

## Financial Information

**Abington Surgical Center** charges a facility fee for each surgical procedure. In addition, you will receive a separate bill from your surgeon and anesthesiologist (if one is needed), and for any other professional services you receive while you are here—radiology, pathology, lab, etc.

**Co-pays and co-insurance.** As in all outpatient facilities and hospitals, you are responsible for co-pays and co-insurance required by your insurance company. When your procedure is scheduled, we contact your insurance company to verify your benefits and obtain co-pay information.

We then call you to confirm your financial responsibility due on the date of service. If information gathered from your insurance card is insufficient to determine co-pay requirements, you may be billed after the procedure.

**Deductibles.** If your insurance company requires you to pay a deductible before coverage begins, you are responsible to pay that amount on the day of surgery.

You may arrange a payment plan in advance if you will be unable to pay the full amount on your day of surgery.

Charges for **cosmetic surgery** and procedures not covered by insurance must be paid in full by the day of the procedure. The Center accepts cash, cashiers or certified check, VISA, Mastercard and Discover. We also accept Care Credit for cosmetic procedures.

**Your bill.** As a courtesy to you, **Abington Surgical Center** will bill your insurance company. However, any balance not paid by your carrier is your responsibility. If you do not have health insurance, or if you are a private pay patient (cosmetics), you are responsible to pay your bill either on the day of or prior to your surgery.

**Payment Deadline.** Full payment is due within 60 days from your date of service. Please contact your insurance company directly if you experience any delays. You are personally responsible for guaranteeing payment and being aware of your individual policy restrictions and benefits.

You may choose to handle your **Abington Surgery Center** financial obligations as follows:

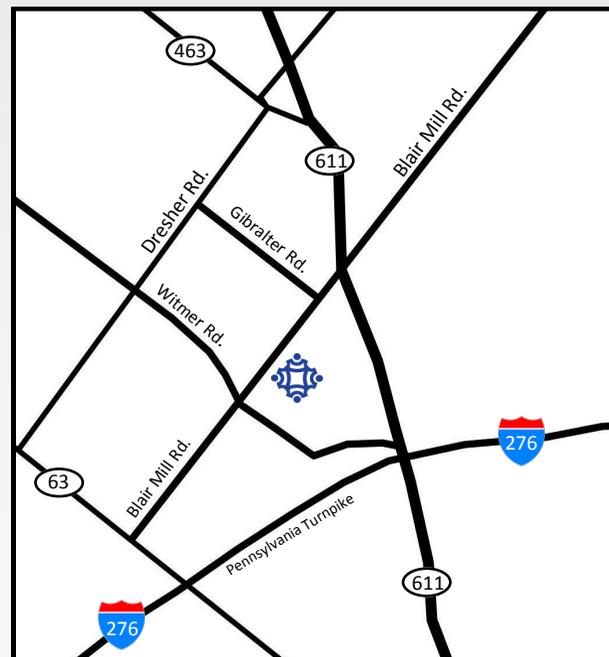
- **In person** at the Center. We accept Visa, MasterCard, Discover, personal checks, and cash. We do not accept personal checks for cosmetic surgery.
- **On line** at [www.Abingtonsurgery.org](http://www.Abingtonsurgery.org) through our website's secure link where sensitive banking and credit card information is transferred, encrypted, and stored. View and pay outstanding balances using your credit card, debit card, electronic check, or Health Savings Account. You may elect to pay minimum monthly payments of \$25 (depending on your balance) for up to one year. Full balance must be paid within one year.
- **By phone.** Call to pay your bill or set up a payment plan: **267-960-1402**. Have your credit card, debit card or check available.

**Questions.** Our patient financial advisor is always willing to help you answer any questions associated with finances of your surgery at Abington Surgery Center. Contact our patient financial advisor at 215-443-9483.

## Patient Responsibilities

- Provide the physician(s) and staff involved in your care with complete and accurate information regarding past and present health issues, medications and treatments via the online health questionnaire.
- Patients, visitors and care givers should be considerate and respectful to the Abington Surgical Center personnel and other patients. Particularly in patient care areas, refrain from making excessive noise.
- Follow all pre-operative instructions regarding time of arrival, diet and medication restrictions.
- Provide insurance information necessary for processing the Abington Surgical Center bill and also plan for payment of the health care bills as soon as possible.
- Keep appointments with us.
- Proper communication when it is not possible to keep your appointment, so that we can adjust our schedule appropriately.
- Assume responsibility for your discharge by arranging adult family member or adult friend support at the time of your discharge to continue for the following 24 hours.

2701 Blair Mill Road  
Suite 35  
Willow Grove, PA 19090



**ABINGTON SURGICAL CENTER**  
We're in this together.



## Abington Surgical Center

2701 Blair Mill Road  
Suite 35  
Willow Grove, PA 19090  
Phone: 215-443-8505  
Fax: 215-957-0565  
[www.abingtonsurgery.org](http://www.abingtonsurgery.org)

## Patient Information

**Abington Surgical Center is :**  
**Pa. Dept of Health Licensed**  
**Medicare Certified**  
**AAHC accredited.**

Abington Surgical Center complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.

If you require language assistance, services are offered free of charge by calling 1-800-305-9673 .

Patient name: \_\_\_\_\_

Procedure: \_\_\_\_\_

Surgeon name: \_\_\_\_\_

Procedure date: \_\_\_\_\_



## Welcome to Abington Surgical Center

### Pre-Registration Information

After your operation is scheduled by your surgeon, Abington Surgical Center requests that you visit the center's website at: [www.abingtonsurgery.org](http://www.abingtonsurgery.org) and click on the link **Patient Pre-Surgical Registration** to connect to the pre-registration site. **The site password is ASC267NEW.** The program will guide you step by step in providing Abington Surgical Center with your individualized health information. The online program uses the highest grade of internet security available. Completing the questionnaire will take about 30 minutes. You can log in and out if more than one sitting is needed to finish. Completing this online information is a requirement so the medical staff can review the patient's needs prior to surgery. This must be completed at least one week prior to your surgery.

