



# SYRACUSE ENDOSCOPY ASSOCIATES, LLC

739 IRVING AVE, SUITE 420, SYRACUSE, NY 13210

WWW.SYRACUSEGASTRO.COM

(315) 234-6677

## ENDOSCOPY PROCEDURES: WHAT YOU NEED TO KNOW

Visit our website! [www.syracusegastro.com](http://www.syracusegastro.com)

### COLONOSCOPY CATEGORIES

- **Diagnostic / Therapeutic Colonoscopy** - Patient has gastrointestinal symptoms, colon polyps or gastrointestinal disease requiring evaluation or treatment by colonoscopy.
- **Surveillance / High Risk Colonoscopy** - Patient has no gastrointestinal symptoms and has a personal history of gastrointestinal disease (such as diverticulitis, Crohn's disease or ulcerative colitis) a personal or family history of colon polyps and/or cancer.
- **Colonoscopy Screening** - Patient is asymptomatic (no present gastrointestinal symptoms), is 50 years old or older and has no personal hx of gastrointestinal disease, colon polyps and/or cancer. Patients in this category have not undergone a colonoscopy within the last 10 years.

Please note that these are not the final diagnosis codes. Final diagnosis codes cannot be determined until after your procedure occurs.

COLONOSCOPY            CPT CODE 45378            DIAGNOSIS CODE(S) \_\_\_\_\_

UPPER ENDOSCOPY        CPT CODE 43235            DIAGNOSIS CODE(S) \_\_\_\_\_

*See the next page for more information about billing and insurance coverage*

### **NO SHOW / CANCELLATION POLICY**

Patients who cancel or reschedule without **3 business days prior notice** or who fail to show up for their scheduled appointment may be charged a \$150.00 fee.

### **BEFORE YOUR PROCEDURE**

There are a few things that we ask all patients to do prior to coming in for their endoscopic procedure:

- **YOU MUST FOLLOW OUR PREP INSTRUCTIONS**, the instructions we gave you about eating, drinking and medications before your procedure.
- Check your benefits, eligibility and coverage with your insurance company(s), see the billing information packet you were given.
- You will receive a phone call one week prior from the endoscopy unit, **YOU MUST SPEAK WITH THEM OR YOUR PROCEDURE MAY BE CANCELLED.**
- Please bring a current medication, allergy list, picture ID and your insurance cards to your appointment.
- If you take any blood thinners and have not been instructed regarding usage prior to your procedure, please contact your physician as soon as possible.
- Notify your physician if there have been any changes in your physical condition since your appointment was scheduled or since you last saw your physician.
- Please fill out the required paperwork you received and bring it with you, If you did not receive it we will give it to you when you arrive.
- Please do not arrive prior to 6:45 am
- Due to limited space please only have one person accompany you.
- Arrive 45 minutes prior to your procedure time.

6/2021

**NOTE: AT THIS TIME DUE TO COVID-19, DRIVERS MUST WAIT IN THEIR CAR OR STAY WITHIN CLOSE DISTANCE TO THE OFFICE. THE DRIVER SHOULD NOT ENTER THE BUILDING, UNLESS THE PATIENT HAS A MEDICAL NEED FOR ASSISTANCE GETTING IN TO THE OFFICE.**

# For your upcoming endoscopy procedure at Syracuse Endoscopy Associates, LLC

Although your primary care provider may refer you for a “screening” colonoscopy, you may not qualify for the “preventative colonoscopy screening” category. Example, **if a biopsy is done or a polyp is removed, your screening colonoscopy then becomes a diagnostic colonoscopy** and your insurance may process the claim differently. We recommend checking your benefits for each scenario.

**Due to increasing number of individual insurance plans and policies, we strongly encourage all patients to call their insurance company before ANY procedure, testing, and/or appointment to verify their coverage.**

Call the customer service number on your insurance card. Document your phone call for your records. You should check you coverage for every company listed below. We have numbered them to make it easier if you need to write down something regarding only one specific company.

**You may receive a bill from all or some of the following companies.**

**1 Syracuse Endoscopy Associates, LLC  
(an ambulatory surgical facility)**  
TAX ID number 134239064  
739 Irving Ave #420, Syracuse, NY 13210  
For billing information 315-937-3000  
Website: [www.syracusegastro.com](http://www.syracusegastro.com)

**2 Laboratory Alliance**  
(bills the technical charge for any Pathology and Cytology)  
Corporate offices: 1304 Buckley Road, Syracuse, NY 13212  
Billing questions call 315-883-4882  
Website: <http://www.laboratoryalliance.com/patient-services/insurers/>

**3 Syracuse Gastroenterological Associates, P.C.**  
**The professional doctors fee**  
TAX ID number 160989507  
739 Irving Ave #400, Syracuse, NY 13210  
Billing questions call 315-937-3000  
Website: [www.syracusegastro.com](http://www.syracusegastro.com)

**Pathologist  
(billed by Syracuse Gastroenterological Associates, P.C.)**  
The pathologists fee for interpreting any biopsies)

**4 Anesthesiologist  
(SGA Anesthesia)**  
Billing goes thru MMRI. Their phone number is 315-552-6489  
NPI number 1417326661  
The type of anesthesia for your procedure:  
Monitored Anesthesia Care (MAC)

Upper endoscopy	billing code 00731
Colonoscopy screening	billing code 00812
Colonoscopy diagnostic	billing code 00811
Double procedure	the code would just be 00813

Date of Call \_\_\_\_\_ Insurance company \_\_\_\_\_ Phone # \_\_\_\_\_

Representatives name \_\_\_\_\_ Tell the representative that you are calling to check coverage for your procedure which will be done at Syracuse Endoscopy Associates, LLC. All of the services are done on an outpatient basis.

Are ALL of the companies “in-network” . . .  No  Yes, \_\_\_\_\_

Is a referral or authorization needed . . .  No  Yes, \_\_\_\_\_

Are there any out of pocket expenses . . .  No  Yes, \_\_\_\_\_

Other notes \_\_\_\_\_

Call reference number \_\_\_\_\_

## **Hospitals we are affiliated with:**

**Crouse Hospital**  
736 Irving Ave  
Syracuse, NY 13210  
Billing office 315-470-7331

**Community Memorial Hospital**  
150 Broad Street  
Hamilton, NY 13346  
Billing office 315-824-6552

*Regardless of what your health insurance plan covers, Syracuse Gastroenterological Associates, PC, supports the American Cancer Society, ASGE, AGA, ACG, and CDC Colon Cancer guidelines which recommend a screening colonoscopy for all patients 50 years or older regardless of symptoms. Please speak with your healthcare provider with any questions.*

## **YOUR PROCEDURE**

- The anticipated total time for your stay, from registration to departure is approximately 2 hours.
- After the procedure, your recovery time will be around 30 minutes.
- There may be an unforeseen delay prior to your procedure.
- Upon arrival, after registering, a nurse will review your medical history and the procedure with you. You will then be brought to a stretcher, where you will undress and obtain an IV line.
- At any time during the process, please do not hesitate to ask any questions regarding your concerns. It is important to us that you know exactly what is involved and that you feel comfortable.

## **AFTER YOUR PROCEDURE**

After the procedure the physician will talk to you about your procedure. If there is not anyone with you, you may not remember the conversation. Please do not hesitate to ask to speak with your physician again, or you may call the office later at 315-234-6677.

If your physician took biopsies during the procedure, most results will be available within 2-3 weeks. Many patients receive their results at their 2 week follow up appointment, some patients will receive a results letter. Register with our patient portal for quicker results and easier access to our office and your records.

**You will not be allowed to drive home due or for the rest of the day to the anesthesia.**

You **must** have a licensed driver to drive you home and all patients must be discharged in the company of a responsible adult.

⇒ A responsible adult is a person who is physically and mentally able to make decisions for the patient is necessary. Moreover, the responsible person must understand the requirements for post-anesthetic care. (A taxi driver is not considered a responsible person for a patient who just received anesthesia/sedation).

→ If you are having an **afternoon procedure** your ride must stay and wait for you.

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## **SPECIAL NEEDS**

Syracuse Endoscopy Associates provides a variety of services to accommodate patients who have special needs. Please let us know in advance how we can help you.

## **INTERPRETER**

Please let us know in advance if you require a sign language interpreter or a foreign language translator.

**Please note: Family members can not be your translator for your procedure.**

**Please report to:  
Syracuse Endoscopy Associates  
CNY Medical Center, 739 Irving Ave, Syracuse, NY 13210  
Suite 420 on the 4th floor**

**From the New York State Thruway:** Take Exit 36 to Route 81 South. Take Exit 18 (Harrison/Adams) to Adams Street. Turn left onto Adams Street (second light) and go up the hill. Turn right at the light onto Irving Avenue. Turn left into the CNY parking garage located next to the entrance of the building.

**From Route 81 South:** Take Exit 18 (Harrison/Adams) to Adams Street. Turn left onto Adams Street (second light) and go up the hill. Turn right at the light onto Irving Ave. Turn left into the CNY parking garage located next to the entrance of the building.

**From Route 81 North:** Take Exit 18 (Harrison/Adams) to Adams Street. Turn right onto Adams Street. Go up the hill and turn right at the light onto Irving Ave. Turn left into the CNY parking garage located next to the entrance of the building.

**From Route 690 East:** Exit onto Route 81 South. Take Exit 18 (Harrison/Adams) to Adams Street (second light). Turn left onto Adams Street (second light) and go up the hill. Turn right at the light onto Irving Ave. Turn left into the CNY parking garage located next to the entrance of the building.

**From Route 690 West:** Take Exit 13 and turn left onto Townsend Street. Take Townsend Street to Adams Street. Turn left onto Adams Street and go up the hill. Turn right at the light onto Irving Ave. Turn left into the CNY parking garage located next to the entrance of the building.

**Where to Park** Parking is available in the CNY Medical garage. The garage is directly across from Crouse ER and is attached to our building. To ensure you receive the patient/visitor parking rate, please bring your parking ticket to the office so our staff may validate it. **DO NOT PARK IN THE CROUSE GARAGE.**



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**As required by Law:** We make the following disclosures to you in advance of your procedure, along with **your** patient rights and patient responsibilities. If you have questions regarding this notice, please contact our privacy office –

**Kathy Kendrick, Administrator @ 315-234-6687**

## **1. Advanced Directives:**

In accordance with New York State law, SEA must inform you that we are required to honor your DNR directives. If you provide your advance directives, a copy will be placed in the medical record and transferred with you should a hospital transfer be ordered by the physician. SEA provides information on advanced directives, such as Health Care Proxy, Do-Not-Resuscitate Orders, and Living Wills. If you would like additional information, please ask for a copy of the pamphlet "Do Not Resuscitate Orders — A Guide for Patients and Families." If you would like more information regarding advanced directives, please call (315)234-6688. This will be reviewed again with you on the day of your procedure.

## **2. Ownership Disclosure:**

This is to inform you that your physician might have a financial interest of ownership in Syracuse Endoscopy Associates. The following are physicians that have direct ownership in the department: Dennis Reedy, M.D., Intikhab Iqbal M.D. and Adam Berg M.D.

## **3. Patient's Bill of Rights**

As a patient of Syracuse Endoscopy Associates, you have the right, consistent with law, to:

1. Understand and use these rights. If for any reason you do not understand or you need help, SEA must provide assistance, including an interpreter.
2. Receive services without discrimination as to race, color, religion, sex, national origin, disability, sexual orientation, source of payment, or age.
3. Receive considerate and respectful care in a clean and safe environment free of unnecessary restraints.
4. Receive information of provisions of off hour emergency coverage.
5. Be informed of the name and position of the doctor who will be in charge of your care.
6. Know the names, positions and functions of any staff involved in your care and refuse their treatment, examination or observation.
7. Receive complete information about your diagnosis, treatment and prognosis.
8. Receive all the information that you need to give informed consent for any proposed procedure or treatment. This information shall include the possible risks and benefits of the procedure or treatment.
9. Refuse treatment and be told what effect this may have on your health.
10. Refuse to take part in research. In deciding whether or not to participate, you have the right to a full explanation.
11. Privacy while in the department and confidentiality of all information and records regarding your care.
12. Participate in all decisions about your treatment and discharge from the department. SEA must provide you with a written discharge plan and written description of how you can appeal your discharge.
13. Review your medical record without charge. Obtain a copy of your medical record for which SEA can charge a reasonable fee. You cannot be denied a copy solely because you cannot afford to pay.
14. Receive an itemized bill and explanation of all charges.
15. Complain without fear of reprisals about the care and services you are receiving and to have the department responds to you and if you request it, a written response. If you are not satisfied with SEA's response, you can complain to the New York State Health Department by calling 1-800-804-5447.
16. Authorize those family members and other adults who will be given priority to visit consistent with your ability to receive visitors.

Source: 10NYCRR, 405.7, 405.7(a) (1), 405.7(c)

Patients of Syracuse Endoscopy Associates LLC seeking treatment at the center have the responsibility to:

1. Follow department rules and regulations.
2. Give information about past illnesses, hospitalizations, medications and other matters relating to your health.
3. Tell your doctor or nurse if you are in pain; to ask what to expect regarding pain relief; and to talk with your doctor or nurse about any worries you may have about pain or pain medication.
4. Cooperate with our staff, and to ask questions if you do not understand any instructions or information.
5. Be considerate of other patients, guests and department staff, and to see that your visitors are considerate as well.
6. Keep your appointments or to call the department if you must postpone them.
7. Follow the treatment plan you and your doctor make, and to report any changes in your condition.
8. Take reasonable measures to protect your personal belongings.
9. Be respectful of others' property, and the property of the department.
10. Fulfill the financial obligations of your healthcare.



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I acknowledge that my procedure has been scheduled at Syracuse Endoscopy Associates, LLC, and that the following information was given to me.

1. Advanced Directives
2. Physician Ownership of the Department
3. Patient Rights and Responsibilities
4. Need to have a family member / friend stay with me and drive me home after the procedure.
5. Need to bring identification and my co-payment with me the day of the procedure
6. Please be aware you may be receiving a bill for the anesthesia, a bill from the physician performing the procedure, a bill from Syracuse Endoscopy Associates, and possibly a bill for pathology. All is subject to your contract with your insurance carrier.



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**PLEASE COMPLETE PAPERWORK FOR YOUR PROCEDURE APPOINTMENT**

First and last name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Circle one: Are you pregnant? No Yes

How tall are you: \_\_\_\_\_ How much do you weigh: \_\_\_\_\_

Do you have someone with you? No Yes, person's name: \_\_\_\_\_

**They cannot come into the area due to the pandemic / social distancing**

Does your driver need to be called? No Yes, Driver's name: \_\_\_\_\_ phone#: \_\_\_\_\_

Please circle which items you brought today: Dentures Glasses Hearing Aids Cane  
Walker Wheel Chair

Please circle which of these medications you take on a regular basis: Coumadin Heparin Plavix Aspirin  
Ibuprofen

ALLERGIES:/ Reactions: \_\_\_\_\_  
\_\_\_\_\_

When did you stop taking it /them? \_\_\_\_\_

What medications did you take today: \_\_\_\_\_  No meds taken today

**\*\*\*PLEASE GIVE A LIST OF YOUR MEDICATIONS \*\*\***

Please circle if you have any of the following: MRSA VRE ESBL C-DIFF DIALYSIS SHINGLES  
OTHER \_\_\_\_\_

Have you had a mastectomy and/or breast lymph node dissection? No Yes, circle: Right Left

Do you have internal implants? (circle one) replacement joints heart valves pacemaker/defib none

Please list implant if other than above: \_\_\_\_\_

Are you a Diabetic? No Yes, date & time of last finger stick reading? time: \_\_\_\_\_ reading: \_\_\_\_\_

If you are a diabetic are you felling lightheaded or dizzy now?..... No Yes