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Date: _____ Appointment Date/Time: _____

Dear: _____,

Enclosed you will find an information packet explaining your procedure and preparation instructions. **Please review as soon as possible as there are certain medications and vitamins that must be stopped in advance. In addition, you will also find several forms that need to be filled out completely and returned to our office 10 days prior to your appointment.** If you are having a procedure that requires sedation, please anticipate that you will not be discharged before a period of at least (2) hours and must be accompanied by a friend, or family member to bring you home.

Please see the patient responsibility check list below for what you need to do before your procedure:

- If you have a managed care insurance plan that requires a referral **you must obtain a referral 10 days prior to your scheduled procedure from your primary care doctor.** Our office will pre-certify your procedure one week in advance. **You MUST ALSO complete ALL of the enclosed paperwork and fax or mail back to our office two weeks prior to your scheduled procedure.**
- **Your procedure will be cancelled if:**
 - 1) You do not have a referral in time for us to complete the pre-cert (10 days prior to your procedure)
 - 2) You do not have an escort to pick you up from your procedure. When you check in the day of your procedure, the Endoscopy Suite staff will ask you to provide a valid working phone # for your escort so that they can call your escort to verify your pick up . **IF THEY CANNOT REACH THIS PERSON AND YOU HAVE NO OTHER ARRANGEMENTS, YOU WILL NOT HAVE YOUR PROCEDURE.**

***** The hospital staff is prohibited by New York State Law to escort you out of the building, or to a taxi cab*****

- **The day of your procedure:**
 - 1) Arrival time is one hour prior to your scheduled procedure.
 - 2) Please report directly to the 13th floor – Endoscopy Suite. You will give the patient questionnaire to Dr. Markowitz, as it provides him with clinical and family history information necessary for your procedure.
 - 3) Be sure to have your valid escort information as stated above, unless of course your escort is with you.

The procedure will be performed at:

Columbia University Medical Center
Out Patient Ambulatory Suite - Herbert Irving Pavilion, (Dana Atchley Pavilion)
161 Fort Washington Avenue, at 165th St.
Endoscopy Suite – 13th Floor

We appreciate your cooperation and thank you in advance,

The Team at Dr. Markowitz's Office