



One Corporate Center at Horseshoe Pond
Suite 201 - 60 Commercial Street, Concord, NH 03301
Phone: (603) 415-9450 • Fax: (603) 415-9455

WELCOME TO THE CONCORD ENDOSCOPY CENTER

We are located at the Horseshoe Pond Medical Office Building on the 2nd Floor
60 Commercial Street, Suite 201 Concord, New Hampshire 03301

The information included in this packet contains specific instructions to prepare for your procedure at the Concord Endoscopy Center.

Please read all of your instructions when you receive this packet.

Your Procedure: _____ is scheduled at the
Concord Endoscopy Center on _____ Please Arrive By: _____
(Date) (Time)

Your procedure is scheduled with:

- Dr. Robert J. Chehade
- Dr. Burr J. Loew
- Dr. Scott R. Oosterveen
- Dr. Robert D. Thomson
- Dr. Michael J. Gilbert
- Dr. Leyla Ghazi
- Dr. Samuel C. Somers

- We prepare for your health care needs before your arrival at Concord Endoscopy Center. If you need to change or cancel your appointment please give us 72 hours notice.
- Call GI Associates at (603) 228-1763 to reschedule or cancel your appointment or if you have questions about the insurance or billing process.
- A Concord Endoscopy Center procedure nurse will be placing a reminder call to your home one week prior to the date of your scheduled procedure. If you have any additional questions or concerns regarding the procedure please call us at (603) 415-9450 and a nurse will assist you.
- Sedative medications used during the procedure cause drowsiness, slow reflexes, and changes in judgment for several hours after the examination. **You may not drive for 24 hours after sedation. For your safety and the safety of others - you must have an adult family member or friend accompany you and drive you home after the procedure. A taxi can only be used if you have an adult friend or family member accompanying you.**
- **Please bring your insurance cards and a government issued photo ID** (Driver's license, military ID, etc.). Starting in 2009, federal laws require us to photocopy your picture ID when you register for your procedure to prevent fraud for you and your insurance company.
- **Please check with your insurance company before your arrival to see where you need your biopsies, polyps and other specimens sent.** We contract with Concord Hospital and Quest Diagnostics Laboratories.
- Concord Endoscopy Center participates in the NH State Colon Registry program. Your participation is entirely voluntary; however the Concord Endoscopy Center physicians have chosen to participate in this very important program to learn more information about colon cancer prevention in our state.
- The Concord Endoscopy Center is not responsible for personal belongings and valuables. Please leave all valuables (including wallets, purses, and loose jewelry) at home or with your driver.
- **Please bring your glasses and hearing aids** and wear loose and comfortable clothes. You will be at the Concord Endoscopy Center for approximately 2 to 4 hours. Your ride may wait in our visitor lobby or he or she can leave us a number to call when you are ready to be taken home.

Thank you for your cooperation and we look forward to seeing you soon!
Concord Endoscopy Center Staff



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GI Associates of New Hampshire

60 Commercial Street, Suite 404

Concord, NH 03301

Phone: 603-228-1763 Fax: 603-228-7088

Esophagogastroduodenoscopy (EGD) Prep

You should eat a light supper between 6-7 pm the night before your exam and then no solid food after midnight.

You can have clear liquids until 4 hours prior to your procedure (see Clear Liquid Diet on back). NO SOLID FOODS.

5 Days before your appointment:

- Stop taking aspirin and any medication that contains Aspirin such as Excedrin®.
- Stop taking any over the counter pain medications (NSAIDS) that contain Ibuprofen, such as Motrin®, Aleve®, Advil®, and Naprosyn®. These products may cause an increased chance of bleeding if biopsies or polyps need to be removed.
- Stop taking Vitamin E.

Blood Thinning Medications:

- Certain blood thinning medications may be stopped by your doctor. We will contact your doctor, and let you know if you need to stop _____ (blood thinner) _____ days before your procedure. If you take Coumadin (Warfarin), you will need to have a prothrombin time performed before 11:00 AM the day before your procedure.

No Insulin or Diabetic Medication the morning of your procedure.

