

Dear _____

You have been referred to our office for colorectal cancer screening. A screening colonoscopy is recommended for patients without GI symptoms. An office evaluation may be more appropriate for those patients with recent or chronic GI complaints. Enclosed is a Patient Information form that must be filled out and sent back to our office located at Five Irongate Center, Glens Falls, NY, 12801, prior to us scheduling this procedure.

Our office will make every effort to verify your insurance benefits prior to your procedure. 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 rescheduled.

We perform this procedure at Glens Falls Hospital, Saratoga Surgery Center, and Northern GI Endoscopy located at Five Irongate Center in Glens Falls.

Once the paperwork has been received, a medical assistant will call you to schedule the date for your procedure **and** optional educational planning session. **Please be prepared to have this form available when we call to enter the dates in the space below.**

The optional educational session will give you an overview of the procedure and the prep needed prior to the procedure. A nurse will be available to answer any questions. **You can also visit our website at www.giassociatespc.com for further information including prep instructions and forms.**

Patients failing to cancel their colonoscopy appointment at least 7 days in advance will be billed an administrative fee of \$100. 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).

We thank you for your cooperation in advance. If you have any questions regarding these instructions, please call our office at **793-5034**.

Sincerely,
Gastroenterology Associates
Date for Education Session _____

at GI Associates
5 Irongate Center
Glens Falls, NY

Date of your procedure _____

Place of your procedure _____

CONFIDENTIAL PATIENT INFORMATION for SCREENING COLONOSCOPY

Name _____ Date of birth _____
Address _____ Age _____
City _____ State _____ Zip _____
Telephone (Home) _____ (Work) _____ (Cell phone #) _____
E-mail _____ Marital Status S M W D Gender M F
***Race:** Caucasian ___ Black ___ Hispanic ___ Asian ___ Other ___
***Ethnicity:** Latino/Hispanic ___ Other ___
***Language:** English ___ Other ___
Patient's Social Security Number _____
Primary Physician _____ Referring Physician _____
Other doctors involved in your care _____
In Case of Emergency, Contact: _____ Phone # _____

Employer's Name _____ Occupation _____
Employer's Address _____

Have you previously been evaluated by any of our physicians: No ___ Yes ___ If yes, by whom _____

***These questions are required by the Federal Government, related to healthcare reform and the Affordable Care Act.**

INSURANCE INFORMATION

Primary Insurance _____
Claim Address _____
Policy Holder's Name _____ Policy Holder's Date of Birth _____
Subscriber's ID# _____ Group# _____

Secondary Insurance _____
Claim Address _____
Policy Holder's Name _____ Policy Holder's Date of Birth _____
Subscriber ID# _____ Group# _____

Patients failing to cancel their colonoscopy appointment at least 48 hours in advance will be billed an administrative fee of \$100. 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 and weekends).

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