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Richard M. Chasen, M.D.
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Sean M. Karp, M.D.
Eileen Erskine, C.R.N.P.

Dear New Patient:

Welcome and thank you for trusting Capital Digestive Care, LLC with your care.

The enclosed packet contains our new patient registration forms. You will need to complete all registration forms and bring the completed forms with you to your visit along with the list of items below.

We now offer an interactive online patient portal (**gPortal**) that gives you access to update your personal information, view certain test results and communicate with your physician or physician's office. If you've already supplied us with your email, you may have received an invitation to our patient portal. If you haven't already done so, we urge you to share your email address with us so we can send you an invitation.

***** BE SURE TO REVIEW BOTH FRONT AND BACK OF PACKET*****

It is very important to bring the following items to your first visit:

- ✓ **The completed Patient Information Forms, Patient History Forms & Signed Notice of Privacy Practices enclosed in this packet**
- ✓ **Insurance Card/s**
- ✓ **Picture Identification (such as a driver's license)**
- ✓ **Any recent Laboratory (blood work) results related to your visit with us**
- ✓ **Any recent Radiology results related to your visit with us.** (This might include Upper GI Testing, Barium Enema, CT Scan, or Ultrasound results.)
- ✓ **A list of your current medications with the doses and the frequency taken**
- ✓ **For HMO patients requiring a referral, a referral from your Primary Care Physician**
- ✓ **Co-payment if applicable**

If you are being referred to us for an abnormal laboratory/radiology result, it is imperative that we have a copy of these results so that we can complete your consultation without having to repeat testing.

FAILURE TO BRING THE REQUIRED DOCUMENTS MAY RESULT IN YOUR APPOINTMENT BEING RESCHEDULED.

Please note there is a \$50 fee for appointments not cancelled within 48 hours.

Thank you for allowing us to participate in your medical care.
We look forward to seeing you soon. 03/09/16 gg



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PATIENT INFORMATION FORM

Date: _____

Patient Information:

Patient Name:	Patient Date of Birth:
Patient Address:	City, State, Zip:
Home Phone:	Work Phone:
Cell Phone:	Sex: M F
Height:	Weight:
Age:	Marital Status: Single Married Other
Social Security #:	Email Address:
Patient Employer:	Occupation:

Spouse's Information:

Spouse's Name:	Spouse's Date of Birth:
Spouse's Social Security #:	Spouse's Employer:
Spouse's Work Phone:	Spouse's Cell Phone:

Emergency Contact Information:

Emergency Contact Name and Number:

Physician Information:

Primary Care Physician:	Referring Physician:
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Laurel, MD
 7350 Van Dusen Rd
 Suite 210 & 230
 Laurel, MD 20707
 301-498-5500 Office
 301-498-7346 Fax

Columbia, MD
 5500 Knoll North Dr.
 Suite 460
 Columbia, MD 21045
 410-730-9363 Office
 410-730-2084 Fax

Takoma Park, MD
 7610 Carroll Ave
 Suite 250
 Takoma Park, MD 20912
 301-270-3640 Office
 301-270-3645 Fax

Primary Insurance:

Insurance Co. Name:	Phone #:
Address:	City, State, Zip:
Name of Policy Holder:	Social Security #:
Relationship to patient:	Date of Birth:
Insurance ID#:	Insurance Group:

Secondary Insurance:

Insurance Co. Name:	Phone#:
Address:	City, State, Zip:
Name of Policy Holder:	Social Security #:
Relationship to Patient:	Date of Birth:
Insurance ID#:	Insurance Group:

*****TO BE COMPLETED IF PATIENT IS A MINOR*****

Responsible Party:	Phone #:
Address:	City, State, Zip:
Employer:	Work Phone:

Communications Notification

Email address (please print): _____

Telephone: (Home) _____ (Mobile) _____

Capital Digestive Care employs a number of different resources for the purpose of contacting you to deliver important information. Your privacy is important to us and we will not share or sell your information to any third-party vendor except when required for legal and debt collection purposes. Listed below are examples of some of the reasons we may need to reach you using the information we collect at the time of registration (for new patients) or have on file (for established patients), which may include your email address, home or mobile telephone number.

