

Dear Patient:

Thank you for choosing Western Washington Medical Group Gastroenterology Physicians to provide your medical care.

Enclosed you will find the information that will help you prepare yourself for your upcoming procedure at our Endoscopy Center. This information includes:

Brochure describing the Endoscopy Center and what you should expect.(map included)
Informed Consent for Gastrointestinal Endoscopy
Patient Self-Referral Act
Patient Rights and Responsibilities
Procedure Preparation Instructions
Frequently Asked Colonoscopy Preparation Questions

Once completed, please mail or fax the following forms to address below:

Patient Registration Form
Financial Agreement
Friends and Family Form
Medication List
Late cancellation/no show policies; GI office/Endoscopy

WWMG – GI Department 4225 Hoyt Avenue, Suite A Exerct: WA 98203 2351

Everett, WA 98203-2351 Fax: 425-252-9860

The Endoscopy Center requires that you have a driver who will remain on the premises during your entire stay. Plan for you and your driver to spend 2 hours at the Endoscopy Center.

The reception staff will verify that your escort/driver has accompanied you at the time of your check in. If your escort/driver does not check in with you or chooses to not remain at the Endoscopy Center, your procedure will be cancelled, rescheduled and a late cancellation fee charged. The Center does not have the facilities or the staffing available to keep a patient, who has been sedated, for many hours after his/her procedure.

The following steps are very important; if they are not followed it could result in your insurance not covering your exam, or your exam being cancelled.

- If your insurance plan requires a referral, and one has not already been obtained, please contact your Primary Care Physicians' office and ask them to send a referral to our office as soon as possible. This referral must cover both the physician who is performing the exam, as well as Western Washington Medical Group Endoscopy Center, which is the facility where we typically perform these exams. You will be given the name of the physician at the time that your appointment is scheduled.
- Call your insurance company and ask if your plan will cover a **screening examination**. This is a very important step. You should also know that if pathology (i.e. polyps or inflammation) is found on the exam, the procedure will not be billed as a screening exam. Here are the procedure numbers that your plan may need.

☐ Colonoscopy (CPT code 45378-45385) ☐ Upper GI Endoscopy (CPT code 43235-43239)

• We will require a copy of the front and back of your insurance card at least two weeks prior to your scheduled appointment. Many plans require **pre-authorizations** for these procedures which may take several days to get through their medical review process. This is true even if your insurance does not require a referral. Please note that if we do not receive a copy of the insurance card, you will be listed as a **self pay** patient and will be held personally responsible for the entire balance. Partial pre-payment of \$500 is required at the time of service; balance will be due upon receipt of statement.

Please mail or fax a copy of **both sides** of your insurance card to:

WWMG - GI Department

Attn: Pre-authorization Dept.

4225 Hoyt Avenue, Suite A

Everett, WA 98203-2351 Fax: 425-252-9860

If you should have any questions or concerns regarding any of this information please give our office at call at (425) 259-3122.

Sincerely,

The Physicians and Staff of Western Washington Medical Group Gastroenterology and Endoscopy Departments



Directions

From I-5 traveling north, take the 128th Street SW exit, (Exit #186). Go right onto 128th Street SE and drive east.

From I-5 traveling south, take the 128th Street SW exit, (Exit #186). At the stoplight go left onto 128th Street SE and drive east.

Follow 128th Street SE past McCollum County Park. 128th St. SE will turn into 132nd St. SE. Turn left on 19th Ave. SE (SR 527) – Fred Meyer will be on the left side of the intersection – and head north for one block.

Turn left at 129th Place SE (stoplight) and go straight ahead. The road will curve to the right, behind Fred Meyer, and lead you directly into the parking lot of Providence Everett Medical Center – Mill Creek campus.

The Endoscopy Center is located in Suite 200, on the 2nd floor, at the top of the stairs.



PATIENT COPY ONLY

(You will receive a copy of this consent form at the Endoscopy Center on the day of your procedure, you will be asked to sign it in front of a witness at that time. The staff will be happy to answer your questions at that time.)

