



## ADVANCED ENDOSCOPY & SURGICAL CENTER, LLC

142 Route 35 Suite 101 Eatontown, NJ 07724 Tel: (732) 935-0031 Fax: (732) 935-0032

Dear Patient,

We look forward to the opportunity to provide you with the best possible care during your short stay at our ambulatory surgery center. The enclosed information will answer some of your questions. Please take a moment to read the information contained in our Welcome Packet:

- Center Brochure
- Notice of Privacy Practices
- Patient Bill of Rights & Responsibilities
- Patient Registration Form - **Must be completed prior to arrival**
- Specialty Anesthesia Associates Assignment of Benefits - **Form must be signed**
- Commercial Insurance & Aetna Insurance letters - 2 sided – **Please sign the appropriate side**

Please make sure you have updated your physician's staff with any changes in your current address, phone number(s), including a cell number, primary care physician and insurance information.

You should receive a call the day before your scheduled procedure from one of our pre procedure nurses to **confirm** the time of your arrival since the time provided by your doctor's office is **tentative**. If there is a change in time, it is usually only an hour or two and is caused by your doctor having an emergency or last minute schedule change. If you have not heard from the Center by **12 NOON the DAY PRIOR** to confirm your appointment, please call the Center at (732) 935-0031.

Should your insurance plan require you to have a referral for the Center, you are responsible to bring one with you. Your insurance carrier may receive as many as four bills for your stay with us. They will be billed for your doctor's services, our services, anesthesia services and in some cases laboratory services. You may be responsible for a portion of these charges, either a co-pay or deductible, as directed by your insurance company. If you have questions after you speak to them, please call our Center and we will assist you in understanding your bill.

Please remember to have your ride with you when you register at the Center. Your ride must accompany you into the Center when you check in. Directions are included in our brochure. **You must have a ride home after your procedure. Should your means of transportation be by taxi, you must be accompanied by an adult companion to and from the facility.** Your adult companion is welcome to relax in our waiting room. The goal of our staff is to have you discharged within 1 1/2 to 2 hours of your admission, making your stay with us as convenient, pleasant and as short as possible.

Sincerely,

Ellen Donnell  
Administrator