You must have someone to drive you home after the procedure. Sedation will be given for the exam and this may affect you for several hours. You will not be allowed to drive for 24 hours following the procedure. A taxi can only be used if you are accompanied by a friend or family member. When you return home it is advisable for someone to stay with you until effects of the sedation have worn off.

Special Instructions: _____

CLEAR LIQUID DIET

A clear liquid diet includes only liquids without pulp and particles and that when held up to light you can see through it. All red colored liquids must be avoided as they may hide polyps and/or alter the natural color of the colon mucosa.

Clear liquid choices are:

- Water
- Juice that you can see through (examples: apple, cranberry, white grape juice)
- NO JUICES CONTAINING PULP (examples: orange, grapefruit, tomato, apricot, etc.)
- Jell-O® (gelatin) any flavor **except** red coloring
- Popsicles, Italian ice, or ice pops without fruit (no sherbet or ice cream)
- Fat free chicken or beef broth or bouillon
- Soda
- Sports drinks – **any flavor except red drinks**
- Powdered clear “juice” mixes such as Kool-Aid® or Crystal Light® – **any flavor except red flavors/dyes**
- Coffee or tea with sugar or artificial sweetener but **NO dairy** (milk, cream or non-dairy creamers)

DO NOT USE:

- **Dairy products (milk, cream, non-dairy creamers, half and half, ice cream, soy milk, etc.,)**
- **Juices with pulp (orange, grapefruit, pineapple, tomato, apricot, etc.)**
- **Soups such as chicken noodle soups or other soups that contain vegetables, noodles, pasta or tomato. Broths must be clear and “see-through” without particles.**

Understanding Upper Endoscopy

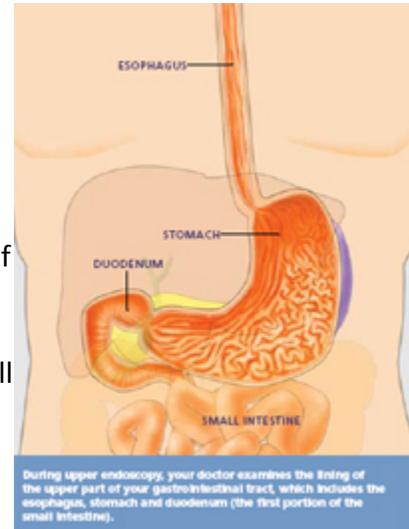
What is upper endoscopy?

Upper endoscopy lets your doctor examine the lining of the upper part of your gastrointestinal tract, which includes the esophagus, stomach and duodenum (first portion of the small intestine). Your doctor will use a thin, flexible tube called an endoscope, which has its own lens and light source, and will view the images on a video monitor. You might hear your doctor or other medical staff refer to upper endoscopy as upper GI endoscopy, esophagogastroduodenoscopy (EGD) or panendoscopy.

Why is upper endoscopy done?

Upper endoscopy helps your doctor evaluate symptoms of persistent upper abdominal pain, nausea, vomiting or difficulty swallowing. It's the best test for finding the cause of bleeding from the upper gastrointestinal tract. It's also more accurate than X-ray films for detecting inflammation, ulcers and tumors of the esophagus, stomach and duodenum.

Your doctor might use upper endoscopy to obtain a biopsy (small tissue samples). A biopsy helps your doctor distinguish between benign and malignant (cancerous) tissues. Remember, biopsies are taken for many reasons, and your doctor might order one even if he or she does not suspect cancer. For example, your doctor might use a biopsy to test for *Helicobacter pylori*, the bacterium that causes ulcers. Your doctor might also use upper endoscopy to perform a cytology test, where he or she will introduce a small brush to collect cells for analysis.



Upper endoscopy is also used to treat conditions of the upper gastrointestinal tract. Your doctor can pass instruments through the endoscope to directly treat many abnormalities - this will cause you little or no discomfort. For example, your doctor might stretch (dilate) a narrowed area, remove polyps (usually benign growths) or treat bleeding.

What preparations are required?

An empty stomach allows for the best and safest examination, so you should have nothing to eat or drink, including water, for approximately six hours before the examination. Your doctor will tell you when to start fasting as the timing can vary.

