

Important Surgical Instructions

VERY IMPORTANT INSTRUCTIONS THAT NEED TO BE DONE BEFORE SURGERY!

Please go to the appropriate facility web site or call to complete the pre-operative medical information.

Loudoun Hospital- A representative from Hospital will call to schedule pre-op appointment or call pre-op screening unit to schedule pre-op appointment.

Loudoun Surgery Center- www.loudounsc.com

Reston surgery Center-www.restonsurgerycenter.com

Reston Hospital- Please call pre-op screening unit to schedule pre-op appointment.

Post-op Prescriptions will be sent to pharmacy on file in patients chart unless another pharmacy is given. You may pick the prescriptions up after 5pm the night before surgery.

Next please go to Drsilvaent.com website.

Click on the tab on the right hand side that says Learning Center.

First you will then see PDF files click on the facility that you will be having surgery at. This will give you directions to the facility and instructions.

Second click on the PDF files for your procedure(s) that will be performed for post-op instruction sheets.

Third your post-op prescriptions will be e-prescribed to the pharmacy that you provided us with. If you require pain medication due to Virginia Federal Laws narcotics are no longer allowed to be faxed or called in, you MUST pick up the prescription and take it to the pharmacy.

If you do not here from facility by 3:30 pm the day before surgery please call the office.

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Online Pre-Surgical History Instructions



INOVA LOUDOUN
Ambulatory Surgery Center

Welcome to Inova Loudoun Ambulatory Surgery Center. We're very pleased that you and your physician have chosen us to care for you. To start the pre-surgical assessment process, Inova Loudoun Ambulatory Surgery Center requests that you fill out your medical history online with *One Medical Passport*.

We recommend that you enter your medical history online as soon as your surgery has been scheduled. Once you do this, our Pre-Surgical Assessment nurse will be able to access the information you entered online. This information will assist the nurse in organizing and documenting your complete medical history to prepare for your surgery.

To begin your online Pre-Surgical Assessment:

- 1) Go to our website: www.loudounsc.com
- 2) Select "Online Medical History" on the home page under Quick links.
- 3) On the One Medical Passport login page, check the box to accept the Terms of Use and click "Register"
- 4) Complete the registration and medical history screens, click Finish to submit your Medical Passport to the medical facility.

Be sure to have the following information available before starting your *Medical Passport*:

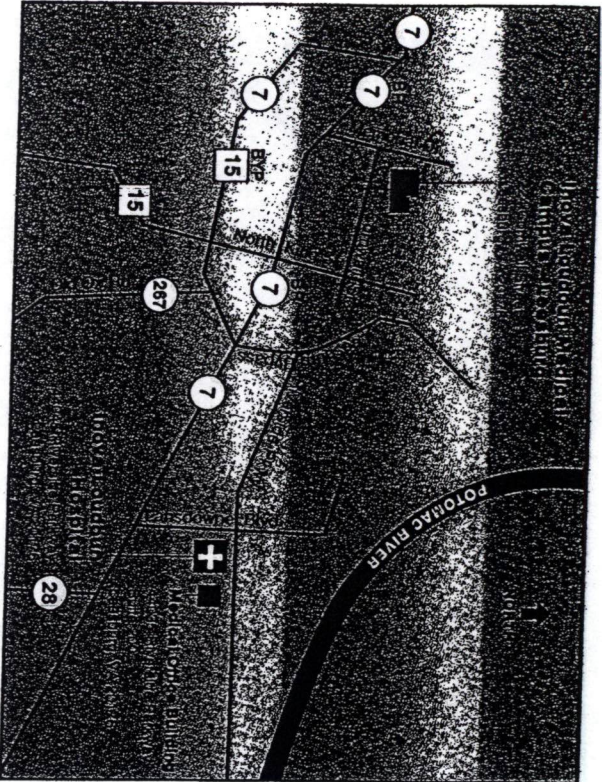
- Your health insurance information.
- The names, addresses and phone numbers of your physicians.
- A list of all medications you are taking, their dosage and frequency.
- A list of surgical procedures you have ever had and their approximate dates.

