

PREPARING FOR SURGERY

YOUR SURGERY

At Women's Health Specialists we understand that preparing for and having surgery can be a difficult time for you and your family. Our surgical team is committed to providing you the highest quality of care to make your surgery as easy as possible. Please take a moment to read through this guide to better prepare you for your procedure.

YOUR SURGICAL TEAM

Pre-Operative:

Our surgical scheduling team coordinates, schedules and prepares you for your surgery. We work directly with your surgeon and are available to assist you throughout your surgical process. Please do not hesitate to call us at:

301.770.GYNS (4967) ext. 125

Fax: 301.468.0368

www.rockvillegyn.com

Surgeons:

Albert J. Steren, M.D., FACOG

James F. Barter, M.D., FACOG

Diane J. Snyder, M.D., FACOG

Amy Levav, M.D., FACOG

Shobha Sikka, M.D., FACOG

Your operative team will also include hospital staff, a physician's assistant, resident or fellow, and the anesthesiologist.

Post-Operative (after surgery):

Our nurses are available to assist you at anytime regarding medication issues, results, emergencies or clinical problems that may arise either before or after surgery. Please call 301.770.4967, ext. 130.

A physician is also on call 24 hours a day.

SCHEDULING YOUR SURGERY

After visiting with your surgeon, your care plan is reviewed and surgical orders are provided to our pre-operative surgical team who will coordinate with the hospital, your insurance company and other affiliates to plan your surgery. It is our goal to accommodate your schedule as much as possible when planning your surgery.

IT IS IMPORTANT TO PLAN YOUR SURGERY DATE CAREFULLY!

We do understand that the unexpected can arise and changes may need to be made. Please remember that these changes affect every procedure scheduled for that day.

PLEASE NOTE THAT A \$100 ADMINISTRATIVE FEE WILL BE ASSESSED FOR EACH DATE CHANGE OR CANCELLATION AFTER YOUR SURGERY HAS BEEN SCHEDULED.

To make any changes, please contact our office as soon as possible. The hospital cannot reschedule or cancel your surgery.

After your surgery date is selected, you will receive a packet containing your confirmation, pre-operative and post operative instructions. ***It is very important to read and follow the instructions carefully prior to surgery.***

You may be contacted with a new arrival time after your surgery is confirmed. This may happen if another surgery is moved or a conflict with equipment arises. We apologize for any inconvenience and appreciate your flexibility.

WOMEN'S HEALTH SPECIALISTS

6323 Executive Boulevard • Rockville, Maryland 20852

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DISABILITY FORMS

If your company requests a leave of absence form, Women's Health Specialists will provide you with a letter from your physician confirming the date of your surgery, the hospital and the approximate date you may return to work. Any specific forms from your company may be faxed or mailed to:

Women's Health Specialists
Attn: Disability
6301 Executive Boulevard
Rockville, Maryland 20852
Fax: 301.770.3209

Please include the dates and amount of time you are requesting off and where to return the completed forms. Your signature is required for permission to release your medical information. Disability forms are very specific and require us to provide your diagnosis and surgical procedure. Please allow two to three weeks to complete the forms. Some of the requested information is available only after surgery is completed. **There is a \$50 administrative fee** for completing the disability forms, which covers administrative expenses and providing medical records when indicated.

MAKING THE DECISION

You have the right as a patient to be informed about your condition and the recommended surgical, medical or diagnostic procedure your physician plans to perform. This allows you to make the decision whether or not to undergo the procedure after knowing the potential risks involved. At the time of surgery, you will be asked to sign a consent form disclosing some of those risks.

INSURANCE AUTHORIZATION

Your pre-operative team will contact your insurance company to obtain verification and authorization for your procedure. It is imperative we have your accurate insurance information. Please notify us immediately if you change your policy or coverage. Please be aware that you are responsible for co-pays and any deductibles per your insurance plan. Most procedures require preauthorization before surgery which can take several days. If we are unable to obtain authorization prior to surgery, we may need to reschedule your surgery to avoid you receiving costly medical bills.

SELF-PAY PATIENTS

Our billing department will contact you regarding surgical fees and payment options. Please call 301.770.4967, extension 155 with any questions.

ACCESS AROUND THE CLOCK

Because the surgical team spends a majority of their time on the phone, we have provided you with a voicemail system allowing access twenty four hours a day. We know there are times when you are unable to talk discreetly so please feel free to leave a private, detailed message anytime of the day or night. Providing us with a detailed message allows us to start or in some cases, complete the scheduling and precertification of your procedure.

Please provide us with an evening phone number and cell phone in case we are calling after hours.



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