Tell your doctor in advance about any medications you take; you might need to adjust your usual dose for the examination. Discuss any allergies to medications as well as medical conditions, such as heart or lung disease.

Can I take my current medications?

Most medications can be continued as usual, but some medications can interfere with the preparation or the examination. Inform your doctor about medications you're taking, particularly aspirin products or antiplatelet agents, arthritis medications, anticoagulants (blood

thinners such as warfarin or heparin), clopidogrel, insulin or iron products. Also, be sure to mention any allergies you have to medications.

What happens during upper endoscopy?

Your doctor might start by spraying your throat with a local anesthetic or by giving you a sedative to help you relax. You'll then lie on your side, and your doctor will pass the endoscope through your mouth and into the esophagus, stomach and duodenum. The endoscope doesn't interfere with your breathing. Most patients consider the test only slightly uncomfortable, and many patients fall asleep during the procedure.

What happens after upper endoscopy?

You will be monitored until most of the effects of the medication have worn off. Your throat might be a little sore, and you might feel bloated because of the air introduced into your stomach during the test. You will be able to eat after you leave unless your doctor instructs you otherwise.

Your physician will explain the results of the examination to you, although you'll probably have to wait for the results of any biopsies performed.

If you have been given sedatives during the procedure, someone must drive you home and stay with you. Even if you feel alert after the procedure, your judgement and reflexes could be impaired for the rest of the day.

What are the possible complications of upper endoscopy?

Although complications can occur, they are rare when doctors who are specially trained and experienced in this procedure perform the test. Bleeding can occur at a biopsy site or where a polyp was removed, but it's usually minimal and rarely requires follow-up. Perforation (a hole or tear in the gastrointestinal tract lining) may require surgery but this is a very uncommon complication. Some patients might have a reaction to the sedatives or complications from heart or lung disease.

Although complications after upper endoscopy are very uncommon, it's important to recognize early signs of possible complications. Contact your doctor immediately if you have a fever after the test or if you notice trouble swallowing or increasing throat, chest or abdominal pain, or bleeding, including black stools. Note that bleeding can occur several days after the procedure. If you have any concerns about a possible complication, it is always best to contact your doctor right away.

IMPORTANT REMINDER:

This information is intended only to provide general guidance. It does not provide definitive medical advice. It is very important that you consult your doctor about your specific condition.

<https://www.asge.org/home/for-patients/patient-information/understanding-upper-endoscopy>

GI ASSOCIATES OF NH

60 Commercial Street, Suite 404
Concord, NH 03301
603-228-1763
603-228-7088 fax

454 Old Street Rd, Suite 208
Peterborough, NH 03458
603-924-1759
603-924-4687 fax

Patients Responsibility Prior to Procedure

Patient Name: _____

Procedure: _____

Date & Time of Procedure: _____

Place of Procedure: _____

We require that you contact your insurance company to verify that you are covered for the procedure above. On the back of your insurance card should be numbers for you to use to contact your insurance company, please call them to ensure that you are covered and are aware of any out-of-pocket expenses that you may owe.

In addition to your physician bill and the hospital or facility bill, you may receive separate bills from pathology, radiology, laboratory, and anesthesia depending on the procedure.

If you have any questions regarding the insurance coverage of your procedure GI Associates is happy to assist you. *Please call 603-228-1763 and ask to speak to a billing specialist.* GI Associates will work directly with you and your insurance company to ensure that everyone is aware of the possible out-of-pocket costs.

If you do not have health insurance and need Financial Aid or you need to set up a payment plan please call the following numbers depending on your place of procedure.

- Concord Endoscopy Center or Concord Gastroenterology, PA – 603-228-1763 (payment plans)
- Concord Hospital - 603-225-2711 ask for Patient Accounts (financial aid)
- Dartmouth-Hitchcock – 603-229-5080 (financial aid)
- Monadnock Community Hospital – 603-924-4699 ext 4281 (Financial Aid or a Payment Plan)

Be sure to ask your insurance company the following questions:

- What are my policy benefits for this procedure?
- What is my deductible and co-insurance?
- What portion of the charges will I be responsible for?
- (if your procedure is a colonoscopy) What is the difference between a screening and diagnostic colonoscopy and how does that effect how my insurance covers costs?
- Which lab facilities am I allowed to have specimens sent to?

