



## Questions

You may contact the facility administrator with any suggestions, complaints or grievances at 817 423-2888.

Patient Rights – see the attached form regarding your rights as a patient.

## Thank You

We appreciate the trust you have placed in our staff. We honor that trust by providing the safe, high-quality medical care that you expect and deserve.

## Procedure Information

Name: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

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

Physician: \_\_\_\_\_

Notes: \_\_\_\_\_

## General Information

Business Hours: Monday thru Thursday 6:15 a.m. to 4:30 p.m.  
Friday: 6:15 a.m. to 1:00 p.m.

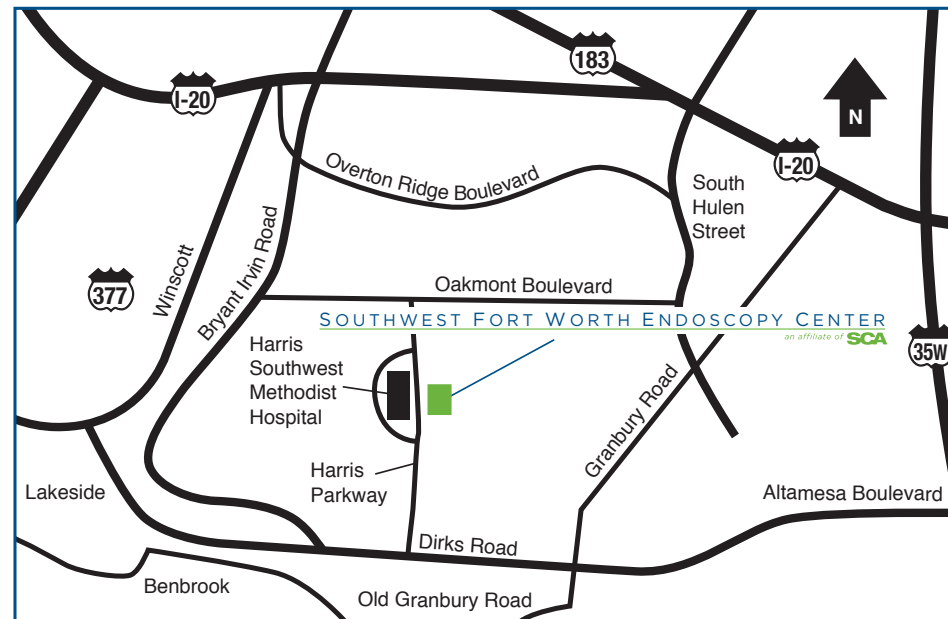
The Southwest Fort Worth Endoscopy Center does not provide emergency services.

### SOUTHWEST FORT WORTH ENDOSCOPY CENTER

an affiliate of SCA

6445 Harris Parkway, Suite 150  
Fort Worth, TX 76132  
817 423-2888

A covered drive is available for patient drop-off, and there is ample parking near the building.



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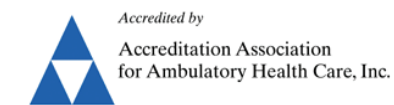
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## Southwest Fort Worth Endoscopy Center

Southwest Fort Worth Endoscopy Center (SWFWEC) is an ambulatory surgery center (ASC) designed primarily for outpatient gastrointestinal endoscopy procedures. SWFWEC meets or exceeds all standards established by the Texas Department of Health and Medicare. Since SWFWEC opened in 2002 it has maintained accreditation by either The Joint Commission or the Accreditation Association for Ambulatory Health Care, Inc. (AAHC). Our current accreditation by AAHC proves our commitment to providing a safe and effective ambulatory surgery center. SWFWEC is owned by the physicians of the Fort Worth Endoscopy Center Partners, LP (see enclosed list) and Surgical Care Affiliates (SCA).

Our goal is to provide you with excellent care that is safe, high-quality, convenient and cost-effective.



