

## FINANCIAL RESPONSIBILITY

As an in-network center we participate with ALL insurance plans. The facility charges are separate from any physician professional fees including: surgeon, anesthesia, or pathology charges. Please ask to speak to an account manager for an estimate of your financial responsibility. As a courtesy, we verify benefits with your insurance carrier prior to all procedures/surgeries and provide you with an estimate of your financial responsibility based on your plan benefits including any co-payments, deductibles and/or co-insurance. We may ask you for a deposit prior to your procedure to be applied towards your financial responsibility. We offer multiple financing options through SURGICARES Financing. These include a seasonal payment plan, CareCredit, MedDraft, and other options. We also accept credit card payments from HSA (health savings accounts) and FSA (flexible spending accounts) accounts. We accept personal checks as well as Visa, Mastercard, Discover, and American Express.

If you have any questions please call (201) 336-1100 and ask to speak to one of our Financial Account Managers.



**Surgical & Endoscopy  
Center of Bergen County**  

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HackensackUMC

**80 Eisenhower Drive, Suite 100**

**Paramus, NJ 07652**

**tel: (201) 336-1100**

**fax: (201) 336-1040**

## **IMPORTANT PATIENT INFORMATION**

DRIVING AND PARKING INSTRUCTION

ADVANCE DIRECTIVE INFORMATION

OWNERSHIP DISCLOSURE

PATIENT RIGHTS

FINANCIAL RESPONSIBILITY



**Surgical & Endoscopy  
Center of Bergen County**  

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HackensackUMC

## DIRECTIONS & IMPORTANT INFORMATION

**SURGICAL & ENDOSCOPY CENTER OF BERGEN COUNTY**  
**80 Eisenhower Drive • Suite 100 • Paramus, NJ 07652**  
**tel: (201) 336-1100 • fax: (201) 336-1040**

### **From the North:**

NJ 17 South

Take the CENTURY ROAD exit toward FAIR LAWN

Merge onto CENTURY ROAD

Turn LEFT onto ESSEX ROAD

Turn RIGHT onto EISENHOWER DRIVE

Turn LEFT into the parking area at 80 EISENHOWER DRIVE

### **From the South:**

NJ 17 North toward MAHWAH

Exit at CENTURY ROAD toward FAIR LAWN

Continue on the bridge over Route 17 and merge onto CENTURY ROAD

Turn LEFT onto ESSEX ROAD

Turn RIGHT onto EISENHOWER DRIVE

Turn LEFT into the parking area at 80 EISENHOWER DRIVE

### **From the East and West:**

Route 4 East or West to Route 17 N

Exit at CENTURY ROAD toward FAIR LAWN

Continue on the bridge over Route 17 and merge onto CENTURY ROAD

Turn LEFT onto ESSEX ROAD

Turn RIGHT onto EISENHOWER DRIVE

Turn LEFT into the parking area at 80 EISENHOWER DRIVE

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**It is important to tell your doctor** if you are taking any medications to thin your blood. They may need to be stopped for some time before your surgery or procedure. Some examples of medications that may need to be stopped are aspirin, Coumadin, Plavix, Effient, Motrin, Aleve, vitamin E, fish oil. **Do not stop any medication without first speaking to your doctor.**

**Please leave all jewelry and valuables at home, including body piercings.**

**Please bring with you** your insurance card(s), identification, advance directive and a list of any medications you take (prescription and over the counter plus supplements) including dosage. Please bring a credit card or check for your co-payment, deductible or coinsurance payment.

## ADVANCE DIRECTIVE

An Advance Directive is a document that states what kinds of treatment you do or do not want to receive should you become incapacitated and/or names another person to make those decisions for you. An advance directive may include a proxy directive or an instruction directive, or both. (N.J.A.C. 8:43A-1.3).

For more information on Advance Directives, please visit the following website:  
[www.state.nj.us/health/healthfacilities/documents/ltc/advance\\_directives.pdf](http://www.state.nj.us/health/healthfacilities/documents/ltc/advance_directives.pdf)

Please note that the Center does Not Honor DNR Orders (Do not resuscitate orders). Please contact our staff if you have any questions.

Other types of planning documents information can be found at:

<http://www.agingwithdignity.org/five-wishes.php>

[http://www.lifeissues.org/euthanasia/pdf/your\\_life\\_your\\_choices.pdf](http://www.lifeissues.org/euthanasia/pdf/your_life_your_choices.pdf)

IF YOU have an advance directive or POLST (Physician Orders for Life Sustaining Treatment) please bring the document to the center at the time of your appointment.

## CONFIDENTIALITY/HIPAA

It is our policy to ensure that only parties with legitimate interest have access to healthcare information and that there is a conscious effort by all employees to protect patient information through their work habits, computer transmissions, conversation, and handling of patient paperwork.

