
 **EndoCentre of Baltimore**
1838 Greene Tree Road, Suite 180
Baltimore, MD 21208
Phone: 410-602-7782 / Fax: 410-602-9345

 **EndoCentre at Quarterfield Station**
7704 Quarterfield Road, Suite I
Glen Burnie, MD 21061
Phone: 410-863-4899 / Fax: 410-484-9375

Please read, fill out and sign all forms.
DO NOT DATE. Bring completed forms with you the day of procedure. Questions will be answered then.

Dear Patient:

You are scheduled for an appointment at the EndoCentre. Please note that nothing by mouth after midnight includes gum, mints and hard candy. You can brush your teeth before your procedure just don't swallow. We ask that you arrive **30 minutes prior** to your scheduled time. We ask that you do not wear jewelry or bring any valuables with you the day of your procedure. We are not responsible for the loss or damage to any valuables, jewelry or belongings.

Unless your physician has told you otherwise, you will be receiving Anesthesia for your procedure. **YOU MUST HAVE A RESPONSIBLE ADULT WITH YOU, TO DRIVE AND ESCORT YOU HOME**, following the procedure. Your responsible adult must come into the Suite to sign a paper before you will be released for discharge. Due to allergies and medical conditions of others, we ask that patients and escorts **refrain from wearing perfumes and cologne.**

PRE-ADMISSION TESTING: If you were given pre-admission test orders by your Gastroenterologist, please take them to your Primary Care Doctor and have them fax the test results to us **as soon as possible.**

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BOWEL PREPARATION: If your procedure requires **bowel preparation**, you have received those instructions from your physician or his/her secretary. It is very important that you follow the bowel prep instructions as directed. If you experience difficulty with the prep or have any questions, you must contact the physician's office. *If the office is not yet open, please ask answering service to contact the "on call" physician.*

MEDICATIONS:

- **Aspirin and Blood Thinners must be stopped 5 days prior to your procedure**, unless you received other instructions from your Primary Care Physician.
- Take **blood pressure, heart or seizure medication** on the morning of your procedure with a **small sip of water.**
- If you have been prescribed an inhaler for Asthma, **PLEASE BRING THE INHALER WITH YOU, EVEN IF YOU RARELY USE IT.**
- If you take **Insulin or Oral Diabetic Medication**, please follow your Primary Care/GI Physician's directions.
- **Diabetic patients that take Insulin**, please **test your blood sugar at home on the morning of your procedure.** If your reading is not within your normal range, *please notify your Primary Care/GI Physician. If the office is not yet open, please ask answering service to contact the "on call" physician.*

INSURANCE INFORMATION: We recommend that you contact your insurance company to see if there is anything special that needs to be addressed by our office. Managed Care patients may need a referral from your Primary Care Physician for the procedure. **BRING ALL INSURANCE CARDS AND PICTURE ID WITH YOU.** We will need to copy them at the EndoCentre.

ADVANCE DIRECTIVES: If you have **Advance Directives**, please bring a copy with you. It is our policy, in the event of an emergency situation, to transport you to the nearest hospital. Your copy of Advance Directives, if available, will be sent to the hospital and will be honored there.

Cancellations made with less than 48 hours notice will be subject to a cancellation fee.

We look forward to seeing you. If you have any questions, please contact your Gastroenterologist's office.
Thank You.

Sincerely,

The EndoCentre Staff