INFORMED CONSENT FOR GASTROINTESTINAL ENDOSCOPY

PATIEN	NAME:	DATE OF BIRTH:
health ca care tea	re. Your physician can provide you	have both the right and the obligation to make decisions concerning your with the necessary information and advice, but as a member of the health ecision making process. This form will acknowledge your acceptance of
	I request thatthe following procedures(s) upon n	or such associates as may be designated to perform ne:
2.	Upper GI endoscopy/poss Upper GI endoscopy with	opy with possible biopsy and/or polypectomy sible biopsy/polypectomy/dilation. Bravo pH capsule placement. If may be done at selected intervals during the procedure. Pill Cam placement.
	during and after the procedure bunderstand that all sedatives/anesto vital organs including the brain, laftom both known and unknown cafetus in the event of pregnancy, of	intravenous sedatives and possible anesthesia or other medications before, byor other qualified medical personnel. I thetics involve the rare potential of risks and complications such as damage neart, lungs, liver, spleen and kidneys; paralysis, cardiac arrest, and/or death uses. I understand that these medications involve the potential of risk to a most concern in the first trimester, resulting in miscarriage or deformity. If sedatives may cause phlebitis at the IV site.
	acknowledge that no guarantee himpossible to list every potential ricomplications of this procedure we colon (large intestine), or esophage sigmoidoscopy, bleeding of the comedications; aspiration of stomach and unknown risk to the fetus if premature detachment of the capassociated with the capsule requi	ntial risks and complications with any medical or surgical procedure. I as been made to me about the results of this procedure. Although it is sk and complication, I have been informed of some of the possible risks and hich may include but are not limited to the following: perforation of the gus, perforation of esophagus with dilation, perforation of the colon with colon if large polyps are removed; splenic injury; adverse reactions to contents; and the possibility of missed lesions. I understand there is a slight I am pregnant. Complications associated with the Bravo system include sule, failure of the capsule to slough off in a timely period, or discomfort ring endoscopic removal. Risks involved with Pill Cam capsule endoscopy quiring surgical retrieval and injury to the intestinal tract if undergoing MRI.

These potential risks and complications could result in the need to repeat the procedure, additional medical or surgical treatment or procedures; hospitalization; blood transfusions; or very rarely permanent disability or death. I recognize that during the course of treatment conditions may require additional treatment or procedures and I request and authorize my physician and other qualified medical personnel to perform such treatment or procedures as is required. The alternatives to endoscopic procedures are typically barium

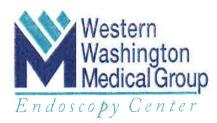
studies, such as upper GI series or barium enema.

PLEASE PUT YOUR INITIALS AT YOUR PREFERENCE FOR #5

5.	Should there be an accidental needle stick or contamination of body fluid to any employee of The
	Endoscopy Center, the Endoscopy Center will test your blood for any infectious diseases, including
	HIV and hepatitis.

I do ____ or do not ____ want the result of this blood test <u>if this blood test is done.</u>
(INITIAL ONE OR OTHER ABOVE)

- 6. I will comply with these instructions <u>if I am given sedative</u>/analgesic medications because I realize <u>no</u> <u>matter how well I feel my judgment will be affected</u> for the remainder of the day.
 - I will not drive for the remainder of the day.
 - I will not handle any potentially dangerous machinery, i.e. chainsaw, lawn mower, etc.
 - I will not drink any alcoholic beverages for 12 hours.
 - I will not sign any legal documents for 12 hours.
- 6. Written discharge instructions will be reviewed and a copy sent home with me. I will read them and comply with them.
- 7. Any questions I had regarding gastrointestinal endoscopy that apply to my clinical circumstances have been answered to my satisfaction.
- 8. I have received information regarding Advance Directives, Patient Rights and Responsibilities and Physician Ownership.



To our patients:

"PATIENT SELF REFERRAL ACT OF 1995"

Beginning January 1, 1995, any physician investor and the entity to which the physician refers a patient must make certain disclosures to the patient.

