

BILLING

You will receive an easy to understand statement for the services provided at the WestGlen Endoscopy Center. You will receive one or two additional statements (one from your Physician and one from the Pathology Lab if you have a biopsy or polyp removed).

Please feel free to call 913-248-8800 with any questions you may have about billing procedures or payment arrangements.

INSURANCE

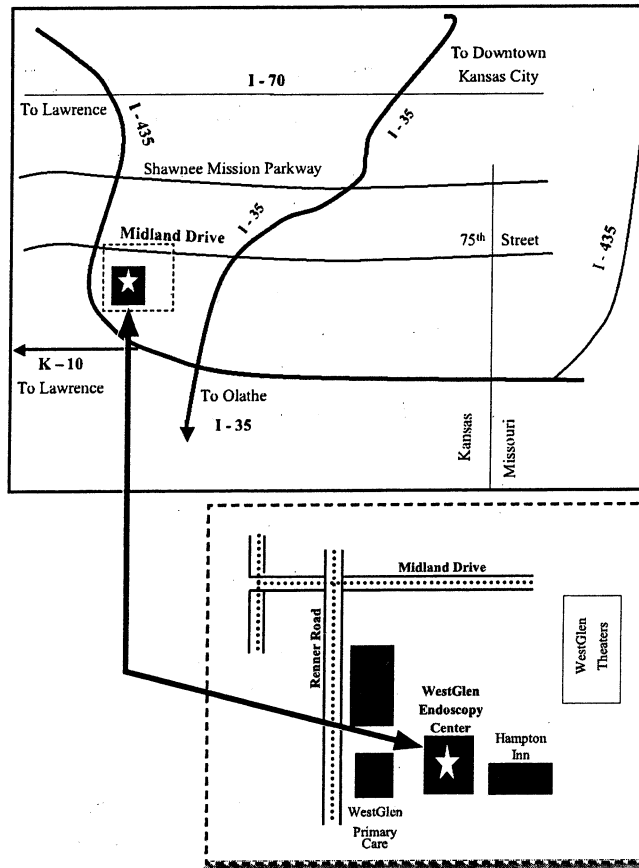
The WestGlen Endoscopy Center accepts Medicare, Medicaid, and most commercial insurance plans. The Center will attempt to verify your benefits and co-pay requirements prior to your procedure. We will notify you of your appointment time and your co-pay amount. The Center requires all co-pays to be paid at the time you check in. You are strongly encouraged to call your insurance company to inquire about your benefits and or co-pays.

Please check with a member of our staff if you have any questions.

SELF PAY

Self-pay patients are welcome at the Center. Please call the Center at 913-248-8800 prior to your procedure to discuss payment arrangements.

THE WESTGLEN ENDOSCOPY CENTER



*Exit 435 at Midland Drive.
We are one block East of the exit.*

PLEASE ARRIVE AT THE CENTER PROMPTLY AT:

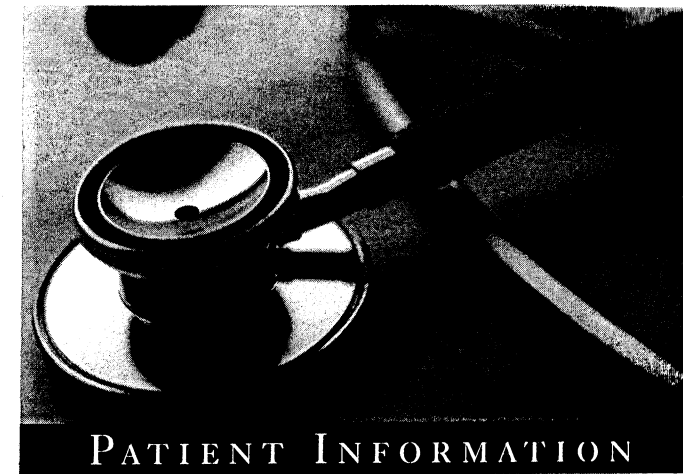
TIME: _____

YOUR PROCEDURE HAS BEEN SCHEDULED FOR:

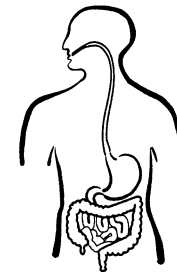
TIME: _____

DATE: _____

PHYSICIAN'S PHONE: _____



GUIDE



WESTGLEN ENDOSCOPY CENTER

Specialists In Gastroenterology

16663 Midland Drive, Suite 200
Shawnee, KS 66217
Phone: (913) 248-8800
Fax: (913) 248-8858

*Accredited by the
Joint Commission on Accreditation
of Healthcare Organizations*

The doctors, nurses, and staff of the WestGlen Endoscopy Center appreciate the confidence you have placed in us. You have chosen one of the finest facilities of its kind for your medical care and treatment.

The WestGlen Endoscopy Center is a state-of-the-art outpatient endoscopic facility providing a full range of endoscopic gastrointestinal procedures.

Our goal is to provide high quality endoscopic services in a comfortable and safe environment.

HOURS OF OPERATION

Our hours are from 7:30 a.m. to 5:00 p.m. Monday through Friday.

If at any time you have a question, please feel free to ask our staff for assistance. Our phone number is (913) 248-8800.

After hours assistance is provided by calling your physician at his office number.



PRIOR TO YOUR PROCEDURE

1. Follow the specific instructions given to you by your physician before coming to the Center.
2. You should not eat or drink anything after midnight on the night prior to your procedure, unless you are instructed otherwise.
3. You may brush your teeth and rinse your mouth with a mouthwash the day of your exam.
4. Leave jewelry and valuables at home.
5. Wear comfortable clothing that is easy to take off and put on.
6. Please bring a list of your current medications, insurance cards and money for co-payments.
7. All patients are asked to sign a consent form before their procedure to authorize the doctor to perform it. Patients under 18 years of age must have a parent or guardian sign the consent. *Patients unable to sign their consents must have an authorized person with them to sign the consent.*
8. You must have someone drive you home after your endoscopy. Your driver must be at least 16 years of age with a valid drivers license. Receiving sedative medications slows your reflexes making it unsafe for you to drive after the procedure for 24 hours. *(Your family driver should stay in our waiting room during your procedure and may sit with you in recovery).* **Patients without drivers will not have procedures.**

WHEN YOU ARRIVE

1. Check in 30 minutes prior to your scheduled appointment time.
2. Plan to spend a total of 1 ½ - 2 hours at the Center.
3. Please notify the receptionist of your arrival. Your insurance card will be copied and your co-payment will be collected.
4. You will be asked to review a Notice of Privacy Practice.
5. A nurse will talk with you and record your vital signs, allergies and other medical information.
6. An I.V. catheter will be inserted so that we may give you intravenous medication. These medications will help to relax you and make you feel more comfortable.
7. If you are having an upper endoscopy you will have to remove any dentures or partial plates just prior to the procedure.

AFTER YOUR PROCEDURE

1. You will rest for a short time in our Recovery Room until the effects of the medications begin to wear off.
2. The doctor will tell you what he found and the nurse will give you verbal and written discharge instructions.
3. You will receive a phone call from our staff the morning after your procedure to evaluate how you are feeling. If we are unable to reach you, a card will be mailed to you.

