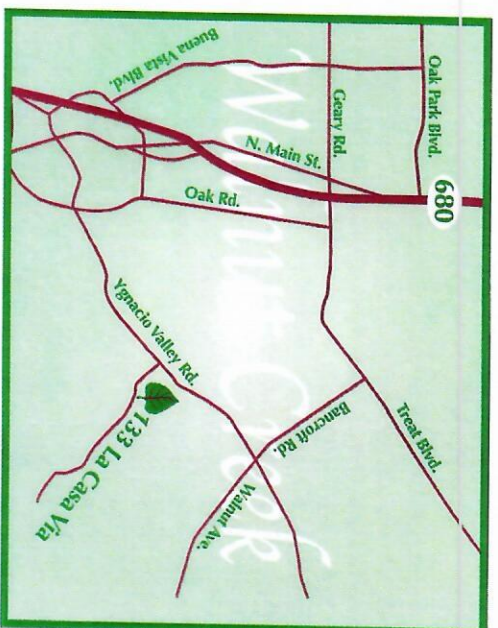


YOUR DAY WITH US

- When you arrive at the center you will be greeted by our receptionist who will assist you with registration. Surgery center registration is necessary even though you may also be registered with John Muir Medical Center - Walnut Creek Campus or elsewhere within the John Muir/ Mt. Diablo Health System, as our computer systems are not linked.
- You will then be escorted to the pre-operative area where a nurse will complete the admitting process. At this time you will change into a hospital gown. Here you will meet your anesthesiologist (if applicable) and your operating room nurse who will escort you to the operating room.
- After surgery you will be taken to the recovery room where you will stay until you are awake and able to go home. At that time you will dress and receive instructions regarding your care, diet and activity at home. You will then be escorted by wheelchair to your waiting transportation.
- To protect patient privacy, family members or friends are generally not permitted in the clinical areas and are asked to wait in the lobby. An exception is made for parents of minor children who may be present in the pre-operative and recovery areas.
- Relax at home. Remember that it is normal to feel sleepy or experience nausea or dizziness after surgery. If you have had general anesthesia we strongly recommend that you refrain from driving or drinking alcoholic beverages for 24 hours, and that a responsible adult stay with you overnight. If you experience any problems after you arrive home, please notify your surgeon.
- You will receive a patient satisfaction survey from your nurse. Please complete this survey and return to the center.

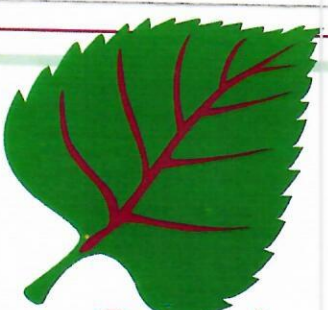
For additional information or to complete your registration sheets, please visit our website at www.aspensurgerycenter.com



From Highway 680 North: Take the Ygnacio Valley Road exit, turning right, Turn right on La Casa Via. Turn left at the John Muir/Aspen Surgery Center driveway, veer right around monument and drive into the parking garage. Park in the garage at the level designated for patients. Take the elevators located in the center of the garage to level G (Garden Level). The center registration is to the left.

From Highway 680 South: Take the North Main Street exit, turning right, Turn left on Ygnacio Valley Road. Turn right on La Casa Via. Turn left at the John Muir/Aspen Surgery Center driveway, veer right around monument and drive into the parking garage. Park in the garage at the level designated for patients. Take the elevators located in the center of the garage to level G (Garden Level). The center registration is to the left.

From Clayton, Concord: Travel west on Ygnacio Valley Road, past San Carlos Drive. Turn left at the John Muir/Aspen Surgery Center driveway, veer right around monument and drive into the parking garage. Park in the garage at the level designated for patients. Take the elevators located in the center of the garage to level G (Garden Level). The center registration is to the left.