By this statement, let it be known those physicians, Friedrich C. Loura, M.D., Edward A. Slosberg, M.D., James Z. Mu, M.D., Sujoy Ghorai, M.D., Maiyen Hawkins, D.O., Justin Cuschieri, MD., and Eduardo Chua, MD., are currently physician investors in *The Endoscopy Center – Western Washington Medical Group*, an ambulatory surgery center. These physicians have chosen the Endoscopy Center for a variety of reasons. The most significant reason is that the facility was designed and built specifically for gastrointestinal endoscopy to meet the special needs of our patients. Secondly, the staff of the Endoscopy Center consists of gastroenterology nurses who have been specifically trained to assist in all endoscopic procedures. The physicians thereby have the advantage of working with the highest quality of gastrointestinal nurses in the Puget Sound area. This will contribute to the highest level of quality care.

Another reason for the physicians' participation was to take an active part in controlling the ever increasing medical costs associated with endoscopic procedures. Procedures performed at other ambulatory surgery centers and local hospitals are considerably higher than the cost of procedures performed at the Endoscopy Center of Western Washington Medical Group. A list of alternate facilities where endoscopic procedures can be performed is available upon request at the reception desk.

I have read and understand this disclosure statement.



PATIENT RIGHTS AND RESPONSIBILITIES

The medical staff of The Endoscopy Center has adopted the following list of patient rights and responsibilities.

This list shall include, but is not limited to:

THE RIGHT TO:

- Exercise your rights without fear of discrimination, reprisal, abuse or harassment.
- Be treated with respect, consideration and dignity and without abuse or neglect.
- Be provided access to appropriate protective services/agencies and interpretation services.
- Know the name and professional status of those caring for you.
- Clear and complete information concerning your condition and care, significant risks involved, reasonable medical alternatives, and a prediction of the effect on you. When it is medically inadvisable to give such information, the information is provided to a person designated by you or to a legally authorized person.
- Personal privacy and confidentiality of information, and, except when required by law, the opportunity to approve or refuse the release of disclosures of medical information.
- Seek another medical opinion or change physicians as well as refuse treatment or leave the center, even if this is against medical advice.
- Receive a copy of your bill and an explanation of the charges, regardless of source of payment.
- Be informed that Advance Directives **cannot** be honored in this facility and to be advised that should an unexpected life threatening event occur, you will be transferred to a facility that will honor your directive. Please have a copy with you if available.
 - Advance Directives information can be found at http://www.wwmedgroup.com
- Express any comments, concerns or grievances regarding the care given to you and expect timely resolution.

THE RESPONSIBILITY TO:

- Actively participate in decisions involving your care and treatment.
- Be as accurate and complete as possible when providing information about your medical history, allergies, sensitivities and all medications (including supplements and OTC medications) you are taking.
- Cooperate fully on mutually accepted courses of treatment or notify your physician if you do not wish to follow his or her advice or instructions.
- Inform your physician or nurse if you do not understand the plan of treatment and what is expected of you. Adhere to the center's driver policy in that your driver must remain at The Endoscopy Center for the duration of your care.
- Notify your physician or nurse if you notice any changes in your health.
- Act in a considerate and cooperative manner and respect the rights and property of others. Concealed weapons, abusive, threatening or inappropriate language or behavior will not be allowed or tolerated.
- Accept personal financial responsibility in payment of your bill.

Our goal is to provide the best experience possible while in The Endoscopy Center. Please fill out our patient satisfaction questionnaire prior to your discharge. Patients, clients, families or visitors have the right to express complaints or concerns about any aspect of their care or experience. Concerns may be directed to any staff member or the Endoscopy Center Nurse Manager or comments can be mailed to:

The Endoscopy Center

Nurse Manager

12800 Bothell-Everett Hwy Suite 200

Everett, WA 98208

Should you feel your concerns are warranted you may contact: Office of the Medicare Ombudsman www.medicare.gov/claims-and-appeals/medicare-rights/get-help/ombudsman.html or mail your complaints to:

HSQA Complaint Intake

P.O. Box 47857

Phone: 360-236-4700 Toll Free: 800-633-6828

Olympia, WA 98045-7857

Fax: 360-236-2626 E-mail: HSQAComplaintIntake@doh.wa.gov



FREQUENTLY ASKED COLONOSCOPY PREPARATION QUESTIONS

Please read your 5 day prep planner immediately upon receiving

1. When is the last time I can have liquids to drink before my prep starts?

You may have clear fluids up until you start drinking your prep, then water only up to 4 hours prior to your check in time. No purple, blue or red.

