

## PRE-OPERATIVE PEDIATRIC INFORMATION PACKET

Thank you for choosing Augusta ENT for your healthcare needs. You will be scheduled for surgery at the ENT Surgery Center of Augusta located at the back of our Evans office at 340 North Belair Road. This packet is your Pre-Operative information. Please read each page and follow the directions carefully.

### Patient Notification (For you to keep)

You MUST read this page BEFORE your surgery. It informs you of your rights and responsibilities as a patient.

Please fill out, sign, and bring with you on the day of your surgery:

- 1. **Lab Release Form** You may need to call the phone number on your insurance card or your caseworker to find out this information. This is to avoid sending anything to a lab that is not in your network which would create unnecessary out-of-pocket expenses for you.
- 2. Pre-op Instructions
- 3. Medication Reconciliation Form
- 4. Anesthesia History & Physical

### Eating and Drinking Rules (For you to keep)

You will be given instructions over the phone about eating and drinking the day before your surgery. This page serves as another reminder of those rules.

Please call our office if you have any questions. (706) 868-5676, ext. 756

### **Arrival Time**

You will receive a phone call the work day before your surgery day telling you the time you need to arrive at the surgery center. Example: If your surgery is on Monday, you would receive a call the Friday before.

### **Billing Information**

Your charges for the surgery center are **separate** from your doctor/surgeon and anesthesia. You can expect to receive up to 4 bills for your visit:

- 1. Facility The ENT Surgery Center of Augusta
- 2. **Doctor** From the physician that performed the surgery.
- 3. **Anesthesia** From the anesthesiologist that put you to sleep
- 4. **Pathology** If specimens were obtained. Your doctor will inform you and/or your family member after the procedure if specimens were sent to the lab.

It is the policy of this center to collect co-pays and/or deductibles prior to or on the day of surgery. You should receive a call from our business office if there will be any payment due prior to your surgery.

If you have any questions about billing please call (706) 868-5676 ext. 738 or ext. 659.

# AUGUSTA ear · nose · throat

### PATIENT NOTIFICATION

ENT Surgery Center of Augusta 340 North Belair Rd, Evans, GA 30809 706-364-4040 Fax 706-364-8402

### **PATIENT RIGHTS**

The ENT Surgery Center would like to assure you of your rights and responsibilities as a patient.

- You have a right to:
- Considerate, respectful & dignified care provided in a safe environment, free from all forms of abuse, neglect harassment and/or exploitation.
- Personal and informational privacy, within the law.
- Information concerning your diagnosis, treatment & prognosis, to the degree known in a language or manner you understand, or to an individual designated by you or to a legally authorized individual as part of the informed consent process.
- Appropriate assessment and management of pain.
- The opportunity to participate in decisions involving your health care, unless contraindicated by concerns of your health.
- Impartial access to treatment regardless of race, color, sex, national origin, religion, handicap or disability.
- Know and inquire about the identity & professional status of individuals providing service.
- Request a change in providers of care if other qualified providers are available.

### HEALTHCARE PRACTIONERS IN THIS FACILITY

This surgery center employs Medical Doctors, Doctors of Osteopathy, Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants, Certified Surgical Technicians, Surgical Technicians and Operating Room Technicians.

### PATIENT COMPLAINT OR GRIEVANCE

The ENT Surgery Center will promptly review, investigate & resolve any patient grievances or complaints in a timely manner. If you feel you may have an issue, we provide you with the following contact information:

ENT Surgery Center of Augusta 340 North Belair Rd, Evans, GA 30809 Attention: Keith Lynn, Administrator (Within 20 working days you will receive written notice of the status of your grievance from Mr. Lynn.)

