

## SURGERY SCHEDULING INFORMATION

Your physician has recommended you undergo a surgical procedure. **Please do not make arrangements until the following steps are taken:**

**1. Our ADMINISTRATION staff will contact your INSURANCE COMPANY to:**

- Verify insurance eligibility and benefits to assure the procedure is a covered benefit under your plan.
- Obtain prior authorization, if required by your insurance company. This process could *potentially* take up to 7-10 days to receive a response from your insurance company.
- We will request the amount of your ***estimated financial obligation*** for the procedure. This amount is determined by and provided to us by your insurance company.

**2. Our ADMINISTRATION staff will call YOU to:**

- Confirm the intended surgery is a covered benefit under your plan and any required prior authorizations have been received.
- Inform you of the ***estimated financial obligation*** quoted to us by your insurance company.
- Collect payment for the estimated financial obligation amount. **\*\*\*Please note this amount may change after your insurance company pays their portion.\*\*\***

**3. Our SURGERY SCHEDULER will contact YOU to:**

- Discuss available options for surgery dates.
- When arrangements have been finalized, contact you with the following information:

**DATE:** \_\_\_\_\_ **ARRIVAL TIME:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

### PRE-OPERATIVE INSTRUCTIONS

- Avoid smoking for 2 weeks prior to surgery
- Avoid the usage of aspirin or ibuprofen products (Motrin, Advil, Aleve) for a minimum of 2 weeks prior to surgery.
- Obtain medical clearance from your primary care provider 1-2 weeks prior to your surgery date, if you are instructed to do so.
- Make arrangements for necessary childcare, if necessary. Do not bring children to the facility.
- Make arrangements for someone to drive you home upon discharge. You will need someone to stay with you for at least 24 hours after surgery. You will not be permitted to leave unattended.
- Do NOT eat or drink ANYTHING after midnight the night before surgery- not even water.
- Wear loose comfortable clothing and leave all valuables at home.
- You will need to present photo ID, insurance card(s), and method of payment to the surgical facility.
- Be sure to arrive on time for check-in and pre-operative preparations.
- If you feel ill on the morning of surgery, please contact your physician immediately.

\*Camelback Women's Health is **NOT** responsible for incorrect information provided to us by your insurance company. It is ultimately your responsibility to understand the limitations, deductibles, and co-insurance requirements of your insurance policy.

\*If your insurance company assigns an amount more or less to your financial responsibility, you will either be billed later for the remaining balance -or- you will receive a refund if an over-payment is made.

\*A \$500 cancellation fee will be charged if you cancel your procedure within 5 business days -or- if your surgery is cancelled due to your failure to follow pre-operative instructions.

\*You will be billed separately from the hospital/out-patient facility, anesthesia services, and/or assistant surgeon's offices.

\*Due to the time and complexity of scheduling surgeries, once scheduled, the date is considered final.