- **Patient Portal Access:** If you choose to create an account, you will be able to update your personal information before or after your appointment, view certain test results and send messages to your doctor and/or doctor’s office.
- **Practice Announcements:** These may include new physician or provider announcements or provider retirement/relocation notifications.
- **Customer Service Improvements:** We are always evaluating applications to improve our service to you, including solutions to improve appointment scheduling, appointment reminders and procedure preparation. As the applications become available, you may receive a notification or registration invitation.
- **Digestive Health Information:** This may include information on new treatments or clinical research trials, notification of educational seminars on specific digestive health topics or other relevant information.
- **Collection Activity:** If your account becomes delinquent, Capital Digestive Care may employ the services of a collection agency to recover any outstanding balance on your account. You may request the removal of your mobile number for this purpose by providing written notification to Capital Digestive Care, ATTN: Billing Manager, 12510 Prosperity Drive, Suite 200, Silver Spring, MD 20904.

Patient Name (please print) _____ (revised 03-10-16 gg)

Patient Signature _____ **Date:** _____



Complete Patient History Form

Name: _____ Date of Birth: _____

The following information is **very important to your health**. Please take time to fully and completely fill out this important information. We are counting on you!

○ **Reason for visit** _____

Race

<input type="radio"/> White/Caucasian	<input type="radio"/> Black or African American	<input type="radio"/> Asian	<input type="radio"/> Hispanic or Latino
<input type="radio"/> American Indian or Alaska Native	<input type="radio"/> Native Hawaiian or Other Pacific Islander	<input type="radio"/> Mixed	<input type="radio"/> Other
<input type="radio"/> Unknown	<input type="radio"/> Patient Declines to provide information		

Ethnicity

<input type="radio"/> Hispanic or Latino	<input type="radio"/> Not Hispanic or Latino	<input type="radio"/> Patient Declines to provide information
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Gender

<input type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Other
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Preferred Language

<input type="radio"/> English	<input type="radio"/> Spanish	<input type="radio"/> Other _____
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Contact Preference

<input type="radio"/> Letter	<input type="radio"/> Other _____
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○ What **pharmacy** do you want us to use for any medications that are prescribed?

Pharmacy: _____

Allergies

<input type="radio"/> Patient has no known allergies	<input type="radio"/> Patient has no known DRUG allergies	<input type="radio"/> Adhesive tape	<input type="radio"/> Codeine Sulfate
<input type="radio"/> Erythromycin	<input type="radio"/> Latex	<input type="radio"/> IV Contrast	<input type="radio"/> Penicillins
<input type="radio"/> Sulfa	<input type="radio"/> Shellfish	<input type="radio"/> Other _____	<input type="radio"/> Other _____

Complete Patient History Form

Name: _____ Date of Birth: _____

Current Medications (include any Over-the-counter medications and any supplements you are currently taking)

None

Name	Dose	How taken

Immunizations

<input type="radio"/> None	<input type="radio"/> Flu vaccine When: _____	<input type="radio"/> Hepatitis A When: _____
<input type="radio"/> Hepatitis B When: _____	<input type="radio"/> Pneumovax When: _____	<input type="radio"/> TB Skin test When: _____

Diagnostic Studies

<input type="radio"/> None	<input type="radio"/> Colonoscopy When: _____	<input type="radio"/> Endoscopy/EGD When: _____
<input type="radio"/> CT Scan Abdomen/Pelvis When: _____	<input type="radio"/> MRI of Abdomen/Pelvis When: _____	<input type="radio"/> ERCP When: _____

Previous Procedures/Surgeries

<input type="radio"/> None	<input type="radio"/> Gallbladder removed	<input type="radio"/> Appendectomy	<input type="radio"/> Colon resection	<input type="radio"/> Small Bowel resection
<input type="radio"/> Exploratory Abdominal Surgery	<input type="radio"/> Gastric Bypass Surgery	<input type="radio"/> Lap Band Surgery	<input type="radio"/> Hemorrhoid Surgery	<input type="radio"/> Hemorrhoid Banding
<input type="radio"/> Abdominoplasty	<input type="radio"/> Hysterectomy	<input type="radio"/> Tubal Ligation	<input type="radio"/> Mastectomy	<input type="radio"/> Pacemaker Placement
<input type="radio"/> Defibrillator Placement	<input type="radio"/> Coronary Artery Bypass Graphing (CABG)	<input type="radio"/> Abdominal Aortic Aneurysm (AAA) Repair	<input type="radio"/> Heart Valve Replacement /Surgery	<input type="radio"/> Cardiac Catheterization /Stent
<input type="radio"/> Joint Replacement	<input type="radio"/> Back Surgery	Other _____		Other _____

