

## ERCP

NAME: \_\_\_\_\_

You are scheduled to have an **ERCP EXAMINATION** at the GI Center at Glens Falls Hospital on \_\_\_\_\_. Your procedure is scheduled for \_\_\_\_\_ but it will be necessary for you to arrive at \_\_\_\_\_ to allow for our staff to prepare you for the procedure. **Please do not arrive at the GI Center prior to 7:00 AM as the GI Center does not open until 7:00 AM and the doors are locked until that time. The GI Center closes in the late afternoon and patients must be picked up no later than 4:30 PM.**

**The Glens Falls Hospital scheduling staff will be calling to pre-register you. If you have not been contacted by the Glens Falls Hospital scheduling staff within 10 days of your scheduled appointment, please call 926-5333.**

**Patients failing to cancel their ERCP appointment at least 7 days in advance will be billed an administrative fee of \$100 by Gastroenterology Associates of Northern N.Y., PC. This fee must be paid in full prior to scheduling future appointments. If you must cancel or reschedule the examination, please call 793-5034 at the earliest possible time. There are often significant delays in rescheduling and if there are any questions regarding the need to cancel due to sickness or other health issues, it is essential that you contact our office or our physician on call (after hours or on weekends).**

On the day of your exam, please report directly to the GI Center located past the emergency room entrance on the left (east) side of the hospital around to the back of the hospital. The parking lot for the GI Center is located on the back (south) side of the hospital immediately adjacent to the entrance of the GI Center. Whenever possible, please leave valuables including personal belongings at home. As well, please remove all jewelry, including piercings, and leave at home.

**ERCP** is an examination during which the doctor will pass a flexible lighted tube down through the stomach into the first part of the small intestine. At that point, the opening to the pancreas and bile duct will be identified. A catheter then will be inserted into this opening and then x-ray contrast material will be injected into the common bile duct and/or pancreatic duct. The test will be re-explained to you by the admitting nurse prior to the procedure, and you will be given an opportunity to ask questions.

First, the nurse will insert a small needle in your vein, which will be taped in place so that the doctor can administer medication to relax you, both before and during the test. You will be lying on your left side, and when you are comfortable, the doctor will place the tip of the small tube in your mouth toward the back of your tongue and then ask you to swallow. You will be able to

**GLENS FALLS HOSPITAL GI CENTER  
INTERDISCIPLINARY PRE-ADMISSION  
HISTORY & PHYSICAL**

**PLEASE COMPLETE THESE FORMS & BRING  
THEM WITH YOU TO YOUR EXAM**

GI Physician: \_\_\_\_\_

Date: \_\_\_\_\_

Why are you having this exam? \_\_\_\_\_

Have you had recent tests, x-rays, MRI's, CT scans, or other tests related to today's procedure? NO YES

If yes, which tests? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

**PLEASE CHECK ANY PROBLEMS THAT YOU CURRENTLY HAVE OR HAVE A PERSONAL HISTORY OF:**

**Gastrointestinal:**  No Problems

**Current / History Of**

- Nausea/Vomiting
- Reflux / Heartburn
- Hiatal Hernia
- Difficulty or changes in swallowing
- Ulcer
- Abdominal pain
- Liver disease
- Yellow jaundice
- Hepatitis
- Colon polyps
- Colon cancer
- Rectal bleeding
- Black stools
- Occult (hidden) blood stool
- Excessive gas
- Gallbladder disease
- Irritable bowel syndrome
- Ulcerative Colitis or Crohn's disease
- Family history colon cancer
- Family history colon polyps
- Diverticulosis / itis
- Constipation
- Diarrhea
- Ostomy
- Hemorrhoids
- Hernia: Location \_\_\_\_\_
- Other: \_\_\_\_\_

**Respiratory:**  No Problems

**Current / History Of**

- Cough
- Asthma
- Tuberculosis
- Wheezing
- Shortness of Breath
- Pneumonia
- Emphysema/COPD
- Sleep Apnea CPAP device?  Yes  No
- Other: \_\_\_\_\_