If your insurance company requests diagnostic codes or procedure codes GI Associates can never be sure which code will apply until the physicians makes the determination during the procedure. Please ask your insurance to review all scenarios of coverage.

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From the moment you enter Concord Endoscopy Center (CEC), your health and well-being are our first consideration. This booklet includes important information that we are required to provide you. We encourage you to review its content and discuss any questions or concerns you may have with the staff caring for you. When you arrive for your appointment, you will be asked to sign a document that you have received this information. Do not hesitate to call us if you have any questions or concerns.

Directions to the Medical Offices at Horseshoe Pond

From the north:

I-93 south to exit 15W. Turn right at stop sign and proceed to flashing yellow light. Turn right at flashing yellow light onto Commercial Street. Proceed to stop sign and turn right, continuing on Commercial Street, and turn right into Corporate Center at Horseshoe Pond.

From the south:

I-93 north to exit 15W (393/202 west). Turn right at flashing yellow light onto Commercial Street. Proceed to stop sign and turn right, continuing on Commercial Street, and turn right into Corporate Center at Horseshoe Pond.

From the west:

I-89 south to I-93 north to exit 15W (393/202 west). Turn right at stop sign and proceed to flashing yellow light. Turn right at flashing yellow light onto Commercial Street. Proceed to stop sign and turn right, continuing on Commercial Street, and turn right into Corporate Center at Horseshoe Pond.

From the east:

393/202 west (cross over I-93) to right at flashing yellow light onto Commercial Street. Proceed to stop sign and turn right, continuing on Commercial Street, and turn right into Corporate Center at Horseshoe Pond.

Concord Endoscopy Center, LLC is a combined venture between GI Associates of New Hampshire, Mary Hitchcock Memorial Hospital and Concord Hospital.

Financial Concerns

We are committed to providing medically necessary care to patients who cannot pay for all or part of their care, as well as helping patients to access their healthcare benefits. A financial assistance program allows qualified applicants to receive care on a sliding-fee basis.

CEC routinely bills all primary and secondary insurance plans for patients. Patients with large deductibles or co-payments can meet with financial counselors who will help establish payment plans. For more information or to receive an Application for Financial Assistance, call GI Associates of NH at (603) 228-1763.

Your Responsibility

Many healthcare plans have tried to contain costs by limiting coverage; increasing referral, pre-certification or prior authorization requirements; or transferring more of the cost to patients. Below is a list of tasks that are part of our healthcare language as a result of these changes.

- **Referral:** Managed care authorization from your primary care provider (PCP) allowing you to seek specialty services from another provider. Failure to get a referral can result in a higher out-of-pocket expense.
- **Insurance verification:** The process of confirming coverage, deductible, co-pay and PCP information from your insurance carrier.
- **Pre-certification and prior authorization:** Medical necessity screening by insurance plans or a utilization review partner prior to the provision of service.
- **Co-payment:** The managed care member participation cost for services in various locations such as a physician's office, emergency department, specialist's office or locations out of network.
- **Advance beneficiary notice (ABN):** Required from Medicare beneficiaries when specific outpatient diagnostic services do not meet medical necessity screening as defined by Medicare.
- **Waiver of liability:** A signed statement by you accepting financial responsibility if your insurance denies any portion of the claim by failing to adhere to plan requirements.

- **Medicare as a secondary payer questionnaire:** A set of prescribed federally regulated questions that must be answered at a Medicare patient visit to ensure proper coordination of benefits so that Medicare does not pay the cost of service if another party is liable.
- **Claims:** Billing forms submitted to insurance companies allowing them to pay for services provided.
- **Explanation of medical benefits (EOMB or EOB):** Statements provided by your insurance company that explain what it paid and the amount you are responsible to pay.
- **Deductible:** The out-of-pocket amount you elect to pay before health insurance coverage is available. Deductibles are the patient responsibility through the contract you have with your medical insurance company.
- **Coinsurance:** The portion of the allowed amount that must be paid by the member out-of-pocket.
- **Patient statement or bill:** The statement from your provider that lists the amount covered by insurance and your remaining balance. The patient statement and EOB should always agree.
- **Laboratory and Pathology Restrictions:** Some insurance companies restrict where the patient can have lab tests done or where specimens can be processed. **Please call your insurance company before arriving at Concord Endoscopy Center to determine if your insurance company applies laboratory restrictions. The patient is responsible for knowing his or her own particular insurance plan.** Concord Endoscopy Center routinely sends specimens to Concord Hospital Laboratory but also contracts with Quest Laboratories.