ASPEN SURGERY CENTER

Information for Our Patients

Aspen Surgery Center

133 La Casa Via, Suite 150

Walnut Creek, CA 94598

925-937-8100

925-937-0400 Fax

www.aspensurgerycenter.com



Aspen Surgery Center's mission is to provide quality, cost effective, ambulatory surgical services in comfortable, safe surroundings. At our center you will encounter a special kind of care. You will also find that patients are treated with courtesy and respect by our staff members, who specialize in ambulatory care.

Aspen Surgery Center has many distinguishing features including our:

- Location on the John Muir Medical Center - Walnut Creek Campus
- full range of services and the availability of emergency backup for your safety
- certified by Medicare
- Accreditation from the Accreditation Association for Ambulatory Health Care, Inc.
- consistent ratings of excellence in patient satisfaction surveys
- inclusion as a preferred provider in most health plans

Please arrive at _____.
Do not eat or drink anything after midnight.

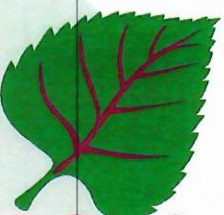
YOUR SURGERY DATE: _____

PREPARATION FOR SURGERY

- A surgery center nurse will call you 1-2 days before surgery to review your history, review diet restrictions and confirm your arrival time at the center. If it is more convenient, you may call our pre-operative nurse between 9 a.m. and 5 p.m. at 925-937-8100 dial extension 113 or dial zero for the receptionist.
- Diet restrictions may also be reviewed by your anesthesiologist (if applicable) during a pre-operative phone call.
- Make arrangements for someone to drive you home. You will not be allowed to drive yourself if you have had sedation. Your driver should be available at the time of discharge. Please arrange to have a responsible adult care for you 24 hours after surgery.
- In consideration of others waiting in our lobby, we ask that children do not accompany you or your family members. Please limit the number of people who accompany you to the center. We suggest that adult patients be accompanied by only one person; however, we do welcome both parents of pediatric patients.
- Bring any orders or written paperwork that your doctor may have given you.
- Complete laboratory tests, x-ray, or EKG ordered by your doctor 48 hours prior to the day of surgery.
- Bring a list of any medications you take including the dosages. Ask your doctor whether you need to take your medications the day of surgery. If you use an inhaler, bring it with you the day of surgery.
- You should take a shower. Do not use any lotions, powders or make-up.
- Wear loose, comfortable clothing that can be folded and can accommodate large dressings and tender surgery sites. Wear flat, comfortable shoes.
- Children having surgery should bring a favorite toy.
- Do not bring jewelry, watches, money or other valuables. The surgery center is not responsible for them during your stay. Bring your eyeglasses and/or your hearing aides.
- If you develop any health changes, (cold, fever, rash, etc.) prior to surgery, or if you are unable to keep your appointment, notify your doctor immediately.
- If you have an Advanced Directive or Power of Attorney for health care, please bring a copy.

OUR FINANCIAL POLICY

- Bring your insurance card and photo ID.
- Aspen Surgery Center does not extend credit. For procedures not covered by your medical insurance, or if you are not insured, you are required to pay estimated charges upon admission. Visa, MasterCard, American Express, Care Credit and personal checks are accepted. Personal checks are not accepted for cosmetic procedures.
- The center will bill your insurance as a courtesy; however, the balance is your responsibility. Once insurance payment has been made the remaining balance is due upon receipt.
- Aspen Surgery Center contracts with multiple health plans. It is your responsibility to know and verify if the benefits contained in your insurance plan limit, reduce or deny coverage of medical services at the center.
- If you have any questions, please contact our billing office 925-210-8408.



**ASPEN
 SURGERY
 CENTER**

ABOUT OUR FEES

- Aspen Surgery Center bills a flat fee for each procedure performed. This fee includes use of the center and its equipment, nursing care, supplies and medications. Itemized bills are not available.
- Our fees exclude radiology, laboratory, pathology, cardiology or other ancillary services. If you have any of these services prior to, or during surgery, you will receive a bill directly from the hospital or provider of the service.
- Your surgeon, anesthesiologist, pathologist and/or other physicians bill separately for their services.