Georgia Dept. of Community Health ATTN: Complaints Dept 2 Peachtree Street, Suite 3100 Atlanta, GA 30303-3142 404-657-5726 1-800-878-6442

http://ors.dhr.georgia.gov/portal/site/DHR-ORS

All Medicare patients may also file a complaint or grievance with the Medicare Beneficiary Ombudsman. Visit the Ombudsman's web page at: <a href="http://www.medicare.gov/claims-and-appeals/medicare-rights/get-help/ombudsman.html">http://www.medicare.gov/claims-and-appeals/medicare-rights/get-help/ombudsman.html</a>
1-800-MED-ICARE

### **CONSULTATION**

The patient, at his/her own request and expense, has the right to consult with a specialist.

### **PATIENT RESPONSIBILITIES**

You are responsible for:

- Providing accurate complete information regarding your present health status (including past and present prescription, herbal, over the counter and supplement medications), past medical history, & for reporting any unexpected changes to the appropriate practitioner (s).
- Following the treatment plan recommended by the primary practitioner.
- Following the rules & regulations of the facility affecting patient care & conduct.
- In the case of a pediatric patient, a parent or guardian is to remain in the facility for the duration of the patient's stay in the facility.
- Be considerate & respectful of the rights of other patients & facility personnel.
- Providing a responsible adult to transport you home after surgery & an adult to be responsible for you at home for the first 24 hours after surgery/anesthesia.
- Indicating whether you clearly understand a contemplated course of action & what if expected of you.
- Your actions if you refuse treatment, leave the facility against the advice of the practitioner and/or do not follow the practitioner's instructions relating to care.
- Assuring financial obligations of your health care are fulfilled as expediently as possible.

### PRIVACY AND CONFIDENTIALITY

The ENT Surgery Center of Augusta complies with federal HIPAA (Health Insurance Portability & Accountability Act) regulations to maintain the privacy of your health information.

### ADVANCE DIRECTIVES AND LIMITATIONS

The ENT Surgery Center of Augusta is not an acute care facility; therefore it is our policy to honor an advance directive with the exception of the Do Not Resuscitate (DNR) portion of the advance directive as permitted by Georgia State Statutory law [O.C.G.A. § 31-32-8(2) and O.C.G.A. § 31-32-9(d) (1-2)]. We will adhere to this policy that any physician performing any type of procedure at the Center should not effectuate the DNR order portion of an advance directive. Appropriate emergency procedures will be undertaken to resuscitate patients and transfer them to appropriate facilities in the event of deterioration. Your agreement with this policy does not revoke or invalidate any current health care directives or health care power of attorney. If you have an Advance Directive, it is your responsibility to provide a copy to our center on the day of your procedure. Should you be taken to the hospital your copy will go with you. If you would like an Advance Directive you may request one from the front desk of the surgery

### DISCLOSURE OF OWNERSHIP

The ENT Surgery Center of Augusta is an LLC, owned wholly by the physicians of Augusta ENT, PC, under Georgia State law as a single specialty ambulatory surgery center, Permit 036-286. The physician owners are Drs. Ayers, Barfield, Deal, Kimbrough, Lindman, Owen, Porubsky, Rutledge, Vickery, Wells, White, and Whitehouse.

Revised 04/06/2020

### ENT SURGERY CENTER OF AUGUSTA LAB RELEASE FORM

Patient Name: Date of Surgery:

ENT Surgery Center of Augusta uses University Hospital for specimens and blood work. If this lab does not comply with your insurance company please check the lab of your choice at the bottom of this form and your labs will be sent there. If you fail to choose a specific lab, your laboratory tests will be sent to University Hospital.

PAYMENT POLICY: I understand that it is my responsibility to inform the ENT Surgery Center of Augusta of the lab that my insurance company covers. I also understand that I am personally responsible for payment of all charges, which are incurred for services rendered to me or the above name regardless of insurance coverage.