If you have any questions, please contact billing services at GI Associates of NH at (603) 228-1763.

Patient's Bill of Rights

1. The patient shall be treated with consideration, respect and full recognition of the patient's personal dignity and individuality, including privacy in treatment and personal care, and including being informed of the name, licensure status and staff position of all those with whom the patient has contact, pursuant RSA 151:3-b.
2. The patient shall be fully informed of a patient's rights and responsibilities and of all procedures governing patient conduct and responsibilities. This information must be provided orally and in writing before or at admission, except for emergency admission. Receipt of the information must be acknowledged by the patient in writing. When a patient lacks the capacity to make informed judgments, the signing must be by the person legally responsible for the patient.

3. The patient shall be fully informed in writing, in language that the patient can understand, before or at the time of admission and as necessary during the patient's stay, of the facility's basic per diem rate and those services included and not included in the basic per diem rate. A statement of services that are not normally covered by Medicare or Medicaid shall also be included in this disclosure.
4. The patient shall be fully informed by a healthcare provider of his or her medical condition, healthcare needs and diagnostic test results, including the manner by which such results will be provided and the expected time interval between testing and receiving results, unless medically inadvisable and so documented in the medical record, and shall be given the opportunity to participate in the planning of his or her total care and medical treatments, to refuse treatment and to be involved in experimental research upon the patient's written consent only. For the purpose of this paragraph, "healthcare provider" means any person, corporation, facility or institution either licensed by this state or otherwise lawfully providing healthcare services including, but not limited to, a physician, hospital or other healthcare facility, dentist, nurse, optometrist, podiatrist, physical therapist or psychologist, and any other officer, employee or agent of such provider acting in the course and scope of employment or agency related to or supportive of healthcare services.
5. The patient shall be transferred or discharged after appropriate discharge planning only for medical reasons, for the patient's welfare or that of other patients, if the facility ceases to operate, or for nonpayment for the patient's stay, except as prohibited by title XVIII or XIX of the Social Security Act. No patient shall be involuntarily discharged from a facility because the patient becomes eligible for Medicaid as a source of payment.
6. The patient shall be encouraged and assisted throughout the patient's stay to exercise the patient's rights as a patient and citizen. The patient may voice grievances and recommend changes in policies and services to facility staff or outside representatives free from restraint, interference, coercion, discrimination or reprisal.
7. The patient shall be permitted to manage the patient's personal financial affairs. If the patient authorizes the facility in writing to assist in the management and the facility consents, the assistance shall be carried out in accordance with the patient's rights under this subdivision and in conformance with state law and rules.
8. The patient shall be free from emotional, psychological, sexual and physical abuse and from exploitation, neglect, corporal punishment and involuntary seclusion.
9. The patient shall be free from chemical and physical restraints except when they are authorized in writing by a physician for a specific and limited time necessary to protect the patient or others from injury. In an emergency, restraints may be authorized by the designated professional staff member in order to protect the patient and others from injury. The staff member must promptly report such action to the physician and document same in the medical records.
10. The patient shall be ensured confidential treatment of all information contained in the patient's personal and clinical record, including that stored in an automatic data bank, and the patient's written consent shall be required for the release of information to anyone not otherwise authorized by law to receive it. Medical information contained in the

medical records at any facility licensed under this chapter shall be deemed to be the property of the patient. The patient shall be entitled to a copy of such records upon request. The charge for the copying of a patient's medical records shall not exceed \$15 for the first 30 pages or \$.50 per page, whichever is greater, provided that copies of filmed records such as radiograms, X-rays and sonograms shall be copied at a reasonable cost.