A summary of our privacy practices is available in our Center for your review.

## MISSION

To provide first class surgical services for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families.

## DISCLOSURE OF PHYSICIAN OWNERSHIP

In accordance with federal regulations (42 C.F.R. 416.50(a)(ii)) and the public law and applicable rules of the State of New Jersey, Board of Medical Examiners (C.26:2H-12; N.J.A.C. 13:35-6.17), a physician, podiatrist and all other licensees of the Board of Medical Examiners must inform patients of any significant financial interest in a health care service.

Paramus Endoscopy, LLC dba Surgical & Endoscopy Center of Bergen County is owned by the following physicians as well as Hackensack University Medical Center (HUMC) and United Surgical Partners International (USPI):

|                   |                  |                  |
|-------------------|------------------|------------------|
| Eric Avezzano     | David Felig      | Judy Lin         |
| Vivian Bethala    | Richard Golding  | Richard Lin      |
| Crystal Broussard | Simon Kahn       | Stephen Margulis |
| Aditi Chhada      | Anna Korkis      | George Nikias    |
| Holly Cullen      | Donald Kutner    | Robert Pittman   |
| Anthony Delillo   | Steven Leibowitz | Eric Rosendorf   |
| Eric Ellinghaus   | Robert Levine    | Mark Tanchel     |
| David Feit        | Rosario Ligresti |                  |

Accordingly, please take notice that the physician who will be performing your procedure has a financial interest in the health care service for which you are being referred.

You may, of course, seek treatment at a health care service provider of your own choice. A listing of alternative health care service providers can be found in the classified section of your phonebook under the appropriate heading or the Provider Directory provided by your insurance carrier.

## IMPORTANT INSTRUCTIONS

**Patients receiving sedation or anesthesia may not drive for the rest of the day.**

**You must have a responsible adult drive you home.**

**You may not walk home or take public transportation. You may not take a taxi home unless you have an adult friend or family member with you. All patient rides must arrive by 4:30pm.**

**Please call your doctor if you cannot get a ride.**

**If you are scheduled for a colonoscopy**, please take the **colon prep solution** and follow diet orders as instructed by your physician. This usually includes having only clear liquids the day before your procedure. Nothing may be taken by mouth (NPO) after midnight before your procedure\*.

**If you are scheduled for an upper endoscopy**, nothing may be taken by mouth (NPO) after midnight before your procedure\*.

**\*For colonoscopy or upper endoscopy you may take your cardiac and blood pressure medications with sips of water at least 3 hours before your procedure.** Clear liquids (ex. apple juice, black coffee or tea, chicken broth) may be permitted until 3 hours before your procedure. **Please check with your doctor.**

IF YOU ARE NOT GETTING SEDATION FOR YOUR PROCEDURE PLEASE ASK YOUR DOCTOR WHEN TO STOP EATING AND DRINKING BEFORE YOUR PROCEDURE

**If you are scheduled for a pain management injection:** If you will be receiving sedation, follow instructions for upper endoscopy as above. For local injections (no i.v. sedation), you may have a light breakfast.

**For all surgical procedures other than colonoscopy, upper endoscopy, or pain management injections:**

**Nothing to eat or drink for at least 8 hours before your surgery.** For an early morning surgery, nothing by mouth after 11pm. You may take your cardiac and blood pressure medications with sips of water on the morning of your surgery.

Please note the above are minimum requirements of the Center. Your doctor's instructions may vary slightly. Feel free to call the center if you have questions or concerns about the above. 201-336-1100

Each patient receiving care at the **Surgical & Endoscopy Center of Bergen County, LLC** shall have the following rights:

