

Tucson Gastroenterology Institute
3040 N. Swan Road, Suite A
Tucson, AZ 85712
(520) 547-0645

You have been scheduled for a procedure at Tucson Gastroenterology Institute (TGI). We are a licensed surgery center independent from your doctor's office. In accordance with ADHS guidelines you will have a separate chart, therefore we must ask that you complete the attached paperwork. This paperwork is necessary to complete your surgery center chart.

Please complete the attached paperwork and bring it with you to your appointment.

1. Please arrive 30-60 minutes prior to your scheduled appointment time and plan to be with us 1 to 2 hours.
2. Please make sure you have someone *waiting* at the surgery center to take you home. You will **not** be able to drive yourself.
3. Please bring the following items with you to your appointment:
 - Complete attached paperwork, please read, sign and date both sides of the packet.
 - A list of your medications, including dosages.
 - Your health insurance card(s) and a photo ID.
 - Co-payments are due at the time of service. Please contact your insurance company to check the amount of your co-payment for ***Outpatient Surgical Benefits*** prior to your procedure.

Our facility doors open at 6:30am. Should you be scheduled for an early morning procedure, please plan your arrival accordingly.

We look forward to seeing you. If you have any questions, please feel free to contact us.

Notification of Facility Financial Responsibility

You have been scheduled for a procedure at Tucson Gastroenterology Institute (TGI). TGI represents the facility where your procedure will be performed and carries benefits that are different from your office visit. As a courtesy, we recommend that you contact your insurance company prior to your procedure to be informed of your **outpatient surgical benefits**. We will bill your services to your primary insurance company and a secondary insurance company if one is provided by you. Medical billing will be sent to your health insurance carrier that reflects the services rendered by our Providers &/or Facility and will include medical diagnosis codes that were submitted by you on your health history form, during consultation with the Provider, or findings from scheduled procedures, laboratory work, or radiological scans. If your insurance plan mandates that you are financially responsible for payment of co-pays, deductibles, co-insurances, or non-covered services, we will be contractually obligated to collect them. Tucson Gastroenterology Specialists and Tucson Gastroenterology Institute are bound by guidelines set for by the American Medical Association and the contractual obligations with your individual health insurance plan. In the event that your insurance company does not cover services rendered by our Providers or our Surgical Facility due to benefits outlined within your individual health insurance plan, we will be unable to add or remove medical diagnosis to facilitate payment by your health insurance carrier on provided services. Our Doctors cannot comply with any requests to improperly alter the medical records for the purpose of obtaining payment.

As a courtesy and service to our patients, the billing office can assist you with **estimating** your financial responsibility prior to any endoscopic procedures once you have contacted your insurance carrier to check your benefits. Please call (520) 382-1145 to speak with a billing staff member. **Estimates** provided by billing staff are not a guarantee of payment in full by you. Any patient responsibility that is due after your insurance company has processed the claim(s), will be billed to you via a statement. The billing office is dedicated to making sure your financial concerns and questions are answered prior to and after your procedure. We look forward to serving you.

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A Patient's Bill of Rights

It is recognized that a personal relationship between the physician and the patient is essential for the provision of proper medical care. The traditional physician-patient relationship takes a new dimension when care is rendered within an organizations structure. Legal precedent has established that the facility itself also has a responsibility to the patient. It is in recognition of these factors that these rights are affirmed.

1. **The patient** has the right to considerate and respectful care.
2. **The patient** has the right to obtain from his/her physician complete current information concerning his/her diagnosis, treatment and prognosis in terms and in a language or manner the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient the information should be made available to an appropriate person on his/her behalf. He/she has the right to know by name the physician responsible for coordinating his/her care.
3. **The patient** has the right to participate in decisions involved in his/her care and to receive from his/her physician information to give informed consent prior to the start of any procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to know the name of the person responsible for the procedures and/or treatment.
4. **The patient** has the right to refuse treatment to the extent permitted by law and to be informed of the medial consequences of his/her action.
5. **The patient** has the right to every consideration of his/her privacy concerning his/her medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discretely. Those not directly involved in his/her care must have permission of the patient to be present.
6. **The patient** has the right to expect that all communications and records pertaining to his/her care, including financial records, should be treated as confidential and not released without written authorization by the patient.
7. **The patient** has the right to expect that within its capacity, this ambulatory surgery facility must provide evaluation, and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he/she has received complete information and explanation concerning the needs for and alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.
8. **The patient** has the right to obtain information as to any relationship of this facility to other health care and educational institutions insofar as his/her care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name who are treating him/her.
9. **The patient** has the right to be advised if this ambulatory surgery facility proposes to engage in or perform human experimentation affecting his/her care or treatment. The patient has the right to refuse to participate in such research projects.
10. **The patient** has the right to expect reasonable continuity of care. The patient has the right to expect that this facility will provide a mechanism whereby he/she is informed by his/her physician of the patient's continuing health care requirements following discharge.
11. **The patient** has the right to examine and receive an explanation of his/her bill regardless of the source of payment and to be informed regarding the fees for procedures performed at the Center. The patient has a right to be informed of third party coverage including Medicare and Arizona Health Care Cost Containment System.
12. **The patient** has the right to know what facility rules and regulation apply to his/her conduct as a patient.
13. **The patient** has the right to request information about the grievance process at the Center. If a patient has a grievance with the Center, he/she has the right to speak immediately with the Nursing Director or the substitute person assigned to answer to grievances. A formal written grievance may be completed for further review of the grievance.
14. **The patient** has the right to be free from chemical, physical and psychological abuse or neglect.
15. **The patient** has the right to timely and appropriate pain management.

