



SURGERY CENTER
OF DECATUR

OUTPATIENT SURGERY
&
GI ENDOSCOPY

1122 14th Avenue SE
Decatur, AL 35601

(256) 560-2890

www.surgerycenterofdecatour.com



SURGERY CENTER OF DECATUR

Welcome

Your doctor has scheduled your upcoming surgery at the Surgery Center of Decatur which is a state-of-the-art ambulatory surgery center where physicians perform a broad range of outpatient and short stay surgical, GI endoscopy, and pain management procedures. The medical and surgical specialties include: Anesthesiology, Gastroenterology, General Surgery, Gynecology, Orthopedics and Sports Medicine, Otorhinolaryngology (ENT), and Physiatry.

Our Center physicians and staff strive to provide the highest quality patient care and service in a comfortable “non-hospital” atmosphere. To accomplish this, we are committed to providing first-rate service to the doctor and patient - offering a safe, convenient, high quality and cost effective alternative to hospital services. The Surgery Center of Decatur is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC) which is a nationally recognized organization that measures organizations against stringent nationally accepted standards. The Center is fully licensed by both the State of Alabama and the Federal Medicare program. Our central location serves the greater North Alabama area and offers easy access for patients and doctors traveling from any direction.

This booklet is designed to help you prepare for your surgery. If you have any questions please feel free to call us at (256) 560-2890.

Before Your Surgery

Please call or visit the Center at least two days before your scheduled surgery to pre-register. You may register between the hours of 8:30 am, and 4:30 p.m. Monday through Friday. You must bring a photo ID and insurance cards for each visit. In order to protect your identity and that of others, if you are unable to provide a photo ID, you may be asked to have a picture taken which will be filed in your record for future reference.

Laboratory tests, EKG's and x-rays need to be done at least 5-7 days before your procedure to allow the anesthesiologist time to review the results. These tests may be performed at the Decatur Morgan Hospital located near the Center or at any other accredited facility in the area. Please understand that laboratory or x-ray results should be at the Center 5-7 days before your procedure so that an anesthesiologist can review the information and, if any abnormalities are found, contact you and your surgeon to discuss the results.

Remember to ask your doctor about pain medication for at home and when you can resume activities such as work, exercise or travel.

IF THE PATIENT IS A CHILD, PLEASE REMEMBER:

- One parent, or guardian must remain at Surgery Center of Decatur while the child is at the facility.
- A parent or guardian must sign release permits for surgery if the child is under age 14.
- Guardians must bring written proof of guardianship the day of surgery. Without this documentation, the surgery may be delayed or cancelled.

Preparing For Surgery

Unless you have visited with a nurse at the Center, one will call you two days before your procedure to answer any questions you have and to obtain your health history. She will also verify whether lab work, EKG or x-rays are needed before the day of surgery and that you have pre-registered with the business office and been given your pre-op instructions including the time to arrive at the Center. The arrival time is not the time of the procedure.

Please talk to your doctor about any medications you are currently taking, including any herbs, or over the counter drugs such as aspirin, Bufferin, Nuprin, Advil, Motrin or vitamins. Medication for heart conditions, seizures, breathing difficulty or blood pressure problems should be taken the morning of the surgery with a small sip of water

unless instructed not to do so by your doctor. If you use inhalers, please use them before you arrive at Surgery Center of Decatur and bring them with you to the Center. If you are a diabetic, please check your blood sugar the morning of the surgery and bring your medication with you to the Center.

TRANSPORTATION:

For your safety and protection, you will not be allowed to drive a motor vehicle for 24 hours after the surgery. Please arrange for a responsible person to remain at the Center during your procedure and to stay with you the first night following surgery. If the patient is a child, it is best to have someone in addition to the driver to help care for the child on the trip home.

If possible, please make arrangements for any other children to be cared for while you are at the Center with the child having surgery. All your attention needs to be devoted to the child having surgery.