1. To be informed of these rights, as evidenced by the patient's written acknowledgement, or by documentation by staff in the medical record, that the patient was offered a written copy of these rights and given a written or verbal explanation of these rights, in terms the patient could understand. The Center shall have a means to notify patients of any rules and regulations it has adopted governing patient conduct in the Center;
2. To be informed of services available in the Center, of the names and professional status of the personnel providing and/or responsible for the patient's care, and of fees and related charges, including the payment, fee, deposit, and refund policy of the Center and any charges for services not covered by sources of third-party payment or not covered by the Center's basic rate;
3. To be informed if the Center has authorized other health care and educational institutions to participate in the patient's treatment. The patient also shall have a right to know the identity and function of these institutions, and to refuse to allow their participation in the patient's treatment;
4. To receive from the patient's physician(s) or clinical practitioner(s), in terms that the patient understands, an explanation of his or her complete medical/health condition or diagnosis, recommended treatment, treatment options, including the option of no treatment, risk(s) of treatment, and expected result(s), before it is performed. If this information would be detrimental to the patient's health, or if the patient is not capable of understanding the information, the explanation shall be provided to the patient's next of kin or guardian. This release of information to the next of kin or guardian, along with the reason for not informing the patient directly, shall be documented in the patient's medical record;
5. To participate in the planning of the patient's care and treatment, and to refuse medications and treatment. Such refusal shall be documented in the patient's medical record;
6. To be included in experimental research only when the patient gives informed, written consent to such participation, or when a guardian gives such consent for an incompetent patient in accordance with law, rule and regulation. The patient may refuse to participate in experimental research, including the investigation of new drugs and medical devices;
7. To voice grievances or recommend changes in policies and services to Center personnel, the Board of Directors, and/or outside representatives of the patient's choice either individually or as a group, and free from restraint, interference, coercion, discrimination, or reprisal;
8. To be free from mental and physical abuse, free from exploitation, free from all forms of harassment, and free from use of restraints unless they are authorized by a physician for a limited period of time to protect the patient or others from injury. Drugs and other medications shall not be used for discipline of patients or for convenience of Center personnel;
9. To confidential treatment of information about the patient. Information in the patient's medical record shall not be released to anyone outside the Center without the patient's approval, unless another health care Center to which the patient was transferred requires the information, or unless the release of the information is required and permitted by law, a third-party payment contract, or a peer review, or unless the information is needed by the New Jersey State Department of Health for statutorily authorized purposes. The Center may release data about the patient for studies containing aggregated statistics when the patient's identity is masked;
10. To be treated with courtesy, consideration, respect, and recognition of the patient's dignity, individuality, and right to personal privacy, including, but not limited to, auditory and visual privacy. The patient's privacy shall also be respected when Center personnel are discussing the patient;
11. To not be required to perform work for the Center unless the work is part of the patient's treatment and is performed voluntarily by the patient. Such work shall be in accordance with local, State, and Federal laws and rules;
12. To exercise civil and religious liberties, including the right to independent personal decisions. No religious beliefs or practices, or any attendance at religious services, shall be imposed upon any patient;

13. To not be discriminated against because of age, race, religion, sex, nationality, or ability to pay, or deprived of any constitutional, civil, and/or legal rights solely because of receiving services from the Center; and
14. To expect and receive appropriate assessment, management and treatment of pain as an integral component of that person's care in accordance with N.J.A.C. 8:43E-6. 8:43A-16.3 Notice
  - (a) The administrator shall provide all patients and/or their families upon request with the name, addresses, and telephone numbers of the following offices where complaints may be lodged:

**Surgical & Endoscopy Center of Bergen County, Aaron Shechter, Administrator**  
**80 Eisenhower Drive • Paramus, NJ 07652**  
**(201) 336-1100**

**Office of Acute Care Assessment and Survey / New Jersey State Department of Health**  
**PO Box 367 Trenton, New Jersey 08625-0367**  
**Telephone: 609-292-9900 • Fax: 609-943-3013**

and

**State of New Jersey Office of the Ombudsman for the Institutionalized Elderly**  
**PO Box 808 Trenton, New Jersey 08625-0808**  
**Telephone: 877-582-6995**

**Web Site address: [www.nj.gov/publicadvocate](http://www.nj.gov/publicadvocate)**

- (b) The administrator shall also provide all patients and/or their families upon request with the names, addresses, and telephone numbers of offices where information concerning Medicare and Medicaid coverage may be obtained.

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| Bergen County Medicaid<br>201-368-4200 | Bergen County Department of Human Services<br>201-336-7400 |
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<http://www.medicare.gov/Ombudsman/activities.asp>
  - (c) Addresses and telephone numbers contained in (a) and (b) above shall be conspicuously posted throughout the Center, including, but not limited to, the admissions waiting area or room, the patient service area of the business office, and other public areas.
15. The patient has the right to information regarding credentialing of Health Care Professionals at the Center.
  16. The patient has the right to refuse any treatment, except as otherwise provided by law.
  17. The patient has the right to choose his/her own pharmacy.
  18. The patient has the right to receive care in a safe setting.
  19. The patient has the right to exercise his or her rights without being subjected to discrimination or reprisal.

**Each patient receiving care in this ambulatory Center shall have the following responsibilities:**

Patients are required to:

1. Provide complete and accurate information to the best of his/her ability about his/her health, any medications, including over-the-counter products and dietary supplements and any allergies or sensitivities.
2. Follow the treatment plan prescribed by his/her provider.
3. Provide a responsible adult to transport him/her home from the facility and remain with him/her for 24 hours, if required by the provider.
4. Inform his/her provider about any living will, medical power of attorney, or other directive that could affect his/her care.
5. Accept personal financial responsibility for any charges not covered by his/her insurance.
6. Be respectful of all the health care providers and staff, as well as other patients.