**Metabolic / Endocrine:**  No Problems

**Current / History Of**

- Diabetes
- Thyroid Disease
- Low Blood Sugar
- Other: \_\_\_\_\_

**Circulatory:**  No Problems

**Current / History Of**

- Chest Pain
- Palpitations
- High blood pressure
- Mitral valve prolapse
- Pacemaker/Defibrillator
- Heart valve replacement
- Heart attack
- Stroke (TIA/CVA)
- Irregular heart beat
- Blood Clots (DVT's, Pulmonary emboli)
- Other: \_\_\_\_\_

**Neurological:**  No Problems

**Current / History Of**

- Seizures / epilepsy
- Migraines
- Chronic Pain

**Miscellaneous:**  No Problems

**Current / History Of**

- Pain Control Device
- Arthritis
- Kidney disease / Renal failure / Dialysis
- TMJ
- Joint replacement (hip, knee)
- Radiation therapy
- Prolonged bleeding from cut
- Previous blood transfusions
- History of cancer: \_\_\_\_\_
- Could you be pregnant?  YES  NO
- Last menstrual period \_\_\_\_\_
- Last prostate exam \_\_\_\_\_
- Appetite: increase/decrease/unchanged
- Unintended weight change +/- 10 lbs.  YES  NO







## FUNCTIONAL ASSESSMENT

### LEARNING NEEDS

Preferred modes of communication: verbal sign language written other \_\_\_\_\_

Preferred Language: English Spanish French Other \_\_\_\_\_

Is the patient able to read? Yes No

Is the patient able to write? Yes No

### SENSORY DEFICITS

Do you have: Dentures Yes No Loose Teeth Yes No Body Piercings Yes No

Glasses or Contacts Yes No Hearing Impairment Yes No Hearing Aids Left Right

Have you had any recent/significant change in caring for yourself, dressing, bathing, or toileting? Yes No

Do you have any difficulty shopping, cooking or feeding yourself? Yes No

### ADVANCED CARE DIRECTIVES

Living Will on File Yes No Health Care Proxy on File Yes No Information Given Yes No

### PSYCHOSOCIAL:

Are there any spiritual, cultural, special practices or needs that we should be aware of during your stay? Yes No

If yes, describe: \_\_\_\_\_

### Do you:

Drink coffee?  No  Yes How much? \_\_\_\_\_

Drink alcohol?  No  Yes How much? \_\_\_\_\_

Do you smoke?  No  Yes How much? \_\_\_\_\_

### DOMESTIC VIOLENCE:

Because violence can be common in our lives, we'd like to provide community resource information to you. If you do not feel safe at home and/or have any questions, please speak directly with your health care professional.

\*Warren/Washington County: 518-793-9496

\*Saratoga County: 518-583-0280 (Daytime), 518-584-8188 (After Hours)

\*NY State Domestic Violence Hotline: 1-800-942-6906, Spanish line: 1-800-942-6908

Would you like to discuss any domestic violence, abuse or neglect concerns with your healthcare provider? Yes No

### Authorization for Follow Up Communication

I am aware that I will be contacted after my procedure by the GI Center to follow up on my recovery.

Within 3 days after the procedure I would like to be called at this # \_\_\_\_\_

If I am unavailable, I give permission to leave a message Yes No

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STATEMENT OF COMPLIANCE

Since you will given a sedative for this examination, you must have a responsible adult take you home and accompany you into your residence. As well, you must have a responsible adult stay with you for the next 24 hours. You should plan on limiting your activity and resting at home for the remainder of the day. You must not drive a motor vehicle or operate machinery for the next 24 hours. If there is a problem with these arrangements, please inform your physician's office to allow for rescheduling of your procedure. Sedation for your procedure cannot be administered and the **PROCEDURE MAY BE CANCELLED** unless these arrangements are complete.

Please state name of the person driving you home: \_\_\_\_\_

Responsible adult staying with you for the next 24 hours: \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

breathe normally, and the nurse will suction any extra saliva or mucus from your mouth during the test, if necessary.

You may experience some fullness, the need to belch or mild discomfort. This relates to the insufflation of air necessary for a proper examination. This is normal and most patients are actually comfortable enough to fall asleep during this examination.

When the exam is over, you will be taken to a recovery room, where you will rest for a period of time. The recovery period for an ERCP examination can vary from thirty minutes to several hours. When you are awake enough, the doctor will talk with you and your family about the results. Due to the therapeutic intervention often performed during this exam, such as removing stones from the bile duct, the possibility would exist that you may be asked to stay overnight. Most patients are discharged as outpatients, but an average time of four to six hours generally has elapsed from the time of admission until the time of discharge.

**PLEASE NOTE:**

1. **Do not eat or drink anything or take oral medications after midnight the night before your examination, if scheduled for 10:00 A.M. or earlier. If scheduled after this time, clear liquids and oral medications may be ingested until 3 hours prior to your scheduled procedure time.**
2. **Our office will provide you with specific instructions if you are taking any of the following medications:**
  - **Insulin**
  - **Anticoagulant medications (blood thinners) such as Warfarin (Coumadin, Jantoven)**
  - **Antiplatelet medications such as Plavix (Clopidogrel), Ticlid (Ticlodipine)**
3. **If you are a diabetic and taking oral diabetic agents, please do not take these medications the day before and the day of your procedure.**
4. **If you are taking steroid medications (e.g. Prednisone, Decadron, Medrol), please discuss this with our office prior to your procedure.**
5. **All other medications may be continued, including aspirin and nonsteroidal anti-inflammatory drugs (NSAIDs e.g. Celebrex, Bextra, Voltaren, Naprosyn, Motrin, Advil, Aleve). If you have any questions regarding your medications, please contact our office.**
6. **Since you will be given intravenous sedation for this examination, you must have a responsible adult drive you home and accompany you into your residence. As well, you must have a responsible adult stay with you for the next 24 hours. You should plan on limiting your activity and resting at home for the remainder of the day. You must not drive a motor vehicle or operate machinery for the next 24 hours. If there is a problem with these arrangements, please inform our office to allow for rescheduling of your procedure. Sedation for your procedure cannot be administered unless the arrangements are completed.**
7. **If your insurance plan requires a referral from your primary care physician, please confirm that our office has received a referral to cover this procedure. If your insurance plan requires pre-authorization for this procedure, please confirm that our office has obtained the pre-authorization.**
8. **The forwarded green colored Glens Falls Hospital GI Center Interdisciplinary Pre-Admission History & Physical form must be completed prior to presenting for your procedure. Failure to complete this important form may lead to significant delays and/or cancellation of your procedure(s).**
9. **Due to the increasing number of patients with high deductible plans, all deductibles, copays, and coinsurance are due five days prior to your appointment. Payment should be mailed or brought to our office at Five Irongate Center, Glens Falls, New York. If our office does not receive payment within the above timeframe, your procedure will need to be reschedule.**

There are multiple charges you will incur when having a procedure performed. The physician performing your procedure will have a charge, the facility where you have your procedure performed will have a facility charge and if you have a biopsy taken or polyp removed there will also be a fee for pathology services. Most patients will undergo conscious sedation which is given by our physicians and included in the physician charge, but if you are scheduled for anesthesiologist assisted sedation, there will also be a charge for the anesthesiologist.

The Physicians of Gastroenterology Associates of Northern New York, P.C. participate with the following insurance plans:

Aetna  
Blue Shield of Northeastern New York  
CDPHP  
Emblem Health (GHI)  
Empire Blue Cross  
Fidelis  
Magnacare (Health Republic)  
Martins Point  
Medicare  
MVP  
New York State Empire Plan  
New York State Medicaid  
Shared Health Network

If your insurance plan is not listed above, please call our billing office at 793-5034 to discuss your insurance coverage and financial responsibility.

You will need to contact the facility where you are scheduled for your procedure to discuss whether they participate with your insurance company. They will also be able to answer questions about the pathology services. If you are scheduled for your procedure at Northern GI Endoscopy our billing office can help answer any insurance questions you may have regarding the facility fees or pathology fees.

Our physicians have privileges and perform procedures at Glens Falls Hospital, Saratoga Surgery Center and Northern GI Endoscopy.