



# GENERAL PROCEDURE INFORMATION



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**Welcome to the Endoscopy Center of Colorado Springs. We would like to make your procedure as pleasant and safe as possible. Please read through your paperwork carefully in advance of your procedure and call us at (719) 785-3500 (opt.2) if you have questions or concerns.**

## **Before the day of your procedure:**

- **Contact your Insurance Company.** It is your responsibility to update your insurance and referral information. Questions concerning your co-pays, deductibles, or coverage, should be directed to your insurance provider.
- **Please READ (but do not sign or date) the Patient Rights/Financial Information, Procedure and Anesthesia Consent forms.** We will have you sign an electronic version of these forms at the Center on the day of your procedure.
- **Review your Preparation Instructions.** Please read through your preparation instructions and call us if you have any questions.

## **The day of your procedure:**

- You should arrive at the Endoscopy Center 1 hour before your scheduled procedure time, and you should plan on being at the Endoscopy Center approximately 2 hours.
- Wear loose fitting, comfortable clothes. Bring socks to keep your feet warm. You will be required to change into a patient gown. Prior to the procedure you will be asked to remove any dentures or eye glasses. Leave all jewelry and valuables at home.

## **Things to bring with you to your procedure:**

- **Insurance Card**  
Current medical insurance information must be provided to prevent errors in billing and avoid charges that you might otherwise have to pay.
- **Medical History Form**  
Please fill out and bring with you the Patient Information and Medical History forms included in this packet. You will be asked questions about your medical and surgical history, but it is helpful to have this information in written format.
- **Medication List**  
Be sure to fill out the Medication List with all medications, including over-the-counter meds, you are currently taking. List the exact name, dosage, and number of times a day you take each medication. Include all meds—even those stopped for the procedure.
- **Name and Address of your Referring Provider**  
If you would like a copy of your procedure report sent to your referring provider, please bring their information to ensure your paperwork gets to their office.
- **Power of Attorney or Advance Directive Paperwork**  
If you have a Power of Attorney (POA) or Advance Directive, you must bring a copy for our records to ensure your preferences are known. If you are the patient's POA, and the patient is incapacitated, you must accompany the patient to sign the consent form.
- **Emergency Inhaler**  
If you use an emergency inhaler for breathing, please bring it with you.

## **Points to Remember:**

- **Driving is not permitted the day of your procedure** to allow the sedative time to wear off. Please make arrangements for a responsible adult to remain at the Center and accompany you home after your procedure. We request that your driver remain at the center during your exam. However, if this is not possible, we will ask for contact information such as a cell phone number. **You may not take a taxi, non-medical ride service, or bus without a responsible adult to accompany you home.**
- If you need to reschedule or cancel your procedure, please call the office at (719) 635-7321 and speak with the scheduling department.