2. Can I start my prep later/earlier?

Yes, but no earlier then 1 hour earlier and no later then 1 hour after start time

3. If I vomit, what do I do?

• If you vomit only a few times, take a break, lengthen time out between glasses until this resolves. If vomiting is continual and excessive, call the on-call physician.(425)259-3122.

4. I drank almost all of my prep and still have not gone to the bathroom. What should I do?

• During Endoscopy hours, 7am-4pm, call Denise at (425)316-5193 or the GI office for the on- call physician at (425)259-3122.

5. What happens if my prep is not adequate?

• It is very important that you are clean which should occur if you follow the exact 5 day prep planner. This will improve the chance of visualizing colon polyps or abnormalities during your exam. If your prep is not adequate, your procedure may be cancelled and rescheduled or your procedure time will be delayed in order to allow time to drink more prep solution. If the procedure is attempted but aborted due to a poor prep, you may be charged for two procedures.

6. My family member did a different prep. Can I do the one that they did instead?

No, your prep regime has been prescribed specifically for you by your (the) doctor.

7. The pharmacist gave me different instructions to follow, a different prep, and/or the instructions on the container of prep are different than my prep planner?

• Follow your 5 day prep planner only. Do not use any other prep.

8. What if I do not have a driver or they can not stay for the entire time?

• Your procedure will be cancelled if your driver is not in the building at all times. **This is a strict policy.** You have the option of rescheduling your exam. In certain instances the procedure can be done without sedation, though if unsuccessful, you will also be billed for a rescheduled exam.

9. Will I be knocked out?

 You will receive conscious/moderate sedation which consists of a sedative and a narcotic pain reliever unless you are scheduled for anesthesia/Propofol use.

10. What if I am on my monthly menses?

• This will not affect your procedure in any way (tampon or pad okay)

11. Should I bring my CPAP machine?

• No, you will not need it during this procedure.

WESTERN WASHINGTON MEDICAL GROUP DEPARTMENT OF GASTROENTEROLOGY & ENDOSCOPY ACCOUNT#

NEW	UPDATE	
MEAA	UPDATE	

PATIENT LAST NAME FIRST NAME (legs		al) MI PF		PREFERRED OR NICKNAME					
DATE OF BIRTH	SEX	RACE		SOCIAL SECURITY #					
	M F	ETHNICITY			PREFERE	RED LANGUA	3E		
MAILING ADDRESS		·	APT#	CITY			STATE	ZIP CODE	4 DIGIT
STREET ADDRESS			APT#	CITY			STATE	ZIP CODE	4 DIGIT
HOME PHONE		WORK PHONE			EXT	CELL PHONI			
REFERRING DOCTOR		Ly		MARITAL		DIVORCED		OTHER	_
PRIMARY CARE DOCTOR									
PHARMACY NAME, PHONE NUMBER AND	LOCATION				REFERRED EMAIL ADDRESS				
PATIENT EMPLOYER (IF NOT EN	IPLOYED ARE YOU	J RETIRED	OR DIS	ABLED	411)			
EMPLOYER NAME					OCCUPA	TION			
STREET ADDRESS			CITY			STATE		ZIP CODE	4 DIGIT
DDIMARY INSURANCE									
PRIMARY INSURANCE INSURANCE COMPANY NAME			RELATION TO SUBSCRIBER				COPAY		
SUBSCRIBER'S NAME			SUBSCRIBERS EMPLOYER						
SUBSCRIBERS DATE OF BIRTH	SUBSCRIBER'S SEX	FEMALE	SUBSCRIBERS ID #			GROUP NUMBER			
SECONDARY INSURANCE			,						
INSURANCE COMPANY NAME			RELATION TO SUBSCRIBER COPAY						
SUBSCRIBER'S NAME			SUBSCRIBERS E	MPLOYER					
SUBSCRIBER'S DATE OF BIRTH	SUBSCRIBERS SEX	FEMALE	SUBSCRIBERS ID #			GROUP NUMBER			
EMERGENCY CONTACT (NOT LIVING WITH YOU)	NAME				RELATIO		()	UMBER- HOME/	VORK/CELL
RESPONSIBLE PARTY SELF SOCIAL SECU	DITV #	WHO IS RESPON	LAST NAME	EMAINING	BALANCE	FIRST NAME			мі
(* If self do not fill in right field.) SPOUSE STREET ADDR			EAST WAILE	СІТҮ		STATE	ZIP CODE		4 DIGIT
PARENT GUARDIAN HOME PHONE	PHONE		WORK OR CELL PHONE		EXT	DATE OF	RIPTH	sex	
()			()	THORE			DATE OF		M F
WORKERS COMP CLAIM #	DATE OF INJURY		EMPLOYER					STATE OR SEL	F INSURED?
I, the patient or guardian, certify that the information contained on this form is true to the best of my knowledge. I accept responsibility for the charges incurred by the patient, and agree to pay all bills at the time of service, unless prior arrangements have been made. I authorize the physician and clinic to release any information to process insurance claims. I authorize my insurance claim to be paid directly to the clinic. I authorize Western Washington Medical Group to leave messages, which may contain details of my medical condition on my voicemail box if they are unable to reach me.									
DATICAL DIGNATURE			INITIALS			VOICEMAIL #			
PATIENT SIGNATURE						DATE			
For office use only Dr	Ins. code				Acct#_				ınıtıaıs



