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| INSTRUCTIONS FOR YOUR FLEXIBLE SIGMOIDOSCOPY | Hillside Endoscopy Center, LLC |
| Patient Name: | 250 Fame Ave, Suite 240 Hanover, PA 17331 |
| Procedure date: | ENTRANCE F 717-633-9086 |

- **Appointment Time:** Our office will call you the working day prior to your test to notify you of the time you need to arrive and give you any final instructions you may need. Arrival times are typically between 6:30am and 11:30 am but are subject to change. If you have not received a phone call from our office by 11:00 am, **first check your messages** then give our office a call at the number provided above. ***It is very important for you to arrive on time at your designated time! Please do not arrive more than 10 minutes prior to your appointment.*** If you are late, you may be delayed or rescheduled. Please remain in your vehicle at Entrance F, call the office to notify us that you have arrived. **DO NOT show up at the door unless instructed to do so.**
- **No Show/Cancellation Policy:** If you do not show up for a scheduled procedure, have not given adequate notice that will not be coming, or fail to follow instructions causing cancellation of your procedure, you will be charged \$250 for the missed appointment. **Cancellations for non-medical reasons must be made 7 days in advance of the scheduled procedure date.** The cancellation fee is not covered by insurance and will be your responsibility. Dr. Thomas will make the decision if the procedure is rescheduled or not. If you have a last minute medical/personal emergency, you **MUST** call the office to discuss the issue with office staff and Dr. Thomas. ***You are given 3 opportunities to reschedule your appointment before you are no longer allowed to schedule a procedure in our Endoscopy Center _____ Initials***
- **Preparation:** You will need to go to the store and pick up 2 (two) Fleets Enemas, these are sold over-the-counter in the pharmacy or bowel management section.
- **One Hour before your procedure time** administer the first enema by following the directions on the box, hold it for 5 minutes then expel. After expelling, wait 10 minutes and repeat using the second enema.
- ***** It is important to read over and completely understand these instructions.** *If your test is on a Monday, please ask any questions before 11:30 am on Friday before your test. Our office closes at this time for the weekend and no one will be in the office after this time to answer your questions. If you have an urgent need to reach us after hours, please contact our office at (717) 633-9086 and you will be given further instructions. **If you have a medical emergency, call 911!** Please check your messages before calling for your procedure time. Thank you.*

I understand the above instructions:

Patient Signature

Date

*****This paperwork is only valid for 6 months from the date it is signed. If procedure is not completed within the 6 months you will need to come in for another office visit to complete more paperwork.*****