Note: If you are not able to complete your history online, please call our Preop nurse between 8:00 and 5:00 at 571-209-6440 as soon as possible to complete your health history. You will still need to have the above information available when you call. Please allow 20-30 minutes for this call.

About One Medical Passport

Completing a *One Medical Passport* medical history online is easy. For most patients, filling out the entire questionnaire takes less than 30 minutes. Please fill out the questionnaire accurately, and be assured that all of your information is kept confidential and will be thoroughly reviewed by your medical team. At any time, you can quit filling out the questionnaire and come back and complete the unfinished portion at a more convenient time.

One Medical Passport is a website that allows you to enter your information at any time from anywhere. You can also print out a copy of your medical history after you create it online and keep it with you or with your other health care documents, as well as have access to it online anytime you need it or want to update it



Inova Health System is a not-for-profit health care system based in Northern Virginia that consists of hospitals and other health services including emergency and urgent care centers, home care, nursing homes, mental health and blood donor services, and wellness classes. Governed by a voluntary board of community members, Inova's mission is to provide quality care and improve the health of the diverse communities we serve.

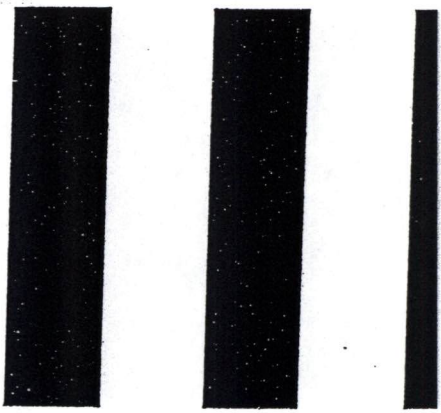
www.inova.org

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**INOVA SURGERY
CENTER**

44035 Riverside Parkway, Suite 200
Leesburg, VA 20176



Welcome to the Inova Surgery Center



**INOVA SURGERY
CENTER**

Prior to Surgery

Interview: Prior to your surgery, a telephone interview will be conducted. Although we will attempt to call you for the interview, you can call us at your convenience on weekdays between 9 a.m. and 4 p.m. Dial 571-209-6440 or 571-209-6441. During the interview, we will review your medical history, any laboratory work and, if applicable, your EKG (electrocardiogram). We also will provide important information you will need to prepare for surgery.

Labs/EKG: You may need lab work and an EKG prior to your surgery. Check with your surgeon to see if these are required. Your surgeon may do the tests, or your surgeon may send you to your primary physician to have this done. It is important that you fax any tests or other information to us prior to the day of surgery. Fax the information to 571-209-6477. You may receive a bill from Inova Loudoun Hospital if you receive lab or x-ray services related to your procedure.

History and Physical Exam: All patients are required to have a history and physical exam prior to surgery. Your surgeon may do this, or your surgeon may send you to your primary physician to have this done. Again, it is important to fax this information to us prior to your surgery. Fax the information to 571-209-6477.

Preparation for Surgery

The type of anesthesia you have determines what you need to do to prepare for surgery. Your surgeon will tell you what type of anesthesia will be used. Follow the instructions for the appropriate anesthesia:

General, Regional, Epidural, Spinal

Or Local with Monitored Anesthesia Care (Local MAC):

Do not eat or drink after midnight the night before surgery. Also, take your regular medicines, as scheduled, with water. You may brush your teeth. To reduce bacteria on your skin, bathe or shower before arriving, but do not apply lotion to your skin after bathing.

Do not wear makeup or jewelry. If you wear contact lenses, we recommend that you remove them and wear your glasses. If you do wear your contact lenses, you may need to remove them so bring a contact lens container with you. Leave any jewelry, money or valuables at home. Bring only your insurance card and any applicable co-pays.

Because you are not allowed to drive for 24 hours, and to help ensure your safety, **AN ADULT MUST ACCOMPANY YOU and DRIVE YOU HOME.** Transportation by taxi is acceptable as long as a responsible adult accompanies you.