PRE OPERATIVE INSTRUCTIONS

A NURSE WILL CONTACT YOU 24 TO 48 HOURS PRIOR TO YOUR SCHEDULED SURGERY/PROCEDURE TO ASK YOU ABOUT YOUR:

- Medication and vitamins with dosages
- Health and Surgical History

NOTE: If the nurse leaves you a message, it is important that you return the call.

Please bring your insurance card, photo ID, and co-pay (if applicable). Leave any valuables at home. If you have an Advance Directive, please provide us with a copy.

If you have asthma, please bring your inhalers with you. If you have sleep apnea and use a CPAP machine, please bring the CPAP with you to the center.

Please shower the morning of surgery. Do not wear any lotion, cologne/perfume, deodorant or make-up. Please wear comfortable clothing.

You **MAY NOT** eat or drink **ANYTHING** (including water, gum, and breath mints) and **DO NOT SMOKE** after 11pm the night before your scheduled surgery/procedure.

You **MUST** have a responsible adult pick you up and stay with you the first 24 hours after the surgery/procedure.

We kindly request that you limit the number of people who accompany you to the center. We suggest that adult patients be accompanied by only one person. We do welcome both parents of pediatric patients. Please note that if the patient is a minor, at least one parent **MUST** stay at the center the **ENTIRE** duration of the child's stay.

DIRECTIONS

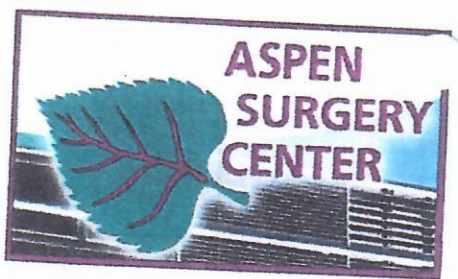
From San Ramon/Danville

Take 680 North
Exit Ygnacio Valley Road, turn right
Turn right on La Casa Via
Turn left at 1st stop sign into parking garage

From Concord/Benicia

Take 680 South
Exit North Main (South Exit)
Turn left on Ygnacio Valley Road
Turn right on La Casa Via
Turn left at 1st stop sign into parking garage

* Aspen Surgery Center is located on the bottom floor of the 8-story parking garage. Patient parking begins on the 4th floor. Take the set of elevators located in the middle of the garage, press "G" to get to the ground/garden level; Aspen Surgery Center is Suite 150.



Aspen Surgery Center
133 La Casa Via, Suite 150
Walnut Creek, CA 94598
925.937.8100

Patient Instructions to Create an Online Health History

Welcome to Aspen Surgery Center. We're very pleased that you and your physician have chosen us to deliver your care. Our center requests that you enter your medical history online with One Medical Passport as soon as your procedure has been scheduled. Once you create a Medical Passport, our Pre-Admission nurse will review the information and help you prepare for your procedure.

About One Medical Passport:

One Medical Passport is a pre-admission system to help you easily enter your information online. For most patients, filling out the medical history questionnaire takes less than 30 minutes. Please answer questions accurately, and be assured that all of your information is kept confidential and will be thoroughly reviewed by your healthcare team. At any time, you can stop and return later to complete the unfinished portion at your convenience. You may access your Medical Passport anytime and update it or print a copy for your records.

Gather the following information before you begin your Medical Passport:

- Your health insurance information
- The names and phone numbers of your physicians
- A list of the medications you are taking, their dosage and frequency
- Any surgical procedures that required anesthesia and the approximate dates you had them

To create a Medical Passport:

1. Go to our website: www.aspensurgerycenter.com
2. Click the [Computer Graphic](#) on our home page, then [One Medical Passport](#)
3. Check the box to accept the [Terms of Use](#) and click [Register](#)
4. Complete the registration pages and select a username and password. Complete the medical history pages (note: each page is saved when the Next button is clicked)
5. Once complete click [Finish](#) to submit your Medical Passport to our facility

If you need help with this process, please use the Help link on the left side of the screen.

How to return to One Medical Passport

- If you have already registered go directly to www.onemedicalpassport.com
- Enter your username and password, click [Sign In](#)
- Select the Medical Facility and Physician option, click Next
- Select the State and Medical facility
- Your saved information will populate the form

Note: If you are not able to complete your history online, please call our Pre-op nurse between 8:00 and 4:00 at 925.937.8100 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.

Pre-Op Medication Guidelines

- Please stop taking these medications 7-10 days before surgery:

Advil	Celebrex	Etodolac	Ginko Biloba	Motrin	Plavix
Aggrenox	Clinoril	Feldene	Ginseng	Nabumetone	Relafen
Airborne	Daypro	Feverfew	Ibuprofen	Naprosyn	Salsalate
Aleve	Diclofenac	Fiorinal	Indocin	Naproxen	Sulindac
Alka Seltzer	Disalcid	Fish Oil	Indomethacin	Omega-3	Toradol
Arthrotec	Echinacea	Flaxseed oil	Kava-Kava	Oxyprozin	Vioxx
Aspirin	Ecotrin/Excedrin	Garlic pills	Licorice	Percodan	Vitamin E
Butalbital	Ephedra	Ginger	Lodine	Piroxicam	Voltaren

*Exception: All patients having vascular surgery must continue taking Aspirin, including on the day of surgery.

Additional information:

- Tamoxifen must be stopped 7 days prior to surgery and for 7 days after surgery.
- Diet pills must be stopped 2 weeks prior to surgery.
- For pain relief you may take Tylenol, Codeine or Vicodin up to the day of surgery provided you are not allergic to them.
- If you take high blood pressure and/or heart medications of any kind regularly in the morning, PLEASE TAKE THEM THE MORNING OF SURGERY.
- If you are diabetic and take any oral medications below (see examples below), do not take them the morning of your surgery. Your blood sugar levels will be tested on the day of surgery.

Acarbose	Diabeta	Glypizide	Tolazamide
Actos	Diabinese	Micronase	Tolbutamide
Amaryl	Glimepiride	Orinase	Tolinase
Avandia	Glucotrol	Prandase	Tol-Tab
Chlorpropramide	Glyburide	Precose	

- Do not take regular Insulin on the day of surgery.
- Please stop taking these diabetes medications below a full 24 hours before surgery:

Avandamet	Glucovance	Metformin
Glucophage	Metaglip	Metformin/Rosiglitazone
Glucophage XR		

(see reverse side for more information)

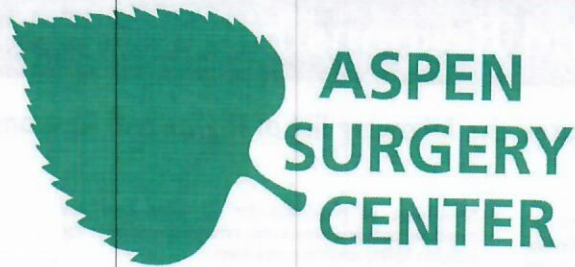
- **If you have Parkinson's disease or a seizure disorder, please take your regular medications the morning of surgery.**
- **If you take medication for chronic pain (except those listed on the previous page), please take your regular medications the morning of surgery.**
- **Use your asthma inhaler on the morning of surgery and please bring it with you.**
- **Anti-anxiety and depression medications should be taken the morning of surgery.**
- **Anti-reflux medications should be taken the morning of surgery:**

Zantac

Tagamet

Protonix

Prilosec



133 La Casa Via, Suite 150 • Walnut Creek, CA 94598 • 925.937.8100

You have selected Aspen Surgery Center, a federally recognized Medicare Certified Ambulatory Surgery Center, for your health care services. Your physician may or may not have an ownership interest in the Surgery Center as not all physicians who practice here have an ownership interest. As a patient, you will receive a list of all physician owners in this facility.

