

ENDOSCOPY BOOKING

Office Pt. _____ O.V. note _____
Hosp. Pt. _____
Never Seen _____
Date Booked _____ PCP _____ PT _____
Faxed to Endo: _____

Booked in Schedule _____
Med: _____
Cover Letter: _____
Put into pts progress notes: _____
Prior Auth Needed: N ___ Y ___ Faxed ___

ADMITTING DATE: _____

TIME: _____

NAME: _____

DOB: _____

HOME PHONE: _____

CELL/WORK: _____

GENDER: M ___ F ___

ADDRESS: _____

DIAGNOSIS: _____

PROCEDURE: GASTROSCOPY

INSURANCE: (1) _____

#: _____

INSURANCE: (2) _____

#: _____

PCP: _____

MEDICATIONS



DEAR: _____ DATE: _____

This letter is to inform you that we have scheduled a **GASTROSCOPY** at:
BETH ISRAEL DEACONESS HOSPITAL-MILTON on: _____

*Report at: _____

- *** Please be aware that this is NOT your procedure time. This is the time you need to arrive at the hospital in order to prepare you for your procedure.**

ALL PATIENTS SHOULD ENTER THROUGH THE HIGHLAND STREET ENTRANCE OF THE HOSPITAL, TURN LEFT, STRAIGHT AHEAD IS THE SURGICAL SERVICES CHECK IN DESK

- Please follow the Preparation Instruction sheet carefully. Be sure to contact our office if you have any questions regarding these instructions.
- If your insurance requires a **referral**, please contact your **PRIMARY CARE PHYSICIAN** to have this referral in place prior to the procedure date.
- **Please bring with you on the day of your procedure a list of all prescription and over the counter medications you take and a photo ID, such as a drivers license.**
- Be aware Beth Israel Deaconess Hospital-Milton Admitting Department may be contacting you to pre-register you if you have not been to this hospital within the last two months in order to prevent delays of your scheduled procedure time.

MEDICATIONS:

- Take all your am medications on the morning of the exam as prescribed except those that we have listed below with specific instructions.

YOU MUST HAVE A RIDE HOME FROM THE HOSPITAL
ON THE DAY OF YOUR PROCEDURE

Your procedure will be cancelled if you do not have a responsible adult to drive you home.



PREPARATION FOR GASTROSCOPY

A.) NIGHT BEFORE THE EXAMINATION

- Have a LIGHT dinner and take your medications, if any, as prescribed.
- Do not eat or drink anything after midnight that night.

B.) MORNING OF THE EXAMINATION

- Take all your medications as prescribed three (3) hours prior to your exam with a sip of water, except those medications the doctor has asked you to hold.
- You may have a glass of water up to four (4) hours prior to your arrival time.

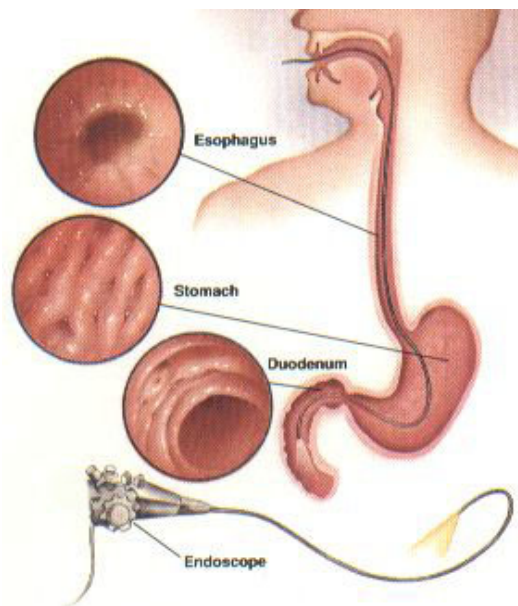
ADDITIONAL INSTRUCTIONS FOR: _____

You will be unable to drive or operate heavy machinery for the remainder of the day.

**IT IS NECESSARY TO HAVE A DRIVER BRING YOU
TO THE HOSPITAL AND PICK YOU UP AFTER THE EXAM**

Anatomy of Upper GI Endoscopy

Upper GI endoscopy allows the physician to look directly at the upper gastrointestinal tract, including the esophagus, stomach, and duodenal portion of the small intestine. Upper GI endoscopy can diagnose ulcers, gastritis, tumors, and causes of bleeding or pain. It is also used for taking biopsy specimens, removing foreign objects (for example, coins in small children) or polyps, stopping bleeding, and opening strictures (narrow areas).



What Happens During Endoscopy

- You will wear comfortable clothes or a gown.
- In the endoscopy room, you will be asked to lie on a table on your left side. The physician, a nurse, and a technician will be with you.
- Your throat may be anesthetized with spray or gargle. Intravenous sedation will be given.
- You will then be asked to swallow the endoscope, which is thinner than most food you swallow. This is surprisingly easy.
- The endoscope does not interfere with your breathing.
- The lights are lowered and the physician begins the examination. Air inserted during the procedure may cause you to burp.
- When the procedure is completed, you will rest until the sedation wears off. Your pulse and blood pressure may be monitored during and after endoscopy.

How Endoscopy Works

The endoscope is composed of extremely thin threads of bendable glass, which transmit light and images back to the computer. The physician can therefore see the structures of the upper GI tract directly by looking at the Flat Screen Monitor, and make a diagnosis. By inserting special instruments, the physician can also take specimens or remove objects or polyps.

Tell Your Doctor If...

- You are allergic to medications or anesthetics.
- You take medications.
- You have heart or lung problems.
- You are pregnant.

How long?

- Endoscopy itself takes about 30 minutes.
- Allow time for arrival and 30-60 minutes for recovery.

Afterwards.

- Follow your doctor's instructions.
- If an outpatient, have someone drive you home.
- Resume normal diet.

Special Note

- Complications are extremely rare.
- Burping helps to relieve a bloated feeling.
- You may have a sore throat for 24-36 hours.



CANCELLATION POLICY

- Please be courteous to other potential patients and give us timely notice of a cancelled procedure.
- We keep an active waiting list for patients needing urgent care to fill these appointments.
- The office mandates 1 week cancellation notice for any scheduled procedure.
- A \$200 cancellation fee applies for failure to comply.

We truly appreciate your consideration in this matter and wish to thank those who have complied in the past.