FINANCIAL AGREEMENT

We consider all patients as "private" unless their insurance is one whom with we have a contractual agreement. We will bill your insurance as a courtesy but the balance for "private" patients is due and payable within 30 days. Many insurance plans cover a certain percentage only of the fees charged. The insurance normally only covers the "usual and customary" fees. Your insurance, as a result, may cover less than you thought they might or you may have a deductible to meet first. You may have scheduled a visit that is not covered by your insurance, such as Preventative Care, it is the patient's responsibility to check their benefits prior to being seen.

*Please be familiar with the benefits provided by your health plan.

If your insurance requires a referral or if we need insurance authorization prior to your visit, it is **YOUR** responsibility to see that your health plan requirements are met. If your insurance information or other documents needed are not provided at or prior to your first visit, any charges incurred will be your responsibility.

<u>Co-pays are due at time of service</u>, if you are unable to pay your co-pay at time of service there will be an **additional \$15.00** fee charged to your account.

A **No-Show Fee** for procedures of \$250.00 will be charged if not cancelled a minimum of 72 hours prior to the procedure.

Should the account be referred over to our collection agency the undersigned, or their agent, will be responsible for payments of interest on the unpaid balance of 1% per month from the date of the service, collection fees, reasonable attorney fees and court costs.

We charge \$35.00 for any NSF checks. (per RCW 62A-3-515 & 520)

I understand that if I have received anesthesia, that I will receive a separate bill from Paceline Anesthesia PLLC for its anesthesia services.

With my signature, I acknowledge that I have read the above statement and agree to pay any charges within 30 days of receipt of statement unless other arrangements (such as contractual insurance) have been made. I authorize the physician to release my information required to process my insurance claims and authorize my insurance company to make payment directly to my physician.

I HAVE READ THE FINANCIAL AGREEMENT. I UNDERSTAND AND AGREE TO THIS POLICY.

Printed Name	DOB	
Signature	Date	



PRINTED name of person signing

FRIENDS AND FAMILY RELEASE

The name(s) listed below are family members or friends to whom I wish to grant access to my health care information.

I will rely on the professional judgment of my provider and his/her designee to share such information, as they deem necessary and appropriate. I understand that information is limited to verbal discussions and that **no paper copies of my Personal Healthcare Information (PHI) will be provided without my signature** to release information from my chart. I, the patient, may be asked to sign a Release of Record to release WWMG to share information if my provider and his/her designee deem it necessary.

The consent will be considered valid until such time that I revoke it. I reserve the right to revoke it at any time. It will be my responsibility to keep this information current, as I recognize that relationships and friendships change over time.