Complete Patient History Form

Name: _____ Date of Birth: _____

Past or Present Medical History

Gastroenterology/Hepatology

<input type="checkbox"/> Colon polyps	<input type="checkbox"/> Colon cancer	<input type="checkbox"/> Irritable Bowel Syndrome	<input type="checkbox"/> Diverticulitis
<input type="checkbox"/> Crohn's Disease	<input type="checkbox"/> Ulcerative Colitis	<input type="checkbox"/> GERD /Reflux	<input type="checkbox"/> Barrett's Esophagus
<input type="checkbox"/> Ulcer Disease	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Hepatitis C	<input type="checkbox"/> Fatty Liver Disease
<input type="checkbox"/> Cirrhosis/Liver	<input type="checkbox"/> Celiac Disease	<input type="checkbox"/> Bowel Obstruction	<input type="checkbox"/> Pancreatitis
<input type="checkbox"/> Anemia in the past	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Cardiology

<input type="checkbox"/> Coronary Heart Disease	<input type="checkbox"/> Heart Valve Disease	<input type="checkbox"/> Congestive Heart Failure	<input type="checkbox"/> Heart attack
<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Atrial Fibrillation	<input type="checkbox"/> Vascular Disease	<input type="checkbox"/> High Cholesterol
<input type="checkbox"/> Stroke	<input type="checkbox"/> TIA (mini stroke)	<input type="checkbox"/> Other _____	

Pulmonary

<input type="checkbox"/> C.O.P.D.	<input type="checkbox"/> Asthma	<input type="checkbox"/> Sleep Apnea
<input type="checkbox"/> Blood Clots (leg)	<input type="checkbox"/> Blood Clots (lung)	

Other

<input type="checkbox"/> Anxiety Disorder	<input type="checkbox"/> Arthritis	<input type="checkbox"/> Bipolar Disorder	<input type="checkbox"/> Body Piercings
<input type="checkbox"/> Breast Cancer	<input type="checkbox"/> Current Pregnancy	<input type="checkbox"/> Depression	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Fibromyalgia	<input type="checkbox"/> Gout	<input type="checkbox"/> HIV Exposure	<input type="checkbox"/> HIV Infection
<input type="checkbox"/> Hypothyroidism	<input type="checkbox"/> Kidney Disease	<input type="checkbox"/> Kidney Stones	<input type="checkbox"/> Lung Cancer
<input type="checkbox"/> Ovarian Cancer	<input type="checkbox"/> Other Cancer	<input type="checkbox"/> Prostate Cancer	<input type="checkbox"/> Recurrent Infections
<input type="checkbox"/> Seizures	<input type="checkbox"/> Skin Cancer	<input type="checkbox"/> Tattoos	Other _____

Complete Patient History Form

Name: _____ Date of Birth: _____

Social History

<input type="radio"/> Single	<input type="radio"/> Married	<input type="radio"/> Divorced	<input type="radio"/> Separated
<input type="radio"/> Widowed	<input type="radio"/> Civil Union	<input type="radio"/> Unknown	<input type="radio"/> Other

<p>I drink alcohol:</p> <p>___ None</p> <p>___ Less than 7 per week</p> <p>___ More than 7 per week</p>	<p>I drink caffeine: (coffee, tea, cola, or other caffeinated drinks)</p> <p>___ None</p> <p>___ Occasionally</p> <p>___ Daily</p>	<p>I use tobacco: (Circle) Cigarettes Cigars</p> <p>Chewing tobacco</p> <p>___ Every Day ___ Only some days</p> <p>___ Former smoker</p> <p>___ Never smoked</p> <p>___ Smoker, Current status unknown</p> <p>___ Unknown if ever smoked</p>	<p>My drug use:</p> <p>___ None</p> <p>___ IV or inter-nasal drugs currently</p> <p>___ IV or inter-nasal drugs in the past</p>	<p>I exercise:</p> <p>___ None</p> <p>___ I exercise routinely</p>
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Family History

