please call to cancel or reschedule as soon as possible, thus allowing this time to someone else. The office requires at least a 48 hour notice of cancellations. If you do not cancel your appointment at least 48 hours prior to its scheduled time, you may be assessed a charge of up to \$200.00 for that time slot.

It is also important to us that we assist you with any questions you may have to make your care as worry-free as possible. If you have any questions regarding billing, we encourage you to contact our billing department at 615-321-1746.

It is our goal to provide quality care to our patients first and foremost.

Sincerely,

Ronald E. Pruitt, M.D.

## INSURANCE ISSUES

Due to the increasing changes in health insurance coverages with HMO's, PPO's, and other variances, we feel it is necessary to try to keep you informed of the patient responsibilities to ensure maximum coverage by your insurance, thus reducing your out of pocket expense. The following information will cover a few major but often misunderstood issues. You can obtain more information from your insurance company or employer.

## REFERRALS

A referral from your primary care physician (PCP) is necessary with many popular insurance options such as HMO's. Your PCP will normally have to send our office a valid referral that has been approved by your insurance company before we can provide any service to you. It is advantageous for you to call your PCP and ensure that a proper referral has been made and how many visits have been authorized by your insurance company. It is your responsibility to notify your PCP if your referral needs more visits. Our office will contact the PCP whenever possible to obtain a referral as a courtesy to our patients, but you need to be involved.

## PRECERTIFICATION

Like referrals, a number of insurance plans require that services such as outpatient surgeries, inpatient admissions, and outpatient medical therapies be pre-certified. Our office also does this as a courtesy to our patients. The final responsibility is to the patient. A number of tests and procedures that you may need to properly treat and diagnose you may require precertification. Please feel free to ask us any questions you may have or you may contact your insurance company.

## NETWORKS

As you are aware, most insurance plans have networks of physicians and facilities whose benefits may be greater. The most common of these are Preferred Provider Organizations (PPO). We are members of most local PPO's and will be happy to care for you in the event we are not in the network, though the costs to you may be greater.

We hope that this will be helpful to you to understand some of the insurance issues with which we are faced. The more you understand your particular insurance policy, the more effectively you can use it to reduce your health care costs. We encourage you to be an active participant in your plan to help us all provide better services to you.