Local Anesthesia: If you have local anesthesia only, without sedation, you may have a light snack such as tea and toast, a few hours prior to surgery.

Day of Surgery

Please bring your photo ID and your insurance card w/ co-pay if applicable. If you have insurance questions, please call 571-209-6443.

Arrival: Arrive at the Inova Surgery Center at least one hour before your scheduled surgery. Plenty of free parking is available. The surgery center is located on the second floor of medical office building. When you enter the building, proceed to the elevator or the stairs located to the left of the front entrance. Go to the check-in desk and sign in.

Getting Ready: When you are called for your surgery, you will be escorted into the preoperative area. Here you will change into a gown, cap and slippers. Leave your undergarments on, unless they interfere with the surgical procedure. An intravenous (IV) line will be started using a small amount of local anesthesia to numb the area. If your surgery will be done with a local anesthesia, you may not need an intravenous line.

Surgery: When we are ready for your surgery, you will be escorted to the operating room. The operating room probably will feel cool. We will make every attempt to explain things as we go, but feel free to ask any questions you have.

After Surgery

Recovery: Following surgery, you will be taken to the post anesthesia recovery unit. Here you will be monitored until your anesthetic wears off. During this phase, you may begin to experience some discomfort.

Pain Control: Although some pain can be expected with any surgery, your nurse will work closely with you to provide pain control medication. You will be asked to rate your level of pain on a scale of 0 (no pain) to 10 (severe pain). This helps "measure" your pain so we can select the most effective pain control medication.

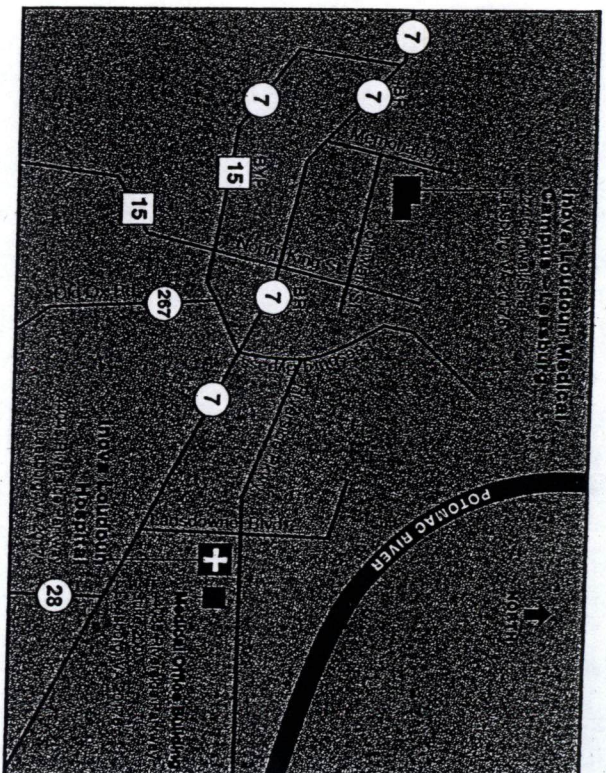
Final Stage: As you recover from the anesthetic, you will be moved to the second stage recovery unit. At this time, a family member or friend can join you. When you are ready to go home, we will take you to your car by wheelchair.

Discharge

Instructions: A nurse will review instructions specific to your surgery and anesthetic. A written copy of the instructions will be given to you. Please ask any questions you have. You also may be asked to complete a satisfaction survey. This is voluntary, and we welcome your feedback.

Going Home: A staff member will accompany you to the door of the medical office building where a family member or friend can pick you up. Remember that you are not to drive, operate machinery, drink alcohol, or make any major decisions for at least 24 hours. In addition, try to rest at least 12 hours after you get home. It is common to feel tired, dizzy, sleepy or slightly nauseated after a surgical procedure.

Follow-Up Call: A surgery center staff member will call you the day after your surgery to make sure there are no problems, and to answer your questions. Once again, your comments and feedback are welcome.



