

# The Ear, Nose and Throat Surgical Associates

## Information Regarding Your Surgery

### 1. Pre-Op Appointment at Physician's Office

A pre-op appointment is scheduled for \_\_\_\_\_ @ \_\_\_\_\_  
(Pt. Name) (Date & Time)

with Dr. \_\_\_\_\_ in our office at:

\_\_\_\_ 201 N. Lakemont Ave., Suite 100, Winter Park, FL 32792 407-644-4883  
\_\_\_\_ 107 The Hermits Trail, Altamonte Springs, FL 32701 407-834-9120  
\_\_\_\_ 44 W. Michigan Street, Orlando, FL 32806 407-422-4921  
\_\_\_\_ 400 Celebration Place, Suite A120, Celebration, FL 34747 407-422-4921

**Attached is a medication sheet that needs to be completed and brought with you to your pre-op appointment.**

**During your pre-op visit, our office will inform you of the time you will need to arrive for your surgery.**

### 2. Pre-Admission Appointment at the Hospital or Surgery Center

A pre-admission appointment is an additional appointment at the hospital/facility that may be necessary for your surgery after your pre-op appointment with your physician.

\_\_\_\_ A pre-admission appointment has been scheduled:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Facility: \_\_\_\_\_

If this appointment is inconvenient and you need to change or re-schedule this pre-admission appointment, please call the facility directly at: \_\_\_\_\_.

**Please note that this appointment must be scheduled after you have seen your physician in our office.**

\_\_\_\_ A pre-admission appointment is not necessary.

\_\_\_\_ If your surgery is scheduled at the Physicians' Surgical Care Center, please call 407-647-5100, option 2, two to three days prior to your surgery to pre-register. Thank you.

### 3. Surgery

Your surgery is scheduled for \_\_\_\_\_ at the hospital/facility checked below.  
(Date)

\_\_\_\_ **Physicians' Surgical Care Center**  
2056 Aloma Ave., Winter Park, FL 32792  
407-647-5100

\_\_\_\_ **Winter Park Hospital**  
200 N. Lakemont Ave., Winter Park, FL 32792  
407-646-7000

\_\_\_\_ **South Seminole Community Hospital**  
555 W. SR 434, Longwood, FL 32752  
407-767-1200

\_\_\_\_ **Florida Hospital Orlando-Medical Plaza**  
601 E. Rollins St., Orlando, FL 32803  
407-896-6611

\_\_\_\_ **Orlando Regional Health Care Systems**  
1414 S. Kuhl Ave., Orlando, FL 32806  
321-841-5111

\_\_\_\_ **Ambulatory Care Center**  
22 Underwood St., Orlando, FL 32806  
321-841-5111

\_\_\_\_ **Celebration Health**  
400 Celebration Place, Celebration, FL 34747  
407-303-4000

\_\_\_\_ **Other**  
\_\_\_\_\_  
\_\_\_\_\_

**Please bring a photo ID and insurance card with you to the hospital/facility.**

If you are the legal guardian, please bring the appropriate court documented paperwork.

***The parent, family member, guardian, or friend must stay at the hospital/facility during the patient's surgery and cannot leave the building.***

**Please Note: The patient cannot drive him or herself to or from the hospital/facility.**

## **Information Regarding Your Surgery**

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The patient may not eat or drink anything 8 hours before surgery. This includes water. The patient is not to have Aspirin or Aspirin products, Ibuprofen, which includes Advil, Motrin and Aleve, Vioxx, Celebrex, Ephedrine, Ginger, Garlic, St. John's Wort, Kavakava, Ginseng, Ginkgo Biloba, Vitamin C, Vitamin E, or other pill supplements, and Herbal Tea for 14 days prior to surgery. Tylenol and multivitamins are permitted. If the patient is on any blood thinners (i.e. Plavix, Coumadin), please check with the physician who prescribed this medication to determine when to stop taking it before your surgery.

A post-op appointment has been scheduled for \_\_\_\_\_ in the office checked below. (Date and Time)

Additional post-op appointments: \_\_\_\_\_

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_____ 201 N. Lakemont Ave., Suite 100, Winter Park, FL 32792	407-644-4883
_____ 107 The Hermits Trail, Altamonte Springs, FL 32701	407-834-9120
_____ 44 W. Michigan Street, Orlando, FL 32806	407-422-4921
_____ 400 Celebration Place, Suite A120, Celebration, FL 34747	407-422-4921

At your post-op appointment, please ask your physician when you can resume taking the medications listed on the first page, since this will vary depending on your individual situation. ***Please be advised that you cannot drive if you are on pain medication.***

Please note there are post-op instructions on our website, [www.entorlando.com](http://www.entorlando.com), for ear, sinus, and throat procedures.

### **4. Billing Information**

Our office will contact you if a deposit is required for the surgeon before the surgery date. Please be advised this is only an estimate prior to your surgery. The actual fee will be determined at the time of your surgery. This is subject to change based on the actual surgery performed. Before surgery, we will need payment for any unpaid deductible and the percentage that is your responsibility to pay. This payment is due whether or not our physicians are contracted providers for your insurance company. **Please note our office does not accept personal checks.** We do accept money orders, cash, Master Card, Visa, Discover, or American Express credit cards, or a cashier's check.

The hospital, anesthesiologist, and pathologist will bill separately for their services and you should contact them directly regarding your payment for these services.

Any description of benefits quoted or pre-certification obtained is not a guarantee of payment and is provided only as a courtesy. Pre-certification or authorization of procedures only ensures medical necessity. Claims will be processed according to eligibility and status of deductibles/co-insurances at the actual time the claim is received. The patient is ultimately responsible for knowing and understanding their insurance benefits, including pre-existing and exclusionary clauses.

If you have an emergency and have to cancel surgery, please call the office that scheduled your surgery and speak to the surgery scheduler. If the office is closed, please leave a message with our answering service and contact the hospital as soon as possible. **Please avoid canceling if at all possible.**