**If you do not have access to the internet or family to assist you, please call the Preoperative Nurse at 267-960-1413** between the hours of 8:30am to 4:00pm, Monday thru Friday. The Pre-Admission Screening Office will assist you with completing the Pre-Surgical History prior to your procedure. If you experience technical problems, Simple Admit Customer service can be contacted at 877-848-4726.

Whether you are filling out the health survey by internet or phone, please have readily available the names, addresses and phone numbers of your physicians and a list of all medications you are taking, their dosages and frequency.

### Pre-Operative Information

- You will receive a phone call after 12pm the business day prior to your procedure confirming arrival time and specific instructions.
- You may brush your teeth.
- Do not smoke after midnight.
- Wear loose, comfortable clothing.
- Do not wear contact lenses.
- All jewelry and valuables must be left at home. All body piercings must be removed prior to surgery.
- Do bring insurance information, photo identification, insurance co-pay, and deductibles, etc. (if required)
- You must have an adult escort available to bring you to the Center and to take you home at the time of discharge. The escort must be available at all times on the premises. You will not be discharged to your home via cab, unless you have a responsible adult with you.
- An adult should remain with you 24 hours after your operation.
- In the event that a medical need arises, admission to a hospital may be required.
- **If you fail to follow these instructions, this may constitute a potentially dangerous anesthesia risk and may lead to the cancellation of your surgery.**

**Notify your surgeon if you develop any signs of illness. If you are unable to keep your appointment or will be late, please call the Center at 215-443-8505, and press #0 for the operator.**

### Fasting Instructions

**POLICY:** This policy applies to patients who are scheduled to receive general, spinal, sedation, monitored anesthesia care (MAC), or conscious sedation. It does not apply to patients scheduled for straight local anesthesia.

#### Adults

- Heavy meals are permitted up to 8 hours prior to surgery.
- Light meals are permitted 6 hours prior to the procedure. This includes toast and clear juices.
- No chewing gum on the day of surgery is permitted
- Clear liquids (i.e., water, apple juice, tea, black coffee, no milk, cream or orange juice) are permitted up to two hours before the arrival at the Center.
- If the time of surgery is moved ahead of schedule, anesthesia may proceed only at the discretion of the anesthesiologist.
- Medications will be reviewed in your call the day prior to your procedure. You will be instructed on what medications are permitted prior to surgery.

#### Adult Diabetic Policy

- **Same guidelines as Adult Fasting stated above.** Please have Patient follow primary doctor's instructions on dosing of insulin based on the individual's surgical schedule.

#### Children

- Light meal of toast, milk or infant formula up to 6 hours prior to surgery.
- Permit/encourage clear liquids, preferably glucose containing, up to two hours prior to surgery.

*NOTE: "Encourage" means that although a child need not be awakened from sleep to drink, if he awakens spontaneously, clear liquids should be offered.*

### Required Documentation

**CONSENT FORM** - This form is completed by you and your surgeon. It may be completed weeks prior to your procedure or on the day of your procedure.

**POWER OF ATTORNEY** - If you have a signed Power of Attorney or Proof of Guardianship, proof of such is required prior to your procedure.

**HISTORY AND PHYSICAL** - Your surgeon or primary physician must complete a History and Physical. The History and Physical form is available on the Abington Surgical Center website and at your surgeon's office.

**INSURANCE INFORMATION** - All insurance information, including cards, forms, claims address with phone number, insurance identification with policy/group number, and the name, address and phone number of employer. We also require the Social Security number and date of birth for the patient and the subscriber of the insurance.

### After Your Operation

After your operation you will be taken to the Recovery Room where you will be monitored and cared for until you are ready to go home. Time in the recovery room is highly variable (depending on individual differences and type of anesthesia), but typically ranges between 15 minutes and two hours.

### Advanced Directives

As part of the Medicare ASC Conditions for Coverage, Abington Surgical Center will query patients regarding advanced directives, document accordingly if an advance directive is presented, and place a copy of the directive on the patient's chart.

Abington Surgical Center will provide full resuscitative service for any patient requiring emergency life saving/support measures, even if a patient has executed an advanced directive to the contrary, until the patient is transferred to a hospital facility.

An advanced directive form for the state of Pennsylvania can be acquired at:

[www.everplans.com/articles/state-by-state-advance-directive-forms#Pennsylvania](http://www.everplans.com/articles/state-by-state-advance-directive-forms#Pennsylvania)

### Ownership

Abington Surgical Center is owned by local physicians and Abington Memorial Hospital.

### Complaints or Grievances

If you have a complaint or grievance which has not been satisfactorily resolved by a member of our staff, you may contact the following Abington Surgical Center Employees:

**Jen Lavin: Office Manager - 215-443-8505 x 114**

**Pamela Junkin, BSN: Director of Nursing - 215-443-8505x 151**

**Paul Lodge: Director - 267-960-1409**

**David Junkin, MD: Medical Director - 215-443-8505**

**Grievances and complaints may also be directed to:**

The Pennsylvania Department of Health Hotline:

1-800-254-5164

The hotline is available 24 hours a day, 7 days a week.

**Written correspondence can be sent to:**

Pennsylvania Department of Health, Acute and Ambulatory Care  
1937 New Hope Street, Floor 2, Norristown, PA 19401

**Medicare patients may direct grievances to:**

[www.cms.hhs.gov/center/ombudsman.asp](http://www.cms.hhs.gov/center/ombudsman.asp) or call:

1-800-633-4227