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Patient Rights and Responsibilities

We can provide better healthcare when you and your family work together as partners with our staff. It is our responsibility to advise you of your rights as a patient; you also have responsibilities in your treatment and care. We urge you to ask questions, be proactive and take an active part in your healthcare plan. If you have questions or concerns, please discuss these with any staff member or contact the surgery center's Administrator.

Overview of Patient Rights

While you are in our surgery centers, you have certain rights as a patient. You have the right to:

- Make informed decisions regarding your care
- Exercise your rights without being subjected to discrimination or reprisal
- Voice grievances regarding treatment or care that is (or fails to be) furnished
- Be fully informed about a treatment or procedure and the expected outcome
- Be involved in decisions involving your healthcare
- Be treated with respect, consideration and dignity
- Respectful care given by competent personnel with consideration of privacy
- Be given the name of your attending physician, the names of all other physicians directly assisting in your care, the names and functions of other healthcare persons having direct contact with you
- Know that the center's policy on Advanced Directives is that all life saving efforts will be performed for any patient receiving care at the center
- Expect emergency procedures when necessary to be implemented without delay
- Expedient and professional transfer to another facility when medically necessary and to have your responsible emergency contact and the acute-care facility notified before transfer
- Have documented in the Medical Record whether or not you have executed an Advanced Directive
- Have a copy of any Advanced Directive or Living Will included within your Medical Record in the event transfer to an acute-care facility becomes necessary
- Submit verbal and/or written grievances and to have the grievance investigated by a person in authority at the center

documentation of the existence, submission, investigation and disposition of any grievance

- Know which Surgery Center rules apply to their conduct as a patient
- Absence of clinically unnecessary diagnostic or therapeutic procedures
- Treatment that is consistent with clinical impression or working diagnosis
- Good quality care and high professional standards that are continually reviewed and maintained
- An increased likelihood of desired health outcomes
- Receive a second opinion concerning the proposed surgery, if requested
- Accessible and available health services; information on after-hour and emergency care
- Give informed consent to the physician prior to the start of the procedure
- Be advised of participation in a medical care research program or donor program; you shall give consent prior to participation in such a program; you may also refuse to continue in a program that you have previously given consent to participate in
- Receive appropriate and timely follow-up information of abnormal findings and tests
- Receive appropriate and timely referrals and consultations
- Refuse drugs or procedures and have a physician explain the medical consequences of the drugs or procedures
- Medical and Nursing services without discrimination based on age, race, color, religion, sex, national origin, disability or source of payment
- Have access to an interpreter whenever necessary
- Upon request, be provided with access to all information contained in the Medical Record
- Accurate information regarding the competence and capabilities of the center
- Change primary or specialty physician if other qualified physicians are available
- Health Services provided are consistent with current professional knowledge
- Information on Provider credentialing
- Information on services provided at the center
- Information on payment and fee policies

Patient Responsibilities

As a patient, you are responsible for the following:

- Provide full cooperation with instructions given by his/her surgeon, and anesthesiologist and the Surgery Center staff in regard to pre-, intra and post-op care
- Provide the Surgery Center staff with all medical information, which may have a direct effect on the providers at the Surgery Center
- Provide the center with all information regarding third party insurance coverage
- Fulfill financial responsibility, for all services received, as determined by the patient's insurance carrier.

Your Healthcare Decisions

You have the right to create and communicate advance directives. We want to know, and will respect, your decisions about medical care. These decisions called advance directives can include such things as:

- A living will
- A durable power of attorney for healthcare decisions
- Organ donation wishes

If you have advance directives, please provide a copy to your nurse. If you want more information about advance directive please ask your nurse or the surgery center's Administrator.

If You Have Questions, Concerns or Comments

To receive more information on patient rights and responsibilities, contact the surgery center's Administrator. They are here to help patients and families with problems, special needs, and any questions and concerns about policies. If you choose, you may also contact the Virginia Department of Health, Office of Licensure and Certification, 9960 Mayland Drive, Suite 401, Richmond, VA, 23223, or call 800-955-1819.