No knowledge of family history

No one in my family has a history of:

<input type="radio"/> Celiac Sprue	<input type="radio"/> Colon polyps	<input type="radio"/> Gallbladder Disease
<input type="radio"/> Liver Disease	<input type="radio"/> Stomach Cancer	<input type="radio"/> Colon Cancer
<input type="radio"/> Crohn's Disease	<input type="radio"/> Inflammatory Bowel Disease	<input type="radio"/> Polyps
<input type="radio"/> Ulcerative Colitis		

Someone in my family has a history of: (please check all that apply)

	Mother	Father	Sister	Brother	Grandmother	Grandfather
Colon Cancer						
Colon Polyps						
Crohn's Disease						
Gallbladder Disease						
Liver Disease						
Ulcerative Colitis						
Stomach Cancer						

Complete Patient History Form

Name: _____ Date of Birth: _____

Review of Systems....**What are your current symptoms today?** (check all that apply):

Allergic/Immunologic

allergic reactions
current infections

Cardiovascular

chest pain
irregular heart beat
rapid heart rate/palpitations
ankle swelling

Constitutional

fever
loss of appetite
weight loss

ENMT

nose bleeds
loss of vision
hoarseness
mouth sores

Endocrine

excessive thirst
heat or cold intolerance

Gastrointestinal

abdominal pain
abdominal swelling
change in bowel habits
constipation
diarrhea
gas
heartburn
nausea
rectal bleeding
stomach cramps
vomiting
difficulty swallowing
yellowing of skin

Genitourinary

blood in urine
recent darkening of urine

Hematologic/Lymphatic

easy bruising
anemia

Integumentary

itching
rashes
rashes/hives

Musculoskeletal

back pain
joint pain/arthritis

Neurological

dizziness
fainting
frequent headaches
vertigo
memory loss/confusion

Psychiatric

depression
anxiety/panic attacks

Respiratory

wheezing
frequent cough
shortness of breath when at rest

NOTICE OF PRIVACY PRACTICES

This Notice describes how medical information about you may be used and disclosed and how you may obtain access to this information. Please review it carefully. You have the right to obtain a paper copy of this Notice up on request

Patient Health Information

Under federal law, your patient health information is protected and confidential. Patient health information includes information about your symptoms, test results, diagnosis, treatment, and related medical information. Your health information also includes payment, billing, and insurance information.

How We Use Your Patient Health Information

We use health information about you for treatment, to obtain payment, and for health care operations, including administrative purposes and evaluation of the quality of care that you receive. Under some circumstances, we may be required to use or disclose the information even without your permission.

Example of Treatment, Payment and Health Care Operations

Treatment: We will use and disclose your health information to provide you with medical treatment or services. For example, nurses, physicians and other members of your treatment team will record and use it to determine the most appropriate course of care. We may also disclose the information to other health care providers who are participating in your treatment, to pharmacists who are filling your prescriptions, and to authorized family members who are helping with your care.

Payment: We will use and disclose your health information for payment purposes. For example, we may need to obtain authorization from your insurance company before providing certain types of treatment. We will submit bills and maintain records of payment from your health plan.

Health Care Operations: We will use and disclose your health information to conduct our standard internal operations, including proper administration of records, evaluation of the quality of treatment and to assess the care and outcomes of your case and others like it.

Special Uses

We may use your information to contact you with appointment reminders. We may also contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you. We may contact you for fundraising purposes, but you have the right to opt out of receiving such communications.

Other Uses and Disclosures

We may use or disclose identifiable health information about you for other reasons, even without your consent. Subject to certain requirements, we are permitted to give out health information without your permission for the following purposes:

Required by Law: We may be required to report gunshot wounds, suspected abuse or neglect, or similar injuries and events.

Research: We may use or disclose information for approved medical research.

Public Health Activities: As required by law, we may disclose vital statistics, diseases, information related to recalls of dangerous products, and similar information to public health authorities.

