



## *Hello and Welcome!*

We look forward to your visit with us. Please take a few moments to read the following instructions:

1. **PLEASE REVIEW AND COMPLETE ALL ENCLOSED FORMS.**

On the form titled “ Patient Questionnaire” do not forget to list the **name, address, telephone and fax number(s)** of your referring physician and Primary Care Physician who need a copy of the procedure report. **HAND CARRY ALL COMPLETED FORMS WITH YOU TO YOUR APPOINTMENT.** Please check-in at **Ambulatory Care Unit (ACU) located on the 6<sup>th</sup> Floor of Stanford Building–2351 Clay Street.**

2. **\* VERY IMPORTANT \* PLEASE PRE-REGISTER WITH CPMC**

If you have not received a call from the CPMC Pre-Registration Department (Pre-Registration and Learning Center) **1 week prior** to your appointment, please contact them at **415-600-2500**. Please tell them you have a procedure scheduled in Interventional Endoscopy. Registration is a 2 step process. You will speak to a registrar who will take your insurance and demographic information. You will then speak with a registered nurse who will take your health history. Please have your medication list and insurance card available for this interview.

3. **HAND CARRY YOUR X-RAY FILMS TO YOUR APPOINTMENT.**

If you have ultrasounds, MRI’s, CT, PET or HIDA scans and/or MRCPs in relation to your procedure in Interventional Endoscopy, please **HAND CARRY** these images **on a CD** to your appointment. If these images were done at CPMC, you do not need to bring them with you. We can view them internally.

**If you bring in images on a CD, the physician may keep them with your records.**

4. **PREOPERATIVE TESTING SUCH AS A HISTORY AND PHYSICAL, LAB WORK** (within 2 weeks of the procedure) and/or **EKG** may be necessary prior to the procedure to ensure your safety during anesthesia. Please have your doctor’s office fax these items to 415-600-1416.

- a. **If you are on Coumadin, aspirin, or other anti-inflammatory drugs** (i.e., Advil, Ecotrin, Motrin, Naprosyn, Celebrex, etc) please notify your prescribing physician that we are requesting you stop these medications **5** days prior to your procedure. If your prescribing physician requests that you remain on your blood thinner or anti-inflammatory medication, **CONTACT OUR OFFICE IMMEDIATELY.**
- b. **If you are on Plavix**, please notify your prescribing physician that we are requesting you stop this medication **7** days prior to your procedure. If your physician requests that you remain on this medicine, **PLEASE CONTACT OUR OFFICE IMMEDIATELY.**
- c. **If you are diabetic**, please inform the Pre-Registration RN. Check your finger stick glucose before leaving home and notify the nurse of the result upon arrival in the Ambulatory Care Unit.

5. **PLEASE BRING YOUR INSURANCE CARD(s).**



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**Interventional Endoscopy Services (IES)**

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**FOLLOW UP WITH PHYSICIAN AFTER YOUR PROCEDURE**

Because of the high demand for interventional endoscopy services, the physicians may not be able to speak with you after your procedure is completed. A report will be sent to your referring doctor and you may follow up with him or her for results.

If you would like to speak with the physician who performed your procedure, you will be escorted to the ASU waiting area after you have met discharge criteria and are dressed. We will advise the physician of your request. It may be 1-2 hours before the physician has completed a case and is able to speak with you.

**Parking** on Clay at Webster, 2405 Clay Street, can be validated for a discount if your visit is 6 hours or longer. Please ask us when you check in.

**Please fill out all forms** accurately and completely. These will assist us in your care and expedite your waiting time with us.

**\*\*\*\*\* ATTENTION \*\*\*\*\***

*We wish to provide excellent patient care and meet the needs of both our patients and their families. Occasionally unexpected durations of prior procedures and emergent procedures may cause a delay in your scheduled appointment.*

*We will do our best to minimize any delays.*

*We ask for your understanding so that every patient receives dedicated care.*

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Thank you!

*Interventional Endoscopy Services*