



Patient Name \_\_\_\_\_ Record Number \_\_\_\_\_

## INFORMATION ABOUT YOUR PROCEDURE

Your doctor has programmed an endoscopic procedure to be performed at Advanced Endoscopy Center .

Our facilities are located in the Second Floor of Damas Hospital. You can reach us at 787-843-1129 from Monday to Friday between 7:00AM and 3:00PM.

It is important that you carefully read the information below to avoid inconveniencies on the day of your procedure.

### BEFORE YOUR PROCEDURE

- Prior to your procedure, you must hand in all the necessary documentation (referral and/or authorizations, lab results if applicable). You will be informed beforehand if a copayment applies, please be prepared to issue this payment on or before the day of your procedure. This copayment, as well as the payment for the facility fee is independent from any payment you might have to issue at the doctor's office. Should your insurance deny the claim for the procedure, you will be responsible for it.
- Two or three days before your procedure, we will contact you to let you know what time you need to be at the center. If you haven't received that call before 2:00PM the day prior to your procedure, please contact us at 787-843-1129.
- If you take medication such as aspirin, warfarin, Plavix or any other anticoagulant, please notify the doctor's office. They will indicate you if it is necessary to stop them. Also inform us if you have a pacemaker or valve replacement.
- Depending on your procedure, it might be necessary for you to have a preprocedure evaluation with the anesthesia provider. Your doctor's office will notify you if this is needed.
- Depending on your procedure, your doctor's office will give you instructions for you to follow and will let you know if you need any prep. It is important that you follow this instructions closely. If you have any questions, contact the doctor's office or us to help you.
- The day of your procedure, you must come accompanied by an adult who can drive and takes you home. If you do not have a person responsible for your transportation, we will

not be able to perform your procedure. You must arrange for someone to be with you for at least the first 24 hours following the procedure.

- DO NOT eat anything after midnight the day before the procedure. Follow the instructions you were given at the doctor's office regarding medication you can take.
- The day of the procedure, wear comfortable clothes. You do not need to bring a pillow; we will provide you one. If you prefer, you may bring a blanket for your comfort. You will be provided a locker to store your belongings, however, we recommend that you do not bring jewelry or valuables with you. Advanced Endoscopy Center is not responsible for lost items or items left in the dressing room.
- You must remove the nail polish from at least one fingernail in each hand. Otherwise, it is possible we might have to cancel your procedure.

#### THE DAY OF YOUR PROCEDURE

- You must be at the center at the time you were told by phone. Check in with the receptionist. Once you complete the required documents at reception, the clinical staff will escort you to the procedure area.
- Please let us know if you have any special circumstances the day of your procedure so that we may try to accommodate your needs and help make your visit a more pleasant one.
- If you are pregnant or think you might be pregnant, please inform the nursing staff. Some of the medications administered during the procedure can be harmful during pregnancy.

#### AFTER THE PROCEDURE

- When you are discharged, you and your companion will receive detailed instructions about how to conduct yourself after the procedure.
- It is important that you follow the instructions provided by your doctor's office regarding your follow up visit.
- The center's staff will contact you after the procedure to see how you are doing. You will receive a phone call the following day or Monday if your procedure was done on Friday.

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Patient Signature (If legal guardian please specify)

Date:\_\_\_\_\_