Health oversight: We may be required to disclose information to assist in investigations and audits, eligibility for government programs, and similar activities.

Judicial and administrative proceedings: We may disclose information in response to an appropriate subpoena or court order.

Law enforcement purposes: Subject to certain restrictions, we may disclose information required by law enforcement officials.

Deaths: We may report information regarding deaths to coroners, medical examiners, funeral directors, and organ donation agencies.

Serious threat to health or safety: We may use and disclose information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Military and Special Government Functions: If you are a member of the armed forces, we may release information as required by military command authorities. We may also disclose information to correctional institutions or for national security purposes.

Workers Compensation: We may release information about you for workers compensation or similar programs providing benefits for work-related injuries or illness.

Business Associates: We may disclose your health information to business associates or third parties that we have contracted with to perform agreed upon services.

We do not engage in selling your health information, however if we do, we will obtain your written authorization before we are permitted to sell your health information. In all other situations, including marketing activities, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

Individual Rights

You have the following rights with regard to your health information. Please contact the person listed below to obtain the appropriate form for exercising these rights.

Request Restrictions: You may request restrictions on certain uses and disclosures of your health information. You have the right to restrict disclosures of your health information to your health plan for payment and health care operations purposes (and not for treatment) if the disclosure pertains to a health care item or service for which you paid out-of-pocket in full. If requesting a restriction for a health care item or service for which you paid out-of-pocket in full, we will honor your request, unless the disclosure is necessary for your treatment or is required by law. For all other restriction requests, we are not required to agree to such restrictions, but, if we do agree, we must abide by those restrictions.

Confidential Communication: You may ask us to communicate with you confidentially by for example, sending notices to a special address or not using post-cards to remind you of appointments.

Inspect and Obtain Copies: In most cases, you have the right to look at or get a copy of your health information. There may be a small charge for the copies.

Amend Information: If you believe that information in your record is incorrect, or, important information is missing, you have the right to request that we correct the existing information or add the missing information.

Accounting or Disclosures: You may request a list of instances where we have disclosed health information about you for reasons other than treatment payment, or health care options.

Breach Notification: We are required to notify you in the event of a breach of your unsecured protected health information, and will do so

Our Legal Duty

We are required by law to protect and maintain the privacy of your health information, to provide this notice about our legal duties and privacy practices regarding protected health information, and to abide by the terms of the notice currently in effect.

Changes in Privacy Practices

We may change our policies at any time. Before we make a significant change in our policies, we will change our Notice and post the new Notice in the waiting area and each examination room. You can also request a copy of our Notice at any time. For more information about our privacy practices, contact the person listed below.

Complaints

If you are concerned that we have violated your privacy rights, or, you disagree with a decision we made about your records, you may contact the person listed below. You also may send a written complaint to the U.S. Department of Health and Human Services. The person listed below will provide you with the appropriate address upon request. You will not be penalized in any way for filing a complaint.

Contact Person

If you have any questions, requests, or complaints, Please contact:

The Privacy Officer
7350 Van Dusen Road
Suite 210
Laurel, MD 20707
(301) 498-5500

I _____
hereby acknowledge receipt of the Notice of Privacy Practices given to me.

Signed _____ Date:

If not signed, reason why acknowledgement was not obtained:

Staff Witness seeking acknowledgement:

Date:



There's a new way to communicate with your doctor and their office.

In addition to calling us during regular business hours, we now have an online patient portal that allows you 24/7 access from anywhere.

gPortal will allow you to

- Send messages to your doctor or their staff (all messages left will be processed the next business day)
- Request appointments
- Check your laboratory results
- Request prescription refills
- Update your personal and medical records

If you are interested in signing up for our gPortal, please complete the information below and an invitation will be emailed to you. **Your emailed invitation will be titled "Myportal-no reply with Capital Digestive Care in the subject." Be sure to check your spam and junk email for the invitation. If you don't receive your invitation within a couple days let us know and we'll resend it.**

Name: _____

Date of Birth: _____

Email Address: _____

Date: _____

Be sure to ask a staff member for a gPortal brochure. We look forward to communicating with you online.

Benefits



With gPortal, you can...

- Request appointments
- Check your results
- Send a message to our practice
- Update your personal and medical records
- Log-on 24/7- access from anywhere



gPortal,
the link between
you and our practice

How to Start...

Recommended for
Internet Explorer (8 or higher),
or Mozilla-Firefox.

Create
your username and password
today!

Start **taking an active role**
in your healthcare!

Contact...



**CAPITAL
DIGESTIVE
CARE**SM

First in Digestive Health

Maryland Digestive Disease Center
Laurel, MD
Columbia, MD
Takoma Park, MD
301-498-5500

Now we have an interactive
online portal
designed **specifically**
for you, our
valued **patient**

Introducing...



by

Capital Digestive Care

! If you need immediate medical attention,
please call 911 or go to your nearest hospital.



How do I register?

Step 1: You will receive an invitation email from our practice with a link and unique ID that will take you through the registration process.

Step 2: Click on the link in the invitation email to create a unique user ID and password.

Step 3: Once registered, complete your medical, family and social history.

You may send a message directly to our practice to update additional fields (ex. Address, Insurance information, etc).

Step 4: Click submit to send your information directly to our office



How do I...

Send a message to my Doctor's office?

- Click on the message tab.
- Click "new" and compose your message.
- Remember to hit send.

Receive messages through gPortal?

- You will receive a notification email when you have a message waiting in **gPortal**.
- Click on the message tab.
- Click on "new messages" to view your messages.

Date	Subject	From
6/20/12 10:12 AM	appt reminder	Carolyn Lubow
6/7/12 2:14 PM	update info	Carolyn Lubow

Update my personal information?

- Click "update" button.
- Click on the "personal info" tab.
- Change the information you want

How do I...

Reset my password?

- Click on the "change password" tab.
- Enter username, DOB and registered email address.

Frequently Asked Questions

Q: Can I schedule my appointment online through gPortal?

A: You may send a request to schedule your appointment and our practice will contact you.

Q: Does gPortal allow me to send a message directly to my physicians office?

A: Yes, you may send a message directly to our office through gPortal. We will make sure your message reaches the correct person so that your question is answered.

Q: Can I refill my prescriptions through gPortal?

A: No, you must go directly through your pharmacy in order to refill your prescription.

Q: What do I do if my account is locked due to too many failed log-in attempts?

A: Click on the change password tab and follow the instructions to create a new password.





Maryland Digestive Disease Center

TELEPHONE CALLS

If you wish to speak to your physician by telephone, please leave a message with our staff and your physician will return your call. Except for emergencies, calls may not be returned until after office hours.

BILLING AND INSURANCE

As a courtesy to our patients, we will file all necessary insurance forms to bill for services rendered. If payment is not received in thirty days from your carrier, it will be your responsibility to call your insurance company to facilitate payment. **It is also the patient's responsibility to ensure that all HMO referrals are valid and on file with the billing office. No exceptions will be made for HMO patients who do not have a referral on file.**

We participate with most insurance companies. We also accept all major credit cards.

Our Centralized Billing Office can assist you between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday. Please call 866-331-4232, option 2.

LOCATIONS

Laurel Medical Arts Pavilion

7350 Van Dusen Road
Suite 210
Business Office: Suite 250
Laurel, MD 20707
Tel 301-498-5500
Fax 301-498-7346

7610 Professional Building

7610 Carroll Avenue
Suite 250
Takoma Park, MD 20912
Tel 301-270-3640
Fax 301-270-3645

Columbia Medical Campus

5500 Knoll North Drive
Suite 460
Columbia, MD 21045
Tel 410-730-9363
Fax 410-730-2084



please visit us on the Web at:
www.capitaldigestivecare.com/MDD

Gastroenterology

JEFFREY S. GARBIS, M.D., F.A.C.G.
RICHARD M. CHASEN, M.D., F.A.C.G.
JEFFREY BERNSTEIN, M.D., F.A.C.G.
THEODORE Y. KIM, M.D., F.A.C.G.
MARVIN E. LAWRENCE II, M.D., F.A.C.G.
SEAN M. KARP, M.D., F.A.C.G.
PRITI BIJPURIA, M.D.

www.capitaldigestivecare.com/MDD

Welcome to our Medical Practice

INTRODUCTION

This booklet is designed to answer questions and provide information regarding our medical practice and office policies. We strive to provide patient satisfaction with high quality medical services in a relaxed atmosphere with teams of qualified personnel to assist you.

HOSPITALS

All physicians of Maryland Digestive Disease Center are Board Certified and have privileges at the following hospitals: **Laurel Regional, Washington Adventist, and Howard County General.** Unfortunately, we are unable to treat patients who are admitted to other hospitals in the area.

OFFICE HOURS

Our telephone hours are Monday through Friday 8:30 a.m. to 5:00 p.m. Office hours vary from location to location. Please call ahead if you plan on visiting an office without a scheduled appointment.

PATIENT APPOINTMENTS

We have three locations in which our physicians see patients. When making an appointment, please call 301-498-5500. If you need to be seen by your physician on an emergency basis, you may have to travel to an alternate location depending on appointment availability. We strive to see our patients as soon as possible to facilitate treatment.

If your appointment is for an initial office visit, our registration paperwork can be downloaded from our website at www.capitaldigestivecare.com/mdd or, if preferred, can be mailed to you upon request. Please bring your completed registration paperwork with you on the date of your visit. Insurance cards and picture ID's are collected at every visit. We also request that you bring all recent laboratory work, scans and x-rays related to your initial visit.

If you are a HMO patient, you must bring your referral form from your primary care physician. Also, please be prepared to pay your copayment at time of visit.

If you need to cancel an appointment, we require that you notify us 48 hours before your appointment. We reserve the right to charge for appointments canceled or broken without 48 hours advance notice.

Occasionally, hospital emergencies will result in a change in your appointment. We will notify you as soon as possible when this situation arises.

EMERGENCY CARE

For after hour needs, we employ a qualified answering service to assist you in connecting with the physician on call for emergencies only. The answering service can be reached at **240-790-1625**. All non-emergency calls should be placed during regular office hours.

PRESCRIPTIONS AND REFILLS

All prescriptions and refills should be requested during regular office hours allowing up to 72 hours to process your request. Please have your pharmacy fax or call us for refills.

Discover a New Standard for Your Digestive Health



DIRECTIONS TO OUR THREE LOCATIONS:

Laurel Office:

Laurel Medical Arts Pavilion
7350 Van Dusen Rd.
Suites 210 and 230
Laurel, MD 20707
Telephone: 301-498-5500
Fax: 301-498-7346
Business Office: Suite 250

From the South:

- Take I-95 North toward Baltimore
- Take exit 33A, which is Laurel Route 198.
- As you exit off ramp, stay in your far right lane.
- At intersection make right turn onto Van Dusen Road.
- Stay straight on Van Dusen.
- At 5th traffic light turn right into Laurel Regional Hospital's driveway. Our building sits to the right of of the hospital.

Takoma Park Office:

7610 Professional Building
7610 Carroll Ave.
Suite 250
Takoma Park, MD 20912
Telephone: 301-270-3640
Fax: 301-270-3645

From the North:

- Take I-95 South toward Washington to 495 toward Silver Spring
- Take exit 29-B University Blvd/Langley Park.
- Follow University Blvd., to Carroll Ave.
- Make a right on to Carroll Avenue.
- Go through the 1st traffic light and make a right into Washington Adventist Hospital Parking lot. Our building is to the immediate left.

Columbia Office:

Columbia Medical Campus
5500 Knoll North Drive
Suite 460
Columbia, MD 21045
Telephone: 410-730-9363
Fax: 410-730-2084

From 29 North or South:

- Take Exit 175 East (Exit 20A) toward Jessup
- Take first left at Thunderhill Road.
- Take the first left onto Lightning View.
- Take the first left onto Knoll North Drive.
- Our building is on the left.

From I-95 North or South:

- Exit onto 175 West (exit 41B) toward Columbia
- Keep left at the fork to continue onto 175W
- Approximately 4.5 miles turn right onto Thunderhill Rd.
- Make first left onto Lightning View.
- Make first left onto Knoll North Drive
- Our building is on the left.

(revised 3/10/16/gg)