

ADVANCED CENTER for SPECIAL SURGERY

6 CHESTNUT RIDGE ROAD, MONTVALE NJ
Tel: 201-391-4700 Fax: 201-391-4701

Welcome

Our modern and convenient center provides state of the art multi-specialty surgical care for same day patients in a comfortable and professional environment, allowing the patient to quickly return to the comfort of his or her home. Our Board Certified surgeons and anesthesiologists, combined with our exceptional staff, are dedicated to providing you high quality medical care in a patient-friendly environment.

We are Medicare Certified and enjoy an excellent reputation among doctors and patients alike. We consistently receive high marks from patient satisfaction surveys.

Thanks to today's many advanced techniques, Advanced Center for Special Surgery offers a less invasive approach to outpatient procedures. Currently we specialize in interventional pain management procedures and manipulation of spine procedures.

The Days before Your Surgery / Procedure

- Your doctor will discuss with you the scheduling of your surgery or procedure well in advance of the selected date. Your physician's office will then schedule your procedure with us.
- You may need certain laboratory tests (blood work, EKG, X-rays) or other medical consultation. Your physician will advise you of what is required and order your tests. All testing should be completed several days prior to your surgery to allow the results to reach us in a timely manner.
- Your physician's office or the surgery center will provide you with a preadmission health assessment that needs to be completed by the patient and forwarded to the surgery center days prior to your day of surgery. It is critical that this information be reviewed by your physician, your anesthesiologist, and your preadmission nurse. Please speak with our nurse if you have any questions about this form.
- A nurse from our surgery center will contact you to review your medical history and answer any questions you may have regarding your upcoming surgery. If you take medications, the nurse will discuss with you which medications you should take on the morning of your surgery. In addition, the nurse will discuss with you any other preparations for surgery, discharge plans, and your care needs at home. Our nurse will inform you of the time that you need to arrive at the surgery center.
- Our surgery center is pleased to have Advanced Ambulatory Anesthesia, LLC providing anesthesia services to our patients. An anesthesiologist will review your medical information several days prior to your scheduled date. In some situations, the anesthesiologist may need to schedule an appointment with you prior to your procedure. Our anesthesiologists are always happy to address any anesthetic concerns that you may have.
- If your surgeon writes a prescription for antibiotics or postoperative pain medication, you will need to have it filled prior to the day of your procedure.

Please review the directions on how to get to the center days prior to your scheduled date. You may want to do a test drive if you are unsure of our location. Arrange for a responsible adult to accompany you to the Center, receive discharge instructions, drive you home and stay with you for the first 24 hours following your surgery. For your own safety and protection, you will not be

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allowed to drive a motor vehicle home. The only exception to this is for patients having a local anesthetic only (numbing medicine).

- Please notify your surgeon immediately of any changes in your condition before surgery. This may include catching a cold, exposure to a communicable disease or any other change in your health.
- State and federal law requires us to provide you with information regarding your patient rights and responsibilities, privacy practices, and advance directives prior to your scheduled date of surgery. Please review this material. Your signature will be required to acknowledge advance receipt of these items in order for you to have your procedure.

The Day of Surgery / Procedure

- Most patients can not have anything to eat or drink after midnight before their surgery. Please follow the instructions provided to you by our nurse during the preadmission interview in order to avoid any possible cancellations.
- It is important that you arrive at the surgery center on time.
- Please remember to bring your photo identification, current insurance card or any other pertinent insurance information, and accepted method of payment for any money due at the time of registration.
- Please remember to wear loose, comfortable clothing and leave all jewelry at home. Do not wear any makeup or hair spray. Please wear your glasses and leave your contact lenses at home. Bring your hearing aids if you need them.
- Please remember to bring to the surgery center your medications, inhalers, etc., as instructed by our nurse.

Going Home

- Your surgeon and your anesthesiologist are responsible for determining when you are able to go home. Our nurse will review with you the instructions ordered by your surgeon for your care at home regarding diet, exercise, resuming regular medication, and other specific information. We encourage you to ask questions – it is crucial that you clearly understand all postoperative instructions. You will receive a copy of these instructions as well as emergency contact numbers in the unlikely event that you require medical assistance after you leave.
- When you arrive home, rest for the remainder of the day; your body needs time to recover from the stress of surgery. Please follow all instructions. Gradually you will resume your normal activities.
- Our nurse will call you the next business day to see how you are doing and answer any questions you may have. Please discuss with our nurse your availability and time for this call.

How Did We Do?

- Advanced Center for Special Surgery is committed to providing you the best possible care. As part of our Quality Improvement Program, all patients are given a Patient Satisfaction Survey. We welcome your input. Your comments regarding your experience at the surgery center are important to us. **Thank you.**

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Financial Considerations

Advanced Center for Special Surgery is committed to providing you the best possible care. If you have medical insurance or coverage under automobile or worker compensation, we are anxious to help you receive your maximum allowed benefits. In order to achieve these goals, we need your assistance and your understanding of our payment policy.

General Financial Information

Insurance:

- This facility is not contracted with any insurance company or self-funded plan. Patients would be using their out-of-network benefits for the surgery center. Please check with your insurance carrier or plan administrator so that you are fully aware of your policy provisions and your insurance plan allowance (benefit coverage).
- Based on the information that you have provided us, your insurance coverage will be verified prior to the date of your procedure. A patient account representative will contact your insurance carrier to determine co-pay and co-insurance or deductible liability, verify approval for medical necessity, and confirm a valid referral is on file. *The information provided to us does not guarantee coverage or payment from your insurance carrier.* The surgery center will advise you of any payments required prior to the day of your surgery. Note that failure to pay the applicable deductible and cop-pay may affect your contractual obligations with your insurer, and thus your continuation of coverage. While Advanced Center for Special Surgery may agree to await the explanation of benefits from your carrier to determine your responsibility for payment under your plan, payment in full is expected once a determination of your responsibility under your plan is determined.
- Additional charges may be incurred separate from the surgery center: Professional fees such as for your physician and your anesthesiologist for his / her services in performing the surgery. There may also be fees associated with laboratory specimens, radiology services, or emergency costs.
- Even though you have assigned your insurance benefits to the surgery center, there are times when an insurance company may forward surgery center reimbursement directly to the patient. We request that you forward this payment and a copy of your “explanation of benefits” to the surgery center upon receipt.
- Patients are responsible for all amounts not covered by their insurance.
- In the event that an insurance appeal is necessary, the surgery center will ask for your help with contacting your insurance company. While you are responsible for payment and appeal, we will do all that we can to insure maximum reimbursement for your procedure.

Patients without insurance:

- If you are not covered by insurance, we ask that you speak with a patient account representative prior to your surgery date to discuss financial obligations. It is the policy

of the surgery center for self-pay patients to pay their balance no later than one week prior to their surgery date.

Past Due Accounts:

- In order to avoid any late fees, finance charges, or collection and attorney expenses all accounts must be in good standing.

Identification requirements:

- State and federal law requires the surgery center to verify and protect your medical identity. We take many precautions to protect your records.
- Our admissions staff require from the patient proof of his or her identity. You will need to bring a current photo identification, your insurance card(s), and the name, address, and telephone number of your employer.

If you have questions:

- Insurance requirements are complex and can be confusing. We will do all that we can to maximize your benefits and reimbursement. While payment of fees is your responsibility, we will assist you with your insurance claim. Please do not hesitate to speak with our patient account representative if you have questions.