

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 with the **Ambulatory Care Unit (ACU) located** at 1101 Van Ness Ave, 4th Floor SF 94109.

2. **HAND CARRY YOUR RADIOLOGY TESTS ON A DISC 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 a Sutter Hospital, you do not need to bring them with you. We can view them internally.

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

3. *** VERY IMPORTANT * PLEASE PRE-REGISTER WITH CPMC**

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

4. **PREOPERATIVE TESTING** such as a History and Physical, labwork and/or EKG **MAY** be necessary prior to the procedure to ensure your safety during anesthesia. The pre-registration nurse noted in section 3 above will let you know during the pre-screening call **IF** these items are needed **and can order them for you**. However, you can also have your doctor's office fax these items to 415-600-2020 if they exist.

Please Note: some labwork results are only valid if done within the 30 days prior to your procedure and most EKGs are good for six months to one year.

- a. **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)** with you to your appointment.

6. **YOU MUST HAVE A COMPANION!** Driving, walking or taking public transportation (i.e. bus or cab) alone is not permitted for at least 12 hours, due to drowsiness and delayed reflexes from the IV medication. You should also not conduct any business or sign any legal documents until the next day.

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 IES 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 4 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.

Thank you!

Interventional Endoscopy Services