

APPOINTMENT DATE _____
ARRIVAL TIME _____

**REGISTER 2ND FLOOR, SUITE 2400
BELTWAY SURGERY CENTER AT SPRINGMILL**

PLEASE READ THE ATTACHED INSTRUCTIONS UPON RECEIPT. FAILURE TO FOLLOW THE INSTRUCTIONS MAY RESULT IN AN INCOMPLETE TEST OR THE NEED TO RESCHEDULE YOUR PROCEDURE.

****Important**** If you have an implanted electronic device such as a pacemaker, defibrillator or nerve stimulator, it is required that you provide us with the manufacturer, customer service phone number and diagnosis related to device. Patients with an implanted defibrillator should contact the pre procedure nurse (317-817-8052) two days prior to appointment and provide this information.

BSC-SPRINGMILL SURGERY CENTER
200 WEST 103RD STREET SUITE 2400
INDIANAPOLIS, IN 46290
(317) 944-4782 SCHEDULING

Local (317) 428-4356 or **Long Distance** 855 884-2822 INSURANCE QUESTIONS
(317) 817-8052 PRE-OP NURSE and if you need to cancel the day of your procedure
(317) 755-6267 PREP NURSE QUESTIONS AFTER BUSINESS HOURS

THANK YOU FOR YOUR COOPERATION.

PROCEDURE CHECKLIST

- MEDICATION LIST AND HEALTH HISTORY FORMS COMPLETED
- PREP COMPLETED (IF NEEDED)
- DRIVER
- NAMES, ADDRESSES, PHONE AND FAX OF ALL DOCTORS YOU WANT TO RECEIVE A COPY OF REPORT
- COPY OF RELEVANT MEDICAL RECORDS FROM REFERRING PHYSICIAN OR OTHER FACILITIES
- INSURANCE CARDS AND DRIVERS LICENSE/ID
- INFORMATION CARDS FOR IMPLANTED DEVICES SUCH AS PACEMAKER/ICD

Directions and Parking

Beltway Surgery Center at SpringMill is located on the second floor of the IU Health building located at 200 W 103rd St, Indianapolis IN. Enter the building through Door #2, the west entrance with the canopy. Take the elevator to the 2nd floor. When you exit the elevator, make a right turn and the check-in desk is a short distance through the waiting room on your right.

Sigmoidoscopy Bowel Preparation Instructions

OsmoPrep Preparation

CAUTION

If you are over age 55 years or under age 18 years or on dialysis or being treated for kidney failure or have moderate to severe congestive heart failure or have liver disease with fluid build up in the abdomen (ascites) or have high blood pressure or diabetes then

YOU MUST NOT TAKE THE OsmoPrep

Please call (317) 817-8052 to request the MiraLax prep instructions.

Warning: This bowel preparation has very rarely been associated with kidney damage. It is very important to follow the instructions precisely, particularly the instructions for fluid intake. The preparation is very safe and effective if the instructions are followed carefully.

PLEASE READ ALL INSTRUCTIONS ON THE DAY YOU RECEIVE THEM.

About Sigmoidoscopy

Bowel preparation (cleansing) is needed to perform an effective sigmoidoscopy. Any stool remaining in the colon can hide lesions and result in the need to repeat the sigmoidoscopy. You should plan to be at the surgery center 2-4 hours. It is critical that you follow the instructions as directed

The physician will discuss your sigmoidoscopy with you after your procedure. If you had any biopsies taken, you will receive a letter with those results, usually 2-3 weeks after the procedure. If there are serious findings on the biopsy, your physician will contact you.

Every effort will be made to keep your appointment at the scheduled time, but in medicine, unexpected delays and emergencies may occur and your wait time may be prolonged. We give each patient the attention needed for his or her procedure.

If you have any questions, please call (317) 817-8052; if you need to cancel, please call (317) 944-4782 as soon as possible.

What to Bring:

1. The completed enclosed forms.
2. The first and last name and address of all doctors you want to receive a copy of your procedure report.
3. Someone to drive you home. Sedation is usually given during your procedure. If using a taxi service and you receive sedation you must use a medical transport service if you will be by yourself. **If you have not arranged for someone to drive you home, your procedure will be cancelled.** The person who signs you out must be with you on the unit before you can be released. You will not be able to drive, operate machinery, make important decisions or return to work for the rest of the day. You may resume normal activities the next day unless the doctor states otherwise.
4. A copy of relevant medical records from your referring physician.
5. Your insurance cards. Many insurance carriers (not Medicare) and managed care organizations require preauthorization or precertification. To obtain coverage for these procedures, we recommend you contact your insurance company. As a courtesy we will make every attempt to obtain the authorization for these procedures. Please make sure we have your correct insurance information. If your insurance has changed or is inaccurate, please contact our authorization coordinators at Local # (317) 428-4356 or long distance # 855 884-2822.

Patient Checklist

If you are affected by any of the conditions listed below, please follow these instructions.

Diabetes	Check with your physician regarding your dose of insulin and other diabetic medications needed the day before and the day of your procedure. Inform your doctor that you will be on clear liquids the day prior to your procedure. Typically, we recommend that you do not take your oral hypoglycemic or insulin before your procedure. Bring it with you to take after your procedure. Check your blood sugar frequently while taking the prep solution and the morning of your procedure.
Hip or knee replacement in the past 6 months, vascular graft in the past year, coronary stent in the past 6 weeks	You may need antibiotics before your procedure. Please arrive two hours before your scheduled procedure time. Do not schedule your procedure before 8am. Please inform the nurse and your physician.
Aspirin	If you are taking aspirin PRESCRIBED by your MD, please continue to take it. If you do not have a heart, blood vessel or clotting disorder and you are taking aspirin on your own without a doctor's advice, please stop taking aspirin 5 days before your procedure.
Coumadin, Plavix, Heparin, Lovenox or other anticoagulants	Ask the physician who prescribed your medicine how to take it before and after your procedure. If you cannot contact your physician, call us several days before your exam. If you take Coumadin, you may need a blood test two hours before your exam. <i><u>Please do not assume that you can safely follow the same medication adjustments that have been made for your previous procedures.</u></i>

*****If you require an interpreter, please call (317) 817-8052 2 days before your procedure.**

What to Wear

Wear comfortable, loose fitting clothing. Wear flat shoes or tennis shoes. Do not wear jewelry or bring valuables.