THE NIGHT BEFORE SURGERY:

- Please do not eat or drink anything after 12:00 midnight (including water) the night before your surgery unless otherwise instructed. This includes hard candy, gum or prescription medications (except those medications addressed above.)
- Shower the morning of surgery with an anti-bacterial soap to minimize the chance of infection. Teeth may be brushed but DO NOT swallow water. Remove nail polish from fingers and toes.
- Refrain from smoking after midnight on the day of surgery.
- Write down your questions or concerns instead of trying to remember them.

The Day Of Surgery: Adult Patients

- If you have not already been to the Center to pre-register, have your insurance card, claim forms, valid photo ID, deductible and/or co-payment available at the time of registration. Financial arrangements with the business office must be made prior to the date of surgery. The Surgery Center of Decatur takes cash, checks, Visa, MasterCard, Discover, and American Express.
- Arrange for cash or checks to be held by family or friend (waiting for you), in case they need to fill a prescription before you are discharged. There are pharmacies nearby.
- Consider arranging care of your children while you are at the Center and for 24 hours following surgery.
- Leave all valuables, including jewelry (which includes all body piercings) and watches at home. Do not wear hairpins, hairpieces or contact lenses to the Center. Dentures will need to be removed before your procedure. The Center can provide you with a denture cup if needed. Glasses will also need to be removed before your procedure. Your valuables must be given to a family member or the person who escorted you to the center. The Center is not responsible for valuables or personal items.
- Do not wear make-up or finger nail polish. The skin and nails provide important signs of circulation. Do not wear perfume, cologne, after-shave or body lotion. Pony tail holders may be worn if they do not contain metal. Wear comfortable loose fitting clothing to the Center. Wear cotton underwear and socks. If they are not cotton they will have to be removed before your procedure. You may also want to bring a robe and slippers.
- If you are on medications, bring your prescriptions with you in their original containers.
- Bring with you any form(s) your doctor has requested.

The Day Of Surgery: Pediatric Patients

- Nothing to eat or drink after 12:00 midnight (including water) the night before surgery unless instructed by the nurses at the Center. It is important not to allow your child to chew gum or suck on hard candy.
- Bring inhalers to the Center on the morning of surgery. If the child is a diabetic, please check blood sugar the morning of surgery. Seizure medications may be taken with a small sip of water the morning of surgery.
- A shower or bath may be taken the morning of surgery. The child may brush their teeth but do not let them swallow any water.
- Children should not wear nail polish or jewelry.
- The Center is not responsible for any valuables or personal items.
- Pony tail holders may be worn if they do not contain any metal.
- Comfortable loose fitting clothing should be worn to the Center. Children may wear their pajamas.
- Please bring an empty bottle or sipping cup if your child cannot drink from a glass. Clear liquids such as apple juice or cold drinks will be provided by the Center for your child. You may also bring a bottle of milk or formula.
- We encourage you to bring his or her favorite toy or blanket.
- Bring with you any form(s) your doctor has requested.

When You Arrive At The Surgery Center Of Decatur

Please plan to arrive promptly at the time given to you by the nurse. After you have registered at the reception desk, one of our nurses will spend time

with you to help with preparations for surgery.

Your nurse will escort you to a room where you will be asked to change into a gown.

A patient's belongings bag is available for your clothing and other personal items that will remain with your family or the adult who escorted you to the Center.

You will be asked to sign an informed consent form, which verifies that you and your doctor have discussed the surgery that is to be performed, the expectation you have of each other and the risks associated with the surgery. Whenever possible, questions regarding your procedure should be answered by your doctor prior to arriving at the Center.

The staff responsible for your care will verify who you are, what kind of procedure you are having, and the part of your body on which surgery is to be performed. You will be asked these questions many times. Staff will also verify what you tell them in comparison to the documents provided by your doctor's office, including x-rays (if applicable).

Depending on the type of surgery you are having, the doctor who will perform your surgery will mark the correct location on your body on which your procedure is to be performed with the word YES. Called "correct site marking", this is a critical step to ensuring your safety and preventing errors, especially if you are having surgery on one of your arms, legs, hands, fingers, eyes, ears, etc. If at all possible, the mark will be made before you are sedated. However, in some instances you will need to be sedated before the mark can be made. If possible, a family member or friend may be asked to oversee the marking of the correct surgical site.

Make sure only the location where your procedure is to be performed is marked. It can be confusing if other sites are marked.

If you are having a pain management procedure, the mark is placed on the area of your spine on which the procedure is to be performed. This is just a marker to indicate the general level of the procedure such as neck, upper back or lower back.

Nurses will be checking your armband. If you do not have one, please let the nurses know.

The Procedure Itself

Anesthesia services are provided by anesthesia personnel. An anesthesiologist or nurse anesthetist will evaluate you before surgery and answer any questions you may have. Be sure to talk to your anesthesia team about any medications you are currently taking, even herbs and over the counter drugs. The appropriate type of anesthesia will be determined by your surgeon in consultation with the anesthesia team. For certain types of procedures, a trained Registered Nurse will be providing sedation.

Depending upon your procedure, you will then be moved to either an operating room or a procedure room. You will be prepared for the procedure which may include preparing the area prior to the actual procedure being started. You may already be asleep as the final preparations are made.

Immediately following your procedure you will be taken to either the recovery room or step down recovery where you will be closely monitored until you are awake. The amount of time you spend in the recovery room or step down recovery depends on the type of surgery and/or anesthesia you have had. Your surgeon and/or anesthesiologist will answer your questions regarding length of stay in the recovery area.

After surgery, your nurse will ask you about any pain you may be experiencing and provide appropriate relief through medication. Whenever you are given a new medication, ask what it is, what it is for and any side effects you may experience. You will be asked to evaluate your pain on a scale of 0 – 10 with 0 being no pain and 10 being the worst pain you can imagine. Your doctor also will talk with you and your family after surgery and written discharge instructions will be given to you by the nurses.

For your safety and well being, you must have an adult family member or friend drive you home after surgery. We cannot permit you to leave unescorted.

The medical staff will discharge you when

they are assured you are in stable condition. However, you could still feel sleepy, slightly dizzy or nauseated which can last for up to 24 hours. These are possible (and normal) side effects of anesthesia. The Center recommends you have a responsible adult stay with you for 24 hours after surgery.

At Home After Surgery

We suggest that you eat lightly for the first 24 hours after your procedure. Be sure to follow any specific post-operative instructions your doctor gives you regarding diet, rest, activities and medications. The Center will provide you with a written summary of these instructions. A member of our staff will call you at home the day after your surgery to see how you are doing. **IF YOU ARE EXPERIENCING ANY SIGNIFICANT PROBLEMS SUCH AS EXCESSIVE BLEEDING OR UNCONTROLLED PAIN, CONTACT YOUR DOCTOR OR GO TO THE NEAREST HOSPITAL EMERGENCY ROOM.** Dizziness and nausea are normal after receiving anesthetic; therefore you should wait 24 hours after returning home before:

- driving or operating equipment
- signing legal documents or important papers
- making significant decisions
- drinking alcoholic beverages
- taking any medication not prescribed or acknowledged by your doctor

If you have any questions or concerns, please call your doctor.

Patient's Rights and Responsibilities

Patients and families are our one concern. It is a priority at the Surgery Center of Decatur that patients and families are as comfortable as possible during their stay at the Center. The following statement of patient rights and responsibilities is presented as a policy for the Surgery Center of Decatur, but does not presume to be a complete representation of all mutual rights

and responsibilities. Medicare also requires that all patients be informed, both verbally and in writing, of their rights. In addition to the following, please listen to a recorded version by calling (256) 560-2971 for English or (256) 560-2975 for Spanish.

Patients Have The Right

- To voice complaints about your care, and to have those complaints reviewed and, when possible, resolved. You have the right to voice your complaint to any representative of the Center or directly to the Administrator. You also have the right to contact the Alabama Department of Public Health at 800-356-9596 or the Medicare Ombudsman at the Alabama State Health Insurance Assistance Program by telephone at 800-243-5463 or through the CMS website: <http://www.cms.hhs.gov/center/ombudsman.asp>.
- To reasonable access to the medical resources at Surgery Center of Decatur without regard to race, color, national origin, age, sex, disability or financial status.
- To considerate, respectful, compassionate care that recognizes your personal values and beliefs.
- To be informed about and to participate in decisions regarding your care including the refusal of treatment.
- To be involved in all aspects of care and to be allowed to participate in the care and to designate another person to act in your behalf.
- To information about Advance Directives that would allow you to make your own healthcare decisions for the future and to have your chosen representative exercise these rights for you if you are not able to do so.

However, regardless of any Advance Directive formulated by a patient, it is policy of the Surgery Center of Decatur to resuscitate and transfer patients to a nearby hospital. Any patient who presents an Advance Directive or who indicates a desire to prepare an Advance

Directive will be informed of this policy and as appropriate, provided available literature.

- To refuse treatment to the extent permitted by law and to be informed of the medical consequences of your action.
- To have clinical and educational information about your treatment in language and terms that you understand.
- To change their provider if other qualified providers are available.
- To have access to communicate with organizational leaders if an ethical, cultural or spiritual dilemma presents itself.
- To information about any research activities that involve your treatment including benefits and risks, procedures involved, and alternative treatments.
- To security, privacy and confidentiality in all patient care areas as you undergo tests or treatment.
- To know who is responsible for providing your immediate, direct care.
- To information about the financial aspects of services and alternative choices.
- To be supported in accessing protective services when requested.
- To appropriate pain assessment and management of pain. While pain can be a common part of the patient experience, unrelieved pain can have adverse physical and psychological effects.
- All patients will be assessed for pain on admission and throughout their stay.
- Patients should not hesitate to ask for medication to ease pain when it first begins or increase.

Patients Have The Responsibility

To give your doctor and the surgery center staff complete and accurate information about your condition and care, including the reporting of un expected changes in your condition to your physician and nurse.

- To advise your nurse, physician or other caregiver if you do not understand the treatment course or decisions about your care.
- To follow the orders and instructions given by your doctor and instructions given by the staff for your care, including keeping follow-up appointments after discharge.
- To report unexpected changes in your condition to your physician and nurse.
- To show consideration for other patients by following all rules and instructions pertaining to smoking, visitors, noise and general conduct.
- To accept the financial obligations associated with your care.
- To be considerate of staff members who are caring for you. A mutual spirit of respect and cooperation allows us to serve you best.
- To provide a responsible adult to remain with the patient while in the facility and to transport him/her home.
- To provide a responsible adult to remain with him/her for twenty-four (24) hours, if required by his/her provider.

Fees

The Surgery Center of Decatur charges a facility fee for each surgical procedure performed by the doctor. This fee includes the cost of a pre-operative evaluation, nursing personnel and the operating room. Other charges may include fees for medications, supplies, special equipment and the recovery room. You will receive a separate bill from your doctor, anesthesiologist (if one is needed for your procedure) and any other

professional services you may receive, such as laboratory, radiology or pathology.

Medical Insurance

Surgery Center of Decatur accepts most major commercial insurance plans, Medicare, Medicaid, and Workers Compensation.

The Center will bill your insurance company as a courtesy; however, any balance due is your responsibility. Payment will be requested from you if reimbursement from your insurance company is not received within thirty (30) days. You will receive statements each month showing the amount due until the insurance pays their portion.

Bring completed insurance forms as well as any medical information. Please check with your insurance company for pre-admission requirements such as second opinions and pre-admission certification. This will facilitate the admitting process.

Uninsured and/or self pay patients will be required to pay for services on or before the admission date unless other arrangements have been made with the Center.

Patient Satisfaction and Voicing Complaints

Our vision is to be recognized by patients, families, employers, physicians and staff as being a high quality, efficient provider of outpatient surgical services. This can be measured only by achieving excellence in patient satisfaction.

Assessment of patient and family satisfaction is most important to us. A patient satisfaction evaluation will be e-mailed or given to all patients at discharge. Every attempt is made by the nurse to contact each patient within 24-72 hours after discharge. Please let us know how we can improve our service to you. All patient complaints will be investigated. If you have a complaint concerning quality of care, please ask for the Nursing Supervisor or Administrator. All patients have the right, without discrimination, to voice complaints regarding care received.