Name:	_ Relationship:	Phone:
Name:	_ Relationship:	Phone:
Name:	_ Relationship:	Phone:
Please provide us with YOUR best most curre medical record unless/until you change it. Yo Please note: by approving the option to lea	Enformation: NOTE! This is DIFFEREN ent phone contact information. This information u can change this information simply by asking we a detailed message you are allowing us to	n will become part of your permanent to complete a new form.
specifics related to referrals.	_Cell Work Home OK to leave detailed mess	age V N
	Cell Work Home OK to leave detailed mess	
	Cell Work Home OK to leave detailed mess	
XPATIENT OR GUARDIAN SIGNATURE	RELATIONSHIP TO	PATIENT

DATE

DATE:			Western
			Washington Medical Group
		Cant	Medical Group
		Gasti	roenterotogy
PATIENT NAME:		DATE OF BIRTH:	
PHARMACY NAME	PH	ARMACY PHONE #	
LOCATION	PH	ARMACY FAX #	
	ications including over the counter medica you are currently taking.	ations, vitamins, an	tacids and herbal
Aspirin	Ibuprofen/Advil/Aleve	Arthritis medication	on
DATE STARTED	NAME OF MEDICATION, DOSE	# of times per day	PRESCRIBED BY
	EXAMPLE		
9/10/2009	NEXIUM 40 MG	1 x per day	Dr. XYZ

2014 MEDICATION LIST 3/7/2017

WWMG-Gastroenterology Office Appointment Late Cancellation and No Show Policies

Late cancellations or no-shows cause unnecessary longer wait time for patients who need to be seen in the office. In order to provide quality medical care in a timely manner, we have to implement a no show/cancellation policy. The policy enables us to better utilize available appointments for our patients in need of medical care.

To cancel and/or reschedule an office appointment, patients must call 425-259-3122 during business hours (Monday through Friday 8:30am to 5:00pm, closed 12:00pm to 1:00pm for lunch).

<u>Advance cancellations</u>: If an office appointment is canceled or rescheduled *48 hours before* the scheduled time, it is considered an advance cancellation and there will be no cancellation or reschedule fees.

<u>Late cancellations</u>: If an office appointment is canceled or rescheduled *within 48 hours of* the scheduled time, it is considered a late cancellation. The patient will be charged a late cancellation fee of \$50.

No Show: if patient fails to present at the time of a scheduled appointment without any prior notice, it is considered a "no show". The patient will be charged a "no show" fee of \$100.

Insurance companies will not be billed for this fee, which is the sole responsibility of the patient. However the patient will not be charged if there was a true medical emergency and the patient was in the ER or hospitalized at the time of scheduled appointment.

<u>Payment schedule</u>: From the date of the no-show or late cancellation the patient has 60 days to make the payment for the no-show or late cancellation fee.

- During the 60 days before payment is made by the patient, the patient must make a \$100.00 deposit to reschedule a non-emergent office appointment. The deposit will not be refunded if the patient has another late cancellation or no show. We will continue to provide emergency gastroenterology care and prescription renewals for 60 days without a deposit.
- At the end of the 60 days, if the payment is still not received, a termination of care letter will be sent to the patient advising the patient of discharge from practice. Emergency gastroenterology care will be provided for an addition 30 days from the date of discharge letter.
- The patient may be admitted back to the practice if the fee is paid after the 60-day "grace period". However the patient must make a \$100 deposit for the first office appointment (this requirement is only for those who did not pay fees within 60 days and was discharged). If the patient cannot afford to or unwilling to make the deposit, the patient cannot be admitted back to the practice.

Each patient will be tracked for the number of no shows and late cancellations. If the number of either or the combination of late cancellations and no-shows exceed three (3) occurrences within any consecutive 12 months, the patient will be discharged from the practice and no further appointments will be scheduled.

Signature	Date
Print Name	DOB:

WWMG-Gastroenterology Endoscopy Procedure Late Cancellation and No Show Policies

A late cancellation or "no show" is someone who misses a procedure appointment without canceling it <u>5</u> business days in advance or someone who fails to present at the time of a scheduled procedure without notice. The patient will be charged \$250.00 for either late cancellations or no shows. The procedure cannot be re-scheduled until the \$250.00 charge is paid by the patient. Insurance companies will not be billed for this fee.

This agreement applies to endoscopy procedures performed by our providers at WWMG Endoscopy Center, Providence Medical Center, Evergreen Health Monroe, Whidbey General Hospital, and/or Island Hospital.

By my signature, I certify that I have read and understand the policy.					
Signature	Date				
Print Name	DOB:				