## IMPORTANT GUIDELINES FOR YOUR CARE

### The Day Before Your Procedure

- Notify your physician before coming to the facility if there is a significant change in your physical condition, such as high fever, heart problems or breathing difficulties.
- Make arrangements in advance for a responsible adult to drive you home. We recommend that they stay with you for 4-6 hours after your procedure. You are not allowed to drive your vehicle after the procedure. If you arrive at the facility without a responsible adult to provide transportation, your procedure will be rescheduled for another day. Taxi service is not permitted.
- Carefully read and follow the instructions provided by your physician and the office staff. Those instructions are important for the safety and quality of the examination you receive.
- Be on time and call the endoscopy center if you will be unavoidably late. If you must cancel your procedure, please contact your physician's office at least two days in advance. They will advise the endoscopy center of your cancellation.
- Allow for some flexibility in the time of your procedure. Your appointment time may be adjusted due to unplanned events.
- Some medications such as aspirin, blood thinners, diabetic medication or anti-inflammatory medication may be stopped prior to a procedure. Your physician will inform you if any of your medications should be stopped prior to your procedure. Your questions about medications should be directed to your physician's office.
- Questions regarding bowel preparations, dietary restrictions and medications should be directed to your physician's office.
- The endoscopy center staff contacts you prior to your procedure to confirm your appointment schedule and to review your financial responsibility.
- Copayments and/or deductibles are due on the day of your procedure. If you would like more information regarding financing options through Care Credit, please contact our business office at 817 423-2888.

### The Day of Your Procedure

- Arrive at least 45 minutes before your scheduled procedure time unless directed otherwise.
- Dress comfortably and wear clothing that will allow you to change into a gown easily. Some of our patients have described the center as being cold. We encourage everyone to bring a jacket.
- Bring your insurance card, payment obligation, and driver's license or photo I.D. with you. LEAVE ALL OTHER VALUABLES, INCLUDING JEWELRY, WALLET AND ADDITIONAL CASH AT HOME. We are not responsible for damaged or lost property. Dental appliances can be left in place. These items will be removed and protected in a storage container prior to your procedure.
- Make a list of your current medications and bring it with you. The list should include the medication's name, dosage, frequency and the last dose taken. Multivitamins, herbal products and other over-the-counter medications should be included on this list.
- Be prepared to sign a form giving your consent for the procedure. If the patient is under 18, a parent or legal guardian must accompany the patient and sign the consent form. If the patient is not able to sign legal documents, then someone with a Durable Power of Attorney should be present. The endoscopy center does not honor Advanced Directives. For additional information regarding a Power of Attorney or Advanced Directives, contact the endoscopy center prior to your procedure.
- Your procedure requires sedation. Because we care about your safety, we cannot allow you to drive home.
- Your family should wait in the lobby until you are brought to the recovery area. Your physician will speak with you and your family following your procedure. Your family may stay with you until discharge.

### After Your Procedure

- Before you leave the center, you will be given written instructions for your care after discharge.
- When you return home, follow your doctor's instructions regarding diet, medications and activity.
- Do not drive a car, drink alcoholic beverages, operate machinery, sign legal documents, or make critical decisions until the morning after your procedure.
- If you have any questions or problems after your procedure, please contact your physician. If you call the physician after business hours, the answering service pages the physician on call who then calls you back.
- If any tissue was removed during your procedure, your physician's office will call you with the results.
- Following discharge, your accompanying adult should drive you home and remain with you for 4-6 hours after your procedure.

### Insurance and Billing

- Facility fees for your procedure at the SWFWEC are for services including supplies, medications, equipment and nursing services. These fees are billed to your insurance company and are available upon request.
- Separate fees for physician professional services are submitted to your insurance company by your physician's office. Separate fees may be submitted for pathology and anesthesia services, if applicable, for your procedure.
- Prior to your procedure we verify your insurance coverage and the amount of your deductible and any copay that is due to SWFWEC. An estimate is given to you prior to your procedure, but additional charges may be incurred depending on the procedures that were performed.
- Copay and deductible payments are due on the day of your procedure. We accept cash, checks, money orders and all major credit cards with credit approval on the date of payment. If you would like to know more about financing through CARE CREDIT, please call our business office. If you have questions regarding coverage, it is best for you to contact your insurance company.

- As a courtesy, we file a claim with your insurance company for you. We ask you to sign an "assignment of benefits" form so that the check comes directly to the endoscopy center. If the facility fees are more than anticipated, you will be billed for your share of the additional costs after the claim is processed by your insurance company. The SWFWEC bill does NOT include the services of your physician, anesthesia staff, pathologist or lab.
- It is your right as a patient to request information or have questions answered regarding our fees or payment policies. If you have any questions or problems regarding your bill, please contact our business office at 817 423-2888. We are happy to help you between the hours of 7:30 a.m. to 4:30 p.m., Monday through Thursday, and 7:30 a.m. to 1:00 p.m. on Fridays.