DO NOT WEAR CONTACT LENSES THE DAY OF YOUR PROCEDURE.

Research Studies:

Some patients who come to the endoscopy unit are asked to participate in a research study. If you are asked to participate, the study purpose and procedures will be explained to you. You have the right to decline participation. Declining participation will not affect the interest the doctors have in your case. The doctors at the endoscopy center are typically involved in research studies on how to improve endoscopy.

Please note: Although your upcoming colonoscopy may be scheduled as a screening procedure, if during the course of your screening the physician removes a polyp or performs a tissue biopsy, the procedure may be considered diagnostic and may not qualify for coverage as a screening service. Insurance company policies vary regarding these matters and we urge you to contact your insurance company to obtain their policy on these types of procedures.

Prep Instructions for Sigmoidoscopy – OsmoPrep

5 days before your colonoscopy	2 days before your colonoscopy	The day before your colonoscopy	The day of your colonoscopy
Read all prep instructions.		NO SOLID FOOD NO ALCOHOL CLEAR LIQUIDS ALL DAY (attached)	NO SOLID FOOD NO ALCOHOL You may take your prescribed morning medications with water.
Contact prescribing physician for instructions on dosage of blood thinners.	<p>Complete forms sent from the endoscopy department. List all current medications, find insurance cards, get names and addresses of the physicians you want to receive a copy of your procedure report.</p> <p>Obtain bowel prep products from your pharmacy. 4 gas tablets (Gas-X or Mylanta Gas). OsmoPrep is available by prescription only.</p>	<p>PLUS Drink an extra 8 ounces of clear liquid every hour from 11am to 5pm. Gatorade is preferred. 5pm Take 4 OsmoPrep tablets with 8 ounces clear liquid. 5:15pm Take 4 OsmoPrep tablets with 8 ounces clear liquid. 5:30pm Take 4 OsmoPrep tablets with 8 ounces clear liquid. 6pm Take 4 OsmoPrep tablets with 8 ounces clear liquid. 6:30pm Take 4 OsmoPrep tablets with 8 ounces clear liquid. 7pm Drink 8 ounces of clear liquid. 7:30pm Drink 8 ounces of clear liquid. 8pm Drink 8 ounces of clear liquid. 9pm Take 2 gas tablets with 8 ounces clear liquid. 10pm Take 2 gas tablets with 8 ounces clear liquid.</p> <p>YOU ARE ENCOURAGED AND MAY DRINK CLEAR LIQUIDS ONLY UNTIL 6 HOURS BEFORE YOUR PROCEDURE</p>	<p>4-5 hours before your scheduled procedure time, take 4 OsmoPrep tablets with 8 ounces clear liquid. 15 minutes after your first morning dose take 4 tablets with 8 ounces clear liquid. 30 minutes after your first morning dose take 4 tablets with 8 ounces clear liquid.</p> <p>If your procedure is scheduled in the early morning, you will need to get up during the night to take this dose of preparation. The correct timing of this dose is essential for an effective preparation.</p> <p>Have nothing else to eat or drink 6 hours before your procedure EXCEPT to take heart and blood pressure meds with a sip of water</p>
Stop herbals, vitamins and oral iron supplements.	Stop any anti-inflammatory medications (Motrin, Advil, Ibuprofen). Celebrex and Tylenol are ok to use.	You may apply a petroleum based product or diaper rash ointment to the rectal area if you experience discomfort from frequent stools.	After the procedure you may eat your usual diet unless otherwise instructed. Drink 8 ounces of liquid at least 6 times after the procedure and before retiring for the night.
Arrange for a driver for your procedure.	Confirm that you have a driver to take you home following your procedure.	Confirm that you have a driver for your procedure.	Your driver must remain in the waiting room during your procedure.

If you think the prep is not working, please call (317) 755-6267. Do not take more than the prescribed dose of OsmoPrep.

Clear Liquid Diet

As a rule – if you can see through it, you can drink it.

Gatorade is the preferred clear liquid (no red or purple)

Clear fruit juices, white grape juice and apple juice

Water

Kool-Aid, PowerAde (no red or purple)

Clear soup, broth or bouillon

Popsicles (no red or purple)

Tea or coffee without cream

Hard candies

Soda, 7-Up, Sprite, regular or diet Pepsi or Coke, ginger ale, orange soda (no red or purple)

Jell-O (no red or purple)

Beltway Surgery Center at SpringMill

Name: _____

PATIENT INFORMATION

WE REQUEST EACH PATIENT FILL OUT THE FOLLOWING INFORMATION AND BRING IT TO THE SURGERY CENTER THE DAY OF YOUR PROCEDURE.

Please list all allergies	Type of reaction
1	
2	
3	
4	
5	

Medication	Dosage	Times per day	Reason taken
1			
2			
3			
4			
5			

Please list all surgeries	Date	Note any complications
1		
2		
3		
4		
5		

Beltway Surgery Center at SpringMill

Name: _____

Please indicate primary care &/or referring physician who should receive a procedure report.

Primary Care Physician:
Name:
Address:
City/Zip:
Phone:



Referring Physician:
Name:
Address:
City/Zip:
Phone: