

FLEXIBLE SIGMOIDOSCOPY WITH SEDATION

NAME: _____

You are scheduled for **FLEXIBLE SIGMOIDOSCOPY** at Northern G.I. Endoscopy Center on _____ (date). 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 NGI prior to 7:00 AM as the doors are locked until that time. Please use 25 Pine Street, Glens Falls, NY, 12801 for GPS directions.**

Patients failing to cancel their flexible sigmoidoscopy 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).

You will be contacted by a staff member of Northern G.I. Endoscopy Center prior to your procedure to confirm your appointment and answer any questions that you may have. On the day of the exam, please report to Northern G.I. Endoscopy Center, located directly behind our office at 5 Irongate Center in Glens Falls. There are designated parking spaces for Northern G.I. patients along the side of the building, near the Pine Street entrance. Please use entrance C to enter the building. You will need to bring your insurance card and photo ID. Whenever possible, please leave all other valuables including personal belongings at home. As well, please remove jewelry, including piercings, and leave at home.

FLEXIBLE SIGMOIDOSCOPY is an examination of the rectum and lower part of the large intestine (sigmoid colon) by means of a flexible tube with a bright light. This flexible tube is called a sigmoidoscope and it relays images from inside your colon to a video screen viewed by the physician. After you have completed your preparation at home, you will come to Northern GI Endoscopy, where the test will be explained, and you will be given an opportunity to ask questions prior to signing an informed consent form. After you change into your gown and robe, the nurse will insert a small intravenous catheter into a vein in your arm and tape it in place to administer medication before and during the test, as needed. You will be lying on the cushioned table on your left side.

When you are comfortable, the doctor will examine your rectum, and then insert the lubricated tip of the tube. During this test, some people experience gas-like sensations or cramps. This relates to the insufflation of air necessary for a proper examination. You might also experience the feeling that you need to move your bowels. This is caused by the presence of the tube and the air. If needed, more medication will be given to keep you comfortable. The examination usually takes approximately 5 to 10 minutes.

The instrument is able to suction any leftover laxative solution and the air put into you, as needed for your comfort. It is possible to take biopsies and remove polyps through a channel in the tube and this procedure is painless.

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When the procedure has been completed, you will be taken to a recovery room where you will rest for a period of time. Then, the intravenous catheter will be removed from your arm and you may use the bathroom and get dressed. The doctor will then explain the results to you and your family. **Patients can expect to be at NGI for 2 to 3 hours from the time of admission for the procedure to the time of discharge.**

PLEASE NOTE:

- 1. Please follow the instructions “Fleet Enema Preparation” on the next page. This includes instructions regarding oral intake on the day of the procedure.**
- 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), Pradaxa (dabigatran), Xarelto (rivaroxaban), Eliquis (apixaban), Savaysa (edoxaban)**
 - **Antiplatelet medications such as Plavix (clopidogrel), Brilinta (ticagrelor), Effient (prasugrel)**
- 3. If you are a diabetic and taking oral diabetic agents, please do not take these medications 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 may 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 these 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 gold colored Northern GI Endoscopy Center Pre-Admission History 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. Our billing office should be contacted at (518) 793-5034 if you have any questions about your financial responsibility. 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 rescheduled.**

FLEET ENEMA PREPARATION FOR FLEXIBLE SIGMOIDOSCOPY WITH SEDATION

You are scheduled for flexible sigmoidoscopy at Northern GI Endoscopy Center and will need to purchase **two** Fleet Enemas (plain, not oil). Fleet enema (green and white box) is a brand of enema which is available over the counter at your local pharmacy.

The day of the examination

- 1. Do not eat any solid foods after midnight the evening before your examination.**
- Clear liquids and oral medications may be ingested **until 2 hours** prior to your scheduled procedure time
- 90 minutes prior to your procedure appointment**, administer the Fleet enemas, rectally, as directed on the package. The enemas are given one after the other, not simultaneously, and should be retained for as long as possible.
- Please do not use any other laxative preparation for the examination.**

Only These Liquids Are Allowed:

| | |
|------------|--|
| Soups: | Bouillon, broth (including chicken, turkey, & beef), consommé. |
| Beverages: | Tea, coffee, decaffeinated coffee, Kool-Aid, carbonated beverages, including sodas (dark colored colas & root beer are allowed), flavored seltzers, Gatorade, Crystal Light. |
| Juices: | Apple, white grape, grapefruit, lemonade, limeade, and orange juice (juices should have no pulp) |

Note: Please do not add milk or cream to any beverages, including coffee or tea.

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.

Northern GI Endoscopy Center

PATIENT PRE-ADMISSION HISTORY

please complete and bring to appt

Patient Name:

Primary Physician:

Ht:

Wt:

*GRAY AREAS FOR OFFICE USE ONLY

Reason for Visit:

Please list all Allergies (Medications, Food, Latex) and describe reaction :

List ALL medications, vitamins, herbal, over the counter, pumps, patches, inhalers, sprays, ointments.

| Medication Name | Dose | Frequency (How Often) | Indication (Reason) | MEDICATION LAST DOSE TAKEN | Resume Medication After Discharge | | Special Instructions/ Changes |
|-----------------|------|--------------------------|------------------------|----------------------------------|--------------------------------------|--------------------------|----------------------------------|
| | | | | | YES | NO | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
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| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

Are any of the listed medications MAOI Blood thinners Diabetic Control NSAID

Medication Verification Source: Patient Family Provided List History & Physical (PCP) Other _____

You may resume all medications marked "YES" in table above (column labeled: "Resume Medications After Discharge").

If you have any questions, please contact your referring provider/ primary care physician.

** Your GI Doctor is resuming the start of your medication based on the information provided by you, including the name of the medications, dosages and

New Medications Prescribed Following Your Endoscopic Procedure at Northern GI Endoscopy Center

| Medication | Dose/ Route/ Frequency | Next Dose | Indication |
|------------|------------------------|-----------|------------|
| | | | |
| | | | |
| | | | |

| Additional Medications administered at Northern GI Endoscopy Center not listed on Endoscopy Report : | Medication | Dose / Route | Indication |
|--|------------|--------------|------------|
| <input type="checkbox"/> The patient may be discharged | | | |
| | | | |

PHYSICIAN SIGNATURE _____

RN SIGNATURE _____

Please Check Any/All Problems That YOU Have Currently Or Have A PERSONAL History of.

Gastrointestinal No Problems

| Current | History Of | |
|---------|------------|-----------------------------|
| | | Colon Cancer |
| | | Colon Polyps |
| | | Family History Colon Cancer |
| | | Family History Colon Polyps |
| | | Hemorrhoids |
| | | Rectal Bleeding |
| | | Black Stools |
| | | Occult(hidden) Blood Stool |
| | | Ulcerative Colitis |
| | | Crohn's Disease |
| | | Excessive Gas |
| | | Diarrhea |
| | | Constipation |
| | | Irritable Bowel Syndrome |
| | | Diverticulosis/itis |
| | | Hernia: Location: _____ |
| | | Ostomy |
| | | Reflux/Heartburn |
| | | Difficulty Swallowing |
| | | Barrett's Esophagus |
| | | Nausea |
| | | Vomiting |
| | | Abdominal Pain |
| | | Hiatal Hernia |
| | | Liver Disease |
| | | Hepatitis |
| | | Yellow Jaundice |
| | | Gallbladder Disease |
| | | Other: _____ |

Circulatory No Problems

| Current | History Of | |
|---------|------------|---|
| | | Chest Pain |
| | | Low Blood Pressure |
| | | High Blood Pressure |
| | | Mitral Valve Prolapse |
| | | Pacemaker |
| | | Heart Valve Replacement |
| | | Heart Attack |
| | | Heart Murmur |
| | | Stroke (TIA,CVA) |
| | | Irregular Heart Beat |
| | | History Rheumatic Fever |
| | | Prolonged Bleeding from Cut |
| | | Coronary Artery Bypass Surgery |
| | | Coronary Artery Stent Placement |
| | | "Blood Clots" DVT/PE (Deep Vein Thrombosis/Pulmonary Embolus) |
| | | Angioplasty |
| | | Atrial Fibrillation |
| | | Palpitations |
| | | Other: _____ |

Metabolic/Endocrine No Problems

| Current | History Of | |
|---------|------------|-----------------------|
| | | Diabetes |
| | | __Oral Agent__Insulin |
| | | Low Blood Sugar |
| | | Thyroid Disease |
| | | Other: _____ |

Respiratory No Problems

| Current | History Of | |
|---------|------------|--|
| | | Cough |
| | | Smoker |
| | | Asthma |
| | | Tuberculosis |
| | | Wheezing |
| | | Shortness of Breath |
| | | Pneumonia |
| | | Emphysema / COPD |
| | | Sleep Apnea |
| | | Have you been tested? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | Inhaler (with you <input type="checkbox"/> Yes <input type="checkbox"/> No) |
| | | Skin Test \ |
| | | <input type="checkbox"/> Positive <input type="checkbox"/> Negative |
| | | Other: _____ |

Miscellaneous No Problems

| Current | History Of | |
|---------|------------|-------------------------------|
| | | Arthritis |
| | | Kidney Disease/Renal Failure |
| | | Joint Replacement (hip, knee) |
| | | Radiation Therapy |
| | | Bleeding Problems/Anemia |
| | | Previous Blood Transfusions |
| | | Spinal/Back Problems |
| | | Glaucoma |
| | | Possibly Pregnant |
| | | Last Period Date: _____ |
| | | Dislocated Jaw |
| | | Last Prostate Exam: _____ |
| | | TMJ |
| | | Cancer of any kind: _____ |

Neurological No Problems

| Current | History Of | |
|---------|------------|---------------------------------|
| | | Seizures/Epilepsy |
| | | Migraines |
| | | Psychological or Mental Illness |
| | | Chronic Pain |
| | | Numbness |
| | | Weakness Right / Left |
| | | Tremors Right / Left |

Continued on next page ►

IMPLANTS: (eye, hip, pacemaker, access devices, pain control devices)

No Yes If yes, describe implant and its location: _____

Dentures: No Yes Upper Lower

Glasses: No Yes

Hearing Aid(s): No Yes Left Right

PSYCHOSOCIAL:

Are there spiritual, cultural, special practices or needs that we should be aware of during your care?

(ex: meditation, complementary therapies, sleep pattern, dietary) No Yes

If yes, describe: _____

Is there any way we can help with these? _____

Do you have any concerns related to today's procedure outcome? No Yes

If yes, please describe: _____

Do you smoke? No Yes, how much? _____

Do you drink alcohol? No Yes, how much? _____

Do you use street drugs? No Yes, how much? _____

Do you drink coffee? No Yes, how much? _____

Have you experienced an unintended weight change of more than 10 pounds in the past six months?

No Yes If yes, how much? _____

ASSESSMENT:

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: _____

Have you experienced any problems/complications with prior surgeries, related to **anesthetics** or **conscious sedation**?

No Yes If yes, describe: _____

FUNCTIONAL ASSESSMENT:

Problems with walking, eating, dressing self, bathing, toileting? No Yes

Have you had any recent/significant change in swallowing? No Yes

Have you had any recent/significant change in caring for yourself or performing your ADL's (ex: dressing yourself, bathing, toileting)? No Yes

Have you lost your ability to walk and/or mobilize yourself? No Yes

PREVIOUS SURGERIES/ HOSPITALIZATIONS

| Description | Date | Location | Doctor |
|-------------|------|----------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

DO YOU HAVE ADVANCE DIRECTIVES? NO [] YES [] IF YES *PLEASE BRING A COPY WITH YOU TO YOUR EXAM*

Living Will

Health Care Proxy

PATIENT SIGNATURE

RN Signature

MD Signature

continued on next page>

STATEMENT OF COMPLIANCE

Since you will be given a sedative for this examination, **YOU MUST HAVE** a responsible adult (18yrs or older) to take you home and accompany you into your residence. As well, you must have a responsible adult (18yrs or older) 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 this 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.

Name of Responsible Adult (at least 18yrs old) driving you home

Responsible Adult (at least 18yrs old) staying with you for the next 24 hours:

Patient Signature: _____ **Date:** _____

Authorization for Follow Up Communication

I am aware that I will be contacted after my procedure by the Endoscopy Center to follow up on my recovery. Within 3 days after the procedure I would like to be called at this phone # _____

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

As part of NGI ongoing effort to assure excellent quality care, I understand I will receive a survey approximately 30 days after the procedure to address my overall satisfaction with the experience and assure no complications have arisen.

Patient Signature: _____ **Date:** _____