Patient Responsibilities

It is the patient's responsibility to:

1. Fully participate in decisions involving his/her own healthcare and to accept the consequences of these decisions if complications occur.
2. Provide complete and accurate information to the best of his/her ability about his/her health, any medications, including over-the-counter products and dietary supplements and allergies or sensitivities.
3. Provide a responsible adult to transport him/her home from the facility.
4. Inform his/her provider about any living will, medical power of attorney, or other directive that could affect his/her care.
5. Accept personal financial responsibility for any charges not covered by his/her insurance.
6. Be respectful of all the health care providers and staff, as well as other patients.
7. Follow up on his/her doctor's instructions, take medication when prescribed, and ask questions concerning his/her own health care that he/she feels is necessary.

For Medicare Beneficiaries complaints may be reported to the Office of Medicare Ombudsman at;

<http://www.cms.hhs.gov/ombudsman/resources.asp>. For all others, complaints may be reported to: Arizona Department of Health Services, Assistant Director, Division of Licensing Services at 150 N. 18th Avenue, 4th Floor Phoenix, AZ 85007, 602-364-2536

Patient Name: _____ Date of Birth: _____

Please Print

Patient Signature: _____ Date: _____

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Explanation of Grievance Policy

All patients, or patient's representatives, have the right to file a grievance, to request resolution of any complaints regarding a patient's care or other issues relating to abuse, neglect or ASC compliance. All grievances will be fully investigated and documented in writing by the Quality Assurance Committee. The Quality Assurance Committee will then advise the Board of Directors of findings and recommended actions. The Board of Directors will have final authority/responsibility for all grievance resolution. Patients will be informed, in writing, of the final resolution within 10 days of receipt of the grievance. The decision will contain the name of a contact person, the steps taken to investigate the grievance, the results of the grievance process and the date the process was completed. Patients, or patient's representatives, should not fear punitive action or discrimination by exercising this or any other patient right.

How to File a Grievance

Request a grievance form.

Fill out form as completely as possible.

Return form to front desk or mail to Tucson Gastroenterology Institute.

Patient Name: _____ Date of Birth: _____

Please Print

Patient Signature: _____ Date: _____

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Explanation of Your Bill

The total cost for many medical services is comprised of three fees. The Endoscopy Center's fee, the Physician's fee and the Pathologist's fee. Each fee is billed separately by the provider of the service.

- The Endoscopy Center's bill is separate from the physician's bill.
- Tucson Gastroenterology Institute's fee covers the cost of providing the technicians, nurses, equipment, and supplies involved in the performance of your services.
- If there are biopsies taken during your procedure, you will be billed by the pathologist reviewing the tissue. If you have any questions regarding your pathology bill, please contact them directly.
- The physician's professional service fee is for providing the Endoscopy procedure, supervising, interpreting and consulting with you and your referring physician. Your physician will bill separately for his professional services.
- TUCSON GASTROENTEROLOGY INSTITUTE is owned by Jose L. Hurtado, MD and John J. McNerney, MD.

Patient Signature: _____ Date: _____

Policy on Advanced Directives

The State of Arizona regulations require that your medical chart contain the following information. You will be asked if you have a Living Will, have assigned a Medical Power of Attorney, or designated a "surrogate" to act on your behalf.

Please complete this information and acknowledge your response by signing below.

_____ I have a Living Will	_____
	State location, if possible
_____ I have a Medical Power of Attorney	_____
	Designee, if available
_____ I have designated a "surrogate" Agent	_____
	Name of Agent
_____ I have none of the above and do not wish to complete one at this time.	

Patient Signature: _____ Date: _____

Please note: If you, as a patient of Tucson Gastroenterology Institute, Endoscopy Center, experience a life threatening emergency while at the center, it is our policy to resuscitate and maintain life until an appropriate and timely transfer can be made to the nearest hospital. This policy is in place regardless of any of the above stated arrangements.