### Select ALL labs within your insurance network

SIGNATURE	<b>DATE</b>
□Quest	□ Clinical Laboratories Southeast
☐ University Hospital Lab	□ Lab Corp
☐ South Path	☐ Doctors Hospital

Revised 8/28/18

# ENT SURGERY CENTER OF AUGUSTA PRE-OP INSTRUCTIONS

Please read these instructions and be sure to follow them carefully to avoid cancellation of your surgery:

If you have any questions feel free to call our office at 706-868-5676. Our surgery center is located at our Evans office, 340 North Belair Rd., in the back of the building. —1. Make arrangements to have a responsible adult be with you to drive you home after surgery. You must have an adult stay with you for the first 24 hours after your surgery. A parent or legal guardian must accompany a minor. \_\_\_\_2. A nurse from the surgery center will contact you the day before surgery for your arrival time. For the safety of our employees, the door of the surgery center will not be unlocked until 6:30 am. Due to limited space, please limit family to two (2) people. \_\_\_\_3. Do not eat anything (not even candy, gum, or mints) for at least eight (8) hours before your arrival time at the surgery center. You may have clear liquids (water, apple juice, Gatorade/pedialyte, tea or black coffee) up to three (3) hours before your scheduled time of arrival. —4. If you routinely take prescription medications, you may do so until three (3) hours prior to your arrival time, unless you have been directed otherwise by your surgeon or anesthesiologist. —5. Do not wear any make-up, nail polish, hairpins or jewelry to the surgery center. Do not bring money or valuables. \_\_\_\_6. Shower or bathe the night before or the morning of surgery. Do not use lotions or oils on the skin the night before or the morning of surgery. Deodorant is permitted. \_\_\_\_\_7. Notify the surgeon of any change in your physical condition (fever, cold, sore throat, etc.) before the surgery. \_\_\_\_8. Wear loose comfortable clothing and shoes that slip on easily. No jeans, pantyhose, high heels or boots. Do not wear contact lenses. \_\_\_\_\_9. Please do not take any aspirin products (Advil, Motrin, Aleve, Goody powders, etc.) as well as herbs and vitamins two (2) weeks prior to your surgery date. \_\_\_\_10. An anesthesiologist will talk to you on the day of your surgery and answer any questions you may have regarding anesthesia. \_\_\_\_11. Please bring a bottle or sippy cup for infants or small children for use after surgery. 12. Please call your insurance company to find out the laboratory they use and please bring your insurance card with you on the day of surgery. FAILURE TO FOLLOW THE ABOVE INSTRUCTIONS WILL RESULT IN THE CANCELLATION OF YOUR SURGERY. SIGNATURE OF PATIENT/ LEGAL GUARDIAN DATE / TIME

SIGNATURE OF NURSE

## ENT SURGERY CENTER OF AUGUSTA MEDICATION RECONCILIATION FORM

(Patient to complete shaded portion)

Allergies: ☐ No Known Allergies ☐ See attched list for extensive allergies  Allery/Reaction: 1				Patient Label				
				Medication Information Obtained From:				
45						□ Patient □ Family □ Written List		
6	DENT HOL	7	TION LIOT			-	2 DE 0011DI ETED D	
			TION LIST NT PRE-OPE				D BE COMPLETED B' CIAN ON DAY OF SUF	
(Including: Prescription, Ove					ements)	1111010	MAN ON DAT OF OUT	COLICI
Medication	Reason	Dose	Route: oral inject, patch drops		Last dose Date/Time	Discharge Prescribin		Check with Prescribing Physician
						☐ Yes	☐ No resume on	
						☐ Yes	☐ No resume on	
						☐ Yes	☐ No resume on	
						☐ Yes	☐ No resume on	
						☐ Yes	☐ No resume on	
						☐ Yes	☐ No resume on	
						☐ Yes	☐ No resume on	
						☐ Yes	☐ No resume on	
						☐ Yes	☐ No resume on	
						☐ Yes	☐ No resume on	
Patient Acknowledge I have provided as according physician undertor prescribing ther Patient (designee) sign	curate a list unless instru m. nature:	ucted to cha	ange. If I hav	e any ques	tions about	my home Date:	medications, I will call	
NEW/CHA	NGED MED	·	O BE TAK	EN UPON D	DISCHARG	E: □I	N/A	
Medication	Dose	Frequencey	Route	ute Other Instructions				
ADMIS	SION				nie	CHARGE		
ADMISSION					Dio	CHARGE		
☐ List reviewed with patient			RN Signature	ure Date/Time Responsible Party Date/Time			ime	
RN Signature Date/Time Physician Signature Date/Time								

# ENT SURGERY CENTER OF AUGUSTA ANESTHESIA HISTORY & PHYSICAL ASSESSMENT

HOME PHONE:			Patient La	abel
<b>ALTERNATIVE #:</b>			<u></u>	
<b>HEIGHT:</b>	<b>WEIGHT:</b>	AGE:		
RACE*:	Indian Asian	☐ Black ☐ Hispanic ☐	Pacific Islander White M	Iulti-Racial
<b>ALLERGIES:</b>		-		
TYPE OF REACTION	ON:			
SCHEDULED PRO	CEDURE:		DATE: RELATIONSHIP:	
<b>EMERGENCY CON</b>	NTACT:		RELATIONSHIP:	
PHONE #:			<del></del>	
WHO WILL BE WI	TH YOU THE	DAY OF SURGERY:		
LIST ALL MEDICA	ATIONS & STI	RENGTHS YOU TAKE	DAILY:	
			SUPPLEMENTS, ASPIRIN, AN	D BIRTH CONTROL
PILLS)	,		, ,	
,				
DRUG AND STREN	GTH	LAST TAKEN	REASON FOR TAKING	
LIST ALL SURGER	RIES AND DA	ΓES:		
SURGERY	DATE			
		ENCING ANY PAIN?		
IF YES, PLEASE DE	SCRIBE:			
on - :				
			ABNORN	
DATE OF LAST EK			ABNORN	· · · · · · · · · · · · · · · · · · ·
NAME OF YOUR FA	AMILY PHYSI	CIAN:	TELEPHO	ONE #

\* Requested by State of Georgia Department of Community Health

(CONTINUED ON BACK)

		ECK ONE OF THE FOLLOWING: (PATIENT INFORMATION ONLY)
	NO	
	l	. Any problems with prior anesthetics? If yes, please describe:
	2	Have you ever had fever after an anesthetic?
		Has any family member had problems with anesthetics, including malignant hyperthermia, paralysis, etc.
		. Do you smoke?
		. Do you drink alcohol?
		. Do you use any recreation drugs, including heroin, cocaine, marijuana, etc?
	7	. Are you allergic to latex?
	8	. Have you taken steroids over the past year?
	9	. Can you climb 2 flights of stairs nonstop without getting chest pain or shortness of breath?
	1	0. Do you exercise? Type/how often?
	1	1. Have you ever had a blood transfusion? If yes, when?
	1	2. Could you be pregnant?
		What is the date of your last menstrual period?  3. Do you have any bleeding or clotting abnormalities including easy bruising or excessive vaginal bleeding.
	1	3. Do you have any bleeding or clotting abnormalities including easy bruising or excessive vaginal bleeding.
	l	4. Do you have any implants? If yes, what type?
	l	<ul><li>5. Have you had any recent colds? If yes, when?</li><li>6. Do you have loose teeth, chipped teeth, dentures, caps, crowns, bridgework, braces?</li></ul>
	1	6. Do you have loose teeth, chipped teeth, dentures, caps, crowns, bridgework, braces?
	1	If yes, please list
<del>you?</del>		7. Do you have—difficulty of pain with opening—your mouth widely of tilting your head back to look above
you?		8. Do you wear contact lenses or glasses?
DO 1		WE ANN OF THE FOLLOWINGS
		VE ANY OF THE FOLLOWING?
		. Thyroid or goiter problems?
		Diabetes or epilepsy?
		<ul><li>Muscle weakness, paralysis, stroke?</li><li>High blood pressure?</li></ul>
		. Chest pain, angina?
		Heart disease, murmur, mitral valve prolapse?
		Lung disease, shortness of breath, chronic cough?
	— <sub>8</sub>	Asthma, wheezing? Last attack:
	<sub>9</sub>	Kidney or bladder disease?
		0. Hepatitis, jaundice, cirrhosis, HIV positive?
	1	1. Ulcers?
	1	2. Hiatal hernia or reflux?
		3. Anemia or recent weight loss?
	1	4. Have you ever had nose or jaw surgery?
	1	5. Have you had any broken facial bones?
	1	6. Frequent headaches or dizzy spells?
	1	7. Any back problems, including surgeries, fractures, painful positions.
	1	8. Motion sickness?
	1	9. Have you ever taken Redux, Phen-Phen, or any other diet pill? Date
D	·/D	
<b>Patie</b>	nt/Respo	nsible Party Signature Date
		viewed, positive findings were discussed with patient/family.
Anest	thesiologi	st's Signature: Date:



## ENT Surgery Center of Augusta 706-868-5676

# PARENTS/GUARDIANS PLEASE READ BEFORE THE DAY OF PROCEDURE

### Eating or drinking rules before your child's surgery

Food and drink taken before anesthesia can cause problems such as choking or vomiting. If you don't follow these rules, your child's surgery may be canceled.

Type of Food	Examples	Latest time you can eat or drink
Clear liquids	Liquids you can see through such as water, apple juice, Pedialyte, other clear juices without pulp, plain jello	3 hours before you are told to arrive at the Surgery Center
Breast Milk		4 hours before you are told to arrive at the Surgery Center
ALL other foods and liquids	Solids, milk, formula, candy, meat, bread, fried foods, cheeses, ice cream, mints or gum.	Up until midnight the night before surgery

You will receive more specific eating and drinking instructions, as well as, instructions regarding any prescribed medications from our preoperative nurse the day before your surgery.



Call if you have any questions, The Preoperative Evaluation Center 706-868-5676 ext. 756 Monday-Friday 9 AM-5 PM



## Patient Consent to the Use and Disclosure of Health Information For Treatment, Payment, or Healthcare Operations

I,, undomaintains paper and/or electronic recontreatment, and any plans for future care provides a complete description of info Center of Augusta, LLC is not requir writing, except to the extent that the or sign this consent or revoking this conservations. I further understate accordance with Section 164.520 of the notice an updated copy will be available may visit the office at any time to obtain	rds describing my healt e or treatment. I unders' ormation uses and discled ed to agree to any restri- ganization has already ent, this organization m and that ENT Surgery (e e Code of Federal Regular le upon my next visit to	th history, symptoms, examination and tand and have been provided with a N osures in addition to my rights. I underictions requested by me. I understand taken action in reliance thereon. I also may refuse to treat me as permitted by Center of Augusta, LLC reserves any ulations. Should ENT Surgery Center of the practice and/or I may request a company that the practice and/or I may request a company that the practice and/or I may request a company that the practice and/or I may request a company that the practice and/or I may request a company that the practice and/or I may request a company that the practice and/or I may request a company that the practice and/or I may request a company that the practice and/or I may request a company that the practice and/or I may request a company that the practice and the pra	I test results, diagnoses, otice of Privacy Policies that rstand that ENT Surgery that I may revoke this consent in a understand that by refusing to Section 164.506 of the Code of a right to change their notice in r of Augusta, LLC change their
I wish to have the following restriction	s to the use or disclosu	re of my health information:	
I wish to allow the following individua with ENT Surgery Center of Augusta,			
I understand that as part of this organiz my protected health information to and via fax.		· · · · · · · · · · · · · · · · · · ·	•
*Please initial by e	ach form of commu	nication by which we can contac	t the patient.*
ENT Surgery Center of Auguon my telephone answering machine, vindividuals may have access to the infogranting permission to leave the date a Telephone Number on which message	voicemail, or with whore primation left by this meand time.	ethod. I understand that no other inform	vailable. I understand that other mation will be provided in
ENT Surgery Center of Augu Surgery Center of Augusta with the tre reminders, statements, insurance information	eatment, payment, and		
Email address to which information	can be sent:		
ENT Surgery Center of Augu cancellations, or time changes. This for information.  Cell Phone to which information ma	rm of communication v		Desk and not private or clinical
Cen r none to which information ma	y be texteu:		
*** I fully understa	and and (circle one)	[accept / decline] the terms of th	is consent. ***
Patient/Legal Guardian Signature	Date	Practice Representative	Date
		FICE USE ONLY	
Consent received by Consent refused by patient, and tr	eatment refused as perr	on mitted.	
Notice provided to patient. Conse	nt form not signed due	to:	

Last Updated: 2/28/12

### **Statement of Nondiscrimination**

The ENT Surgery Center of Augusta complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex. The ENT Surgery Center of Augusta does not exclude people or treat them differently because of race, color, national origin, age, disability or sex. The ENT Surgery Center of Augusta provide free language services to people whose primary language is not English, such as:

- Qualified interpreters
- Information written in other languages

The ENT Surgery Center of Augusta also provide free aids and services to help people with disabilities to communicate effectively with us, such as:

- Qualified sign language interpreters
- Written information in other formats (large print, audio, accessible electronic formats and more)

If you need these services for your surgical procedure, please tell the nurse during your preoperative interview or call **706-364-4040**.

If you believe that the ENT Surgery Center of Augusta has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability or sex, you can file a grievance with:

Keith Lynn Civil Rights Coordinator 340 N. Belair Rd Evans, GA 30809 Phone: 706-868-5676 Fax: 706-922-4385

You can file a grievance in person or by mail, fax or email. If you need help filing a grievance, a patient representative will help you. You can also file a civil rights complaint with the U.S. Department of Health and Human Services Office for Civil Rights electronically through the Office for Civil Rights complaint portal, available

at <a href="https://ocrportal.hhs.gov/ocr/portal/lobby.jsf">https://ocrportal.hhs.gov/ocr/portal/lobby.jsf</a>, or by mail or phone at:

Centralized Case Management Operations U.S. Department of Health and Human Services 200 Independence Ave. SW Room 509F, HHH Building Washington, D.C. 20201 1-800-368-1019 1-800-537-7697 (TDD)

Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html.

### Statements of Nondiscrimination in Languages Used in Georgia

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 706-364-4040.

### Spanish

ATENCIÓN: Si usted habla español, tiene a su disposición servicios gratuitos de interpretación. Comuníquese con alguien del personal de registros o llame al 706-364-4040.

### Vietnamese

CHÚ Ý: Nếu quý vị nói tiếng Việt, chúng tôi có dịch vụ trợ giúp ngôn ngữ miễn phí dành cho quý vị. Xin liên lạc với nhân viên phụ trách ghi danh hay gọi số 706-364-4040.

#### Korean

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다 706-364-4040 번으로 전화해 주십시오.

#### Chinese

注意:如果您使用繁體中文,您可以免費獲得語言援助服務。請致電 706-364-4040

### Gujarati

યના: જો તમે જરાતી બોલતા હો, તો િન: લ્કુ ભાષા સહ્યય સેવાઓ તમારા માટ ઉપલબ્ધ છ. ફોન કરો 706-364-4040

### French

ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 706-364-4040

#### Amharic

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### Hindi

ध्यान दें: यदद आप हिंदी बोलते तो आपके ललए मुफ्त में भाषा सिं यता सेवाएं उपलब्ध ह। 706-364-4040 पर फोन करें।

### French Creole

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 706-364-4040

### Russian

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 706-364-4040

### Arabic

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم هاتف الصم والبكم: 4040-364-4040

### Portuguese

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 706-364-4040

### Farsi

توجه: اگر به زبان فارسی گفتگو می کنید، تسهیلات زبانی بصورت رایگان برای شما

فراهم مي باشد. با 4040-364-706 تماس بگيريد.

### German

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Wenden Sie sich an das Anmeldungspersonal oder wählen Sie die Rufnummer 706-364-4040

### Japanese

注意事項:日本語での言語サポートを無料で提供しています。レジストレーション・スタッフ、または706-364-4040までお問い合わせください。