Again, Welcome To The



SURGERY CENTER
OF DECATUR

Our staff sincerely hopes that your visit with us is pleasant and that we meet your expectations.

The Center was established in 2004 through a partnership comprised of Decatur Morgan Hospital and community surgeons.

We are pleased to have physicians join the partnership and offer their professional experience and patient service in support of the development and operation of the Center. The listing below identifies the Center's ownership.

Decatur Morgan Hospital – General Partner

Limited Partner Physicians:

- Dr. L. Randolph Buckner
- Dr. Kinney Copeland
- Dr. Gerry Ellis
- Dr. Russell Ellis
- Dr. George Godwin, III
- Dr. Benjamin W. Light
- Dr. Hugh C. Nabers, Jr.
- Dr. Thomas Ray
- Dr. J. Randall Riehl
- Dr. Mitchell W. Schuster
- Dr. John A. Shannon
- Dr. R. Scott Sharp
- Dr. Loyd Shaw
- Dr. David L. Spangler
- Dr. R. Stacy Tapscott
- Dr. Robert C. Walker
- Dr. Khurshid Yousuf

Thank you for allowing all of us to serve you.



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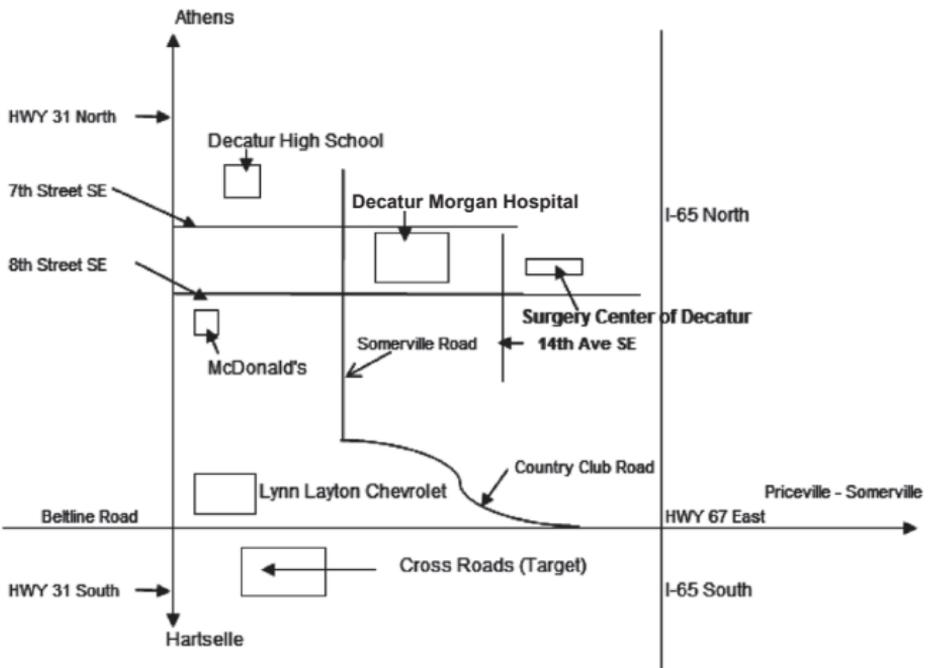
Surgery Center Hours

Surgery Center of Decatur is open daily, Monday through Friday from 6:00 a.m. to 5:00 p.m. Surgery is scheduled by appointment only.

Directions

Street Address: 1122 14th Avenue SE

Located at the corner of 8th Street SE and 14th Avenue



If You Have Any Questions

We want you to feel comfortable and informed about your surgery, and want your experience at the Surgery Center of Decatur to be as pleasant as possible. Please feel free to call us anytime if you have any questions or concerns. We also welcome your comments and suggestions about your experience with us. Our phone number is (256) 560-2890.

*Your appointment at the
Surgery Center of Decatur is on:*

(Day of the week)

Date

Time

Special Instructions

Cancellation Policy

If you are unable to keep your appointment, please notify your doctor and the Surgery Center of Decatur as soon as possible. This assists your doctor and the Center with daily scheduling. We appreciate your courtesy.