What is an ASC?

ASCs are facilities for surgical patients who do not need to be admitted to the hospital. ASC patients typically arrive for admission, have surgery performed in a full-service operating room with specialized staff, recover safely and quickly from anesthesia and return home within hours of their surgery. Some procedures require patients to stay for several hours to allow nurses to monitor their recovery.

What types of surgeries are performed at ASCs?

Depending on the ASC, the center may specialize in one service line such as plastic surgery or eye care, while other centers may offer multi-specialties such as ear, nose and throat procedures, gynecological procedures, general procedures, orthopedic procedures and podiatry procedures.

Why Choose an ASC?

ASCs are on the cutting edge of technology often utilizing the most current surgical innovations with the least invasive techniques allowing patients to return to their normal lifestyle sooner. ASCs are efficient, understanding that everyone's time is important. Their convenient surgical flow allows you less wait time and less bureaucracy and offers patient-friendly family-centered environments.

Many ASCs have undergone a rigorous accreditation process performed by an independent accrediting agency. You may find these accreditation posted in your local ASC. These accreditations may include Joint Commission on Accreditation of Healthcare Organization (JCAHO), the Accreditation Association for Ambulatory Health Care (AAAHC) or the American Association for Accreditation of Ambulatory Surgical Facilities (AAAASF).

Patient Rights and Responsibilities

This Surgery Center has adopted the following list of Rights and Responsibilities for Patients:

PATIENT RIGHTS:

- Exercise these rights without regard to sex or cultural, economic, educational, or religious background or the source of payment for his/her care.
- Aspen Surgery Center complies with Applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.
- Treated with respect, consideration, and dignity. Provided personal privacy, receive care in a safe setting, and be free from all forms of abuse and harassment.
- Knowledge of the name of the physician who has primary responsibility for coordinating his/her care and the names and professional relationships of other physicians who will see him/her.
- Communicate with health care professionals in his/her primary language, with Aspen Surgery center making a reasonable attempt to furnish a qualified interpreter.
- Receive information from his/her physician about his illness, his/her course of treatment and his/her prospects for recovery in terms that he/she can understand.
- Receive as much information from his/her physician about any proposed treatment or procedure as he/she may need in order to give informed consent or to refuse this course of treatment. Except in emergencies this information shall include a description of the procedure or treatment, the medically significant risks involved in each, and to know the name of the person who will carry out the procedure or treatment.
- Actively participate in decisions regarding his/her medical care to the extent permitted by law, this includes the right to refuse treatment or change his/her primary physician.
- Full consideration for privacy concerning his/her medical care program. Case discussion, consultation, examination and treatment are confidential and should be conducted discreetly. The patient has the right to be advised as to the reason for the presence of any individual.
- Confidential treatment of all communication and records pertaining to his/her care and his/her stay at Aspen Surgery Center. His/her written permission shall be obtained before his/her medical record can be made available to anyone not directly concerned with his/her care, except when release is required by law.
- Reasonable responses to any reasonable request he/she may make for service.
- Availability of methods for expressing grievances or suggestions through direct communication or patient satisfaction surveys.
- Leave the Aspen Surgery Center even against the advice of his/her physician.
- Reasonable continuity of care and to know in advance the time and location of appointment as well as the physician providing the care.
- Be advised if Aspen Surgery Center/personal physician proposes to engage in or perform human experimentation affecting his/her care of treatment; the patient has the right to refuse to participate in such research projects.
- Be informed by his/her physician or a delegate of his/her physician of his/her continuing health care requirements following his/her discharge from the surgery center.
- Receive an explanation of fees for service and payment policies.
- Know which Aspen Surgery Center rules and policies apply to his/her conduct and responsibilities as a patient.
- Have all patient rights apply to the person who may have legal responsibility to make decisions regarding medical care on behalf of the patient.
- Be advised of the services available at Aspen Surgery Center include ambulatory surgical services, capability of 23 hour care, and minimal lab studies.

- Knowledge of provisions for 23 hour care and extended post-anesthesia care arranged in advance for patients having surgical procedures.

PATIENT RESPONSIBILITIES:

- To read and understand all permits and/or consents you sign. If you do not understand, it is your responsibility to ask the nurse or physician for clarification.
- To provide, to the best of your knowledge, accurate and complete information regarding your health, medications (including over the counter products and dietary supplements) any allergies or sensitivities, and past treatments.
- To follow any pre-operative written or oral instructions, and treatment plan from your physician provider and surgical center.
- To notify the physician or surgical center if these instructions have not been followed.
- To provide an adult to transport you home after surgery if you have received medications and/or anesthesia.
- To provide for someone to be responsible for your care for the first 24 hours after your procedure.
- Inform your physician provider about any living will, medical power of attorney or other directive that could affect your care.
- To follow carefully any written or verbal post-op instructions from your physician(s) or nurse.
- To contact your physician regarding any post-operative question or problem.
- Be respectful of all the health care providers and staff as well as other patients.
- To assure all financial obligations for services are fulfilled as promptly as possible and assume ultimate responsibility for payment regardless of insurance coverage.
- To notify the surgical center if you feel any rights have been violated, or if you have a complaint or a suggestion for improvement by contacting the Administrator, or by returning your patient satisfaction survey form.

PATIENT CONCERNS AND/OR GRIEVANCES:

Persons who have a concern or grievance regarding Aspen Surgery Center, including but not limited to, decisions regarding admission, treatment, discharge, denial of services, quality of services, courtesy of personnel or any other issue are encouraged to contact the Administrator or write a statement to:

Administrator
Aspen Surgery Center
133 La Casa Via, Suite 150
Walnut Creek, CA 94598

Aspen Surgery Center is Medicare Certified and is accredited by the Accreditation Association for Ambulatory Health Care, Inc. Any complaints regarding services provided at Aspen Surgery Center can be directed in writing or by telephone to:

California Department of Public Health
District Manager
850 Marina Bay Parkway
Richmond, CA 94804-6403
(510) 620-3900

OR

AAAHC
5250 Old Orchard Road, Suite 200
Skokie IL 60077
(847) 853-6060

OR

Medicare patients should visit the website below to understand your rights and protections
<http://www.cms.hhs.gov/center/ombudsman.asp>

ADVANCE DIRECTIVES

An "Advance directive" is a general term that refers to your oral and written instructions about your future medical care, in the event that you become unable to speak for yourself. Each state regulates the use of advance directives differently. There are two types of advance directives: a living will and a medical power of attorney. If you would like a copy of the official State advance directive forms, visit http://www.calhealth.org/Download/AdvanceDirective_English.pdf or http://www.calhealth.org/Download/AdvanceDirective_Spanish.pdf

OUR SURGERY CENTER'S ADVANCE DIRECTIVE POLICY:

The majority of procedures performed at the Surgery Center are considered to be of minimal risk. Of course, no surgery is without risk. You and your surgeon will have discussed the specifics of your procedure and the risks associated with your procedure, the expected recovery and the care after your surgery.

It is the general policy of the Surgery Center that all patients are to be granted the benefit of resuscitative efforts in the event of a cardiac arrest regardless of the underlying disease and circumstances. Aspen recognizes that despite careful explanation of the facts and principles of therapies utilized in the operating room some patients may insist on the continuation of their DNR status into the operative setting. Patients who wish to continue their DNR status into the operative period must go through an informative process with the anesthesiologist and surgeon discussing the continuation or suspension of the DNR order during surgery. If a DNR is to be rescinded in the operating room, the anesthesiologist and surgeon will explicitly discuss with the patient, and document in the medical record, the circumstances under which the DNR will be reinstated.

I received information on patient rights, patient responsibilities, physician disclosure, advance directive policy and grievance policy at least one day in advance of my surgery.

Print Patient Name _____

Patient/Responsible Party Signature _____

Date _____