11. The patient shall not be required to perform services for the facility. Where appropriate for therapeutic or diversion purposes and agreed to by the patient, such services may be included in a plan of care and treatment.
12. The patient shall be free to communicate with, associate with and meet privately with anyone, including family and residential groups, unless to do so would infringe upon the rights of other patients. The patient may send and receive unopened personal mail. The patient has the right to have regular access to the unmonitored use of a telephone.
13. The patient shall be free to participate in activities of any social, religious and community groups, unless to do so would infringe upon the rights of other patients.
14. The patient shall be free to retain and use personal clothing and possessions as space permits, provided it does not infringe upon the rights of other patients.
15. The patient shall be entitled to privacy for visits and, if married, to share a room with his or her spouse if both are patients in the same facility and where both patients consent, unless it is medically contraindicated and so documented by a physician
16. The patient shall not be denied appropriate care on the basis of race, religion, color, national origin, sex, age, disability, marital status or source of payment, nor shall any such care be denied on account of the patient's sexual orientation.
17. The patient shall be entitled to be treated by the patient's physician of choice, subject to reasonable rules and regulations of the facility regarding the facility's credentialing process.
18. The patient shall be entitled to have the patient's parents, if a minor, or spouse or next of kin or personal representative, if an adult, visit the facility, without restriction, if the patient is considered terminally ill by the physician responsible for the patient's care.
19. The patient shall be entitled to receive representatives of approved organizations as provided in RSA 151:28.
20. The patient shall not be denied admission to the facility based on Medicaid as a source of payment when there is an available space in the facility.
21. Subject to the terms and conditions of the patient's insurance plan, the patient shall have access to any provider in his or her insurance plan network and referral to a provider or facility within such network shall not be unreasonably withheld pursuant to RSA 420-J:8, XIV.

ADVANCE DIRECTIVES

Living Will& Durable Powers of Attorney for Healthcare

In New Hampshire, you have the right to let others know your wishes regarding medical care—in advance through the Living Will and Durable Powers of Attorney for Health Care. You have the right to accept or refuse medical care.

A federal law known as the Patient Self-Determination Act requires that upon admission to the hospital you be asked if you have a Living Will and/or Durable Power of Attorney for Health Care. If you have one or both documents, we want to be sure we have them on file and respect your wishes. Please mail a copy to CEC, 60 Commercial Street, Concord, NH 03301 or bring a copy with you on the day of your procedure.

If you have not already completed one or both, the law requires that CEC provides you with information about your right to complete these documents if you choose.

If you have any questions, please discuss them with your primary care physician.

PRIVACY NOTICE

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Concord Endoscopy Center and GI Associates of NH Joint Notice of Privacy Practices

This notice is issued by Concord Endoscopy Center, LLC, a combined venture between GI Associates of New Hampshire (an entity which includes Dartmouth - Hitchcock Concord and Concord Gastroenterology), Mary Hitchcock Memorial Hospital and Concord Hospital. If you have any questions about this notice, please contact our privacy officer at (603) 228-1763.

Protected Health Information (PHI) is information, including demographic information, that may identify you and that relates to health care services provided to you, the payment of health care services provided to you, or your physical or mental health or condition, in the past, present or future. This Notice of Privacy Practices describes how we may use and disclose your PHI. It also describes your rights to access and control your PHI.

As a provider of health care, we are required by Federal law to maintain the privacy of PHI and to provide you with this notice of our legal duties and privacy practices. We are required to abide by the terms of this Notice of Privacy Practices, but reserve the right to change the Notice at any time. Any change in the terms of this Notice will be effective for all PHI that we are maintaining at that time. Upon your request, we will provide you with any revised Notice of Privacy Practices by calling the office and requesting that a revised copy be sent to you in the mail or asking for

one at the time of your next appointment. We will also promptly post the revised Notice of Privacy in the office reception area.

Permitted uses and disclosures

General Rules

Federal law allows a health care provider to use or disclose PHI as follows:

- **You.** We will disclose your PHI to you, as the covered individual, at your request.
- **Authorization.** We will disclose your PHI pursuant to the terms of an authorization signed by you. Circumstances where we would seek your authorization include, but are not limited to, the release of any psychotherapy notes in our possession, or if we use your PHI for marketing or before we would ever sell your PHI. Additionally, we will seek your authorization prior to the disclosure of your PHI in any circumstance not otherwise covered by this Privacy Notice. If you choose to sign an authorization to disclose your PHI, you can later revoke that authorization in writing to stop any future uses and disclosures (to the extent that we haven't taken any action relying on the authorization).
- **Personal representative.** We will disclose your PHI to a personal representative designated by you to receive PHI, or a personal representative designated by law such as the parent or legal guardian of a child, your agent under an advanced directive, your guardian, a surviving spouse where there is no administration of a deceased individual, or the executor or administrator of a deceased individual.
- **Treatment.** We will use and disclose your PHI to provide, coordinate, or manage your health care and any related services. Treatment refers to the provision and coordination or management of healthcare and related services by one or more health care providers, including consultation or referral. For example, we may disclose your PHI from time-to-time to another physician or health care provider (e.g., a specialist, laboratory or pharmacy) who, at the request of your physician, becomes involved in your care by providing assistance with your health care diagnosis or treatment to your physician. (State statutes require us to ask for your written consent with respect to disclosure of certain kinds of clinical information, such as medical records relating to HIV/AIDS, mental health, drug or alcohol treatment, and genetic testing). In the interest of providing you with comprehensive health services, the Concord Endoscopy Center and GI Associates of New Hampshire will share your PHI as necessary to provide for your health care.
- **Payment.** We may use and disclose your PHI in order to bill and collect payment for the treatment and services provided to you. Payment refers to the collection of premiums, reimbursements, coverage, determinations, billing, claims management, medical necessity determinations, utilization review, and pre-

authorization services. For example, we may provide portions of your PHI to our billing company and your health plan to get paid for the health care services we provided to you. We may also disclose your PHI to another health care provider for its payment activities if it received your PHI for treatment purposes.

- **Health care operations.** We may disclose your PHI in order to operate this Practice. Health care operations refer to specified administrative support activities by or for a health care provider, including quality assessment and improvement, peer review, training and credentialing of providers, and legal and auditing functions. For example, we may use your PHI in order to evaluate the quality of health care services that you received or to evaluate the performance of the health care professionals who provided health care services to you.
- **Appointments and follow - up.** We may use or disclose your PHI, as necessary, to contact you to remind you of your appointment, or to call you before and/or after your visit to see how you are feeling and to answer any questions you may have. We may use or disclose your PHI, as necessary, to provide you with information about treatment alternatives or other health-related benefits and services that may be of interest to you.
- **Business associates.** We will share your PHI with third party “business associates” that perform various activities (for example, billing or transcription services) for the practice and for the Concord Endoscopy Center. Whenever an arrangement between the GI Associate of New Hampshire office or the Concord Endoscopy Center and a business associate involves the use or disclosure of your PHI, we have a written contract that contains terms that will protect the privacy of your PHI.
- **Other uses and disclosures.** We may use a sign-in sheet at the registration desk where you will be asked to sign your name. We may also call you by name in the waiting room when your physician is ready to see you.

Uses and Disclosures Allowed Without Authorization or Opportunity to Agree or Object

Federal law also allows a health care provider to use and disclose PHI, without your consent or authorization, or opportunity to agree or object, in the following ways:

- **When a disclosure is required by federal or state law.** For example, the law requires that we report information the Department of Health and Human Services about victims of abuse, neglect, or domestic violence. We may also disclose PHI when ordered in a judicial or administrative proceeding.
- **For public health activities.** For example, we are required to report information about deaths, and communicable diseases to government officials in charge of collecting that information, and we provide coroners, medical examiners, and funeral directors necessary information relating to an individual’s death.

- **For health oversight activities.** For example, we may provide information to assist the government when it conducts an investigation or inspection of a health care provider or organization.
- **For purposes of organ donation.** We may notify organ procurement organizations to assist them in organ, eye, or tissue donation and transplants.
- **For research purposes.** In certain limited circumstances, we may provide PHI in order to allow researