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| Location | Use the attached pre-procedure planning and tip sheet to help you arrive at the proper place and time.   * Procedure patients may be asked to arrive 45 minutes early to complete intake activities. Hospital patents may be asked to arrive 1-2 hours early to complete intake activities. Please review your appointment reminder notices for accurate arrival times. |
| COVID Safety | Patients who develop COVID symptoms, travel internationally or are exposed to COVID between the time of scheduling their appointment and the date of the procedure must contact our office. |
| Medications | Talk to your doctor about any medications or supplements that you take routinely. Do not stop any prescription medications unless instructed by your prescribing physician. |

General Policies:

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| Transportation | Arrange for a ride from someone who can take responsibility for your care (over the age of 18).  They should arrive no later than 1 hour after your procedure time. If your appointment is after 3:00 pm, your ride must arrive no later than 4:30 pm**.** Ride services such as Uber, Lyft, taxi service, etc. are not permitted. |
| Cancellation | Our practice requires notification of cancellation within three (3) business days, otherwise, a fee of $150 will apply. |

**Your preparation requires the following dietary restrictions:** **CLEAR LIQUID DIET after 11:00pm the day before your procedure.**

This preparation requires you to follow a clear liquid diet after 11:00pm on the day before your procedure. Follow the instructions on when to start and when to stop your preparation.

Failure to follow instructions may result in the cancellation of your procedure – this is for your safety.

**Allowed on a clear liquid diet\***: Water, Apple juice, white grape and white cranberry juice, broth, tea, coffee (without milk, creamer or substitutes). Jell-O, Italian Ices, popsicles, sodas, Kool-Aid, Gatorade. (\*none of these may be the color red, orange or purple, or contain fruit pulp.)

**NOT ALLOWED:**

* Red, orange, or purple colored liquids or products.
* Milk, cream or non-dairy substitutes (such as artificial creamer, soy or nut milks).
* Juices containing pulp (i.e. orange, grapefruit, pineapple, tomato & V-8 juice) or frozen juice products containing pulp.
* Solid foods between 11:00 pm the day before your procedure until after your procedure.

√ **5 DAYS BEFORE THE PROCEDURE**:

* If taking iron supplements, discontinue until after your procedure.

√ **3 DAYS BEFORE THE PROCEDURE**:

* This is the last day to cancel your procedure without incurring a late cancellation fee.

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| **THE DAY BEFORE THE PROCEDURE** | | |
| **11:00 pm** | * Patients may not have any solid foods after 11:00 pm the night before the procedure. * You should drink only clear liquids from 11:00pm up until 3 hours before the procedure. * Do not consume anything by mouth 3 hours before your procedure time. See below for medication exceptions. **IF YOU EAT OR DRINK WITHIN THIS 3 HOUR TIME FRAME, THE PROCEDURE MAY BE POSTPONED OR CANCELED.** | |
| **DO NOT CONSUME FROM 11:00 PM THE DAY BEFORE YOUR PROCEUDRE UNTIL AFTER YOUR PROCEDURE**   * Solid foods. | **ALLOWED THE DAY BEFORE YOUR PROCEDURE AND THEN ONLY BETWEEN THE HOURS OF 11:00 PM AND 3 HOURS PRIOR TO YOUR PROCEDURE**   * Liquids: Water, Apple juice, white grape and white cranberry juice, broth, tea, coffee (without milk, creamer or substitutes), sodas, Kool-Aid, Gatorade. * Jell-O, Italian Ices, popsicles. | **NOT ALLOWED BETWEEN 11:00 PM AND 3 HOURS PRIOR TO YOUR PROCEUDRE**   * Red, orange, or purple colored liquids or products. * Milk, cream or non-dairy substitutes (such as artificial creamer, soy or nut milks). * Juices containing pulp (i.e. orange, grapefruit, pineapple, tomato & V-8 juice) or frozen juice products containing pulp. * Solid foods. |

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| **THE DAY OF THE PROCEDURE** | |
| **Medications** | * Take your blood pressure, Parkinson’s, seizure or asthma medications. Please take these medications 3 or more hours prior to the procedure start time **with only a small sip of water.** * If a physician has prescribed for you an inhaler for asthma, bring it with you to the procedure. |
| **Other Instructions** | * Bring your photo ID, insurance cards and co-payment, if required. * Wear comfortable clothing. Do not wear jewelry or bring valuables. * Do not wear perfume or lotions. |

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| Procedure date |  |
| Procedure time |  |
| Arrival time |  |
| Location name & address |  |
| Name of person providing your ride home |  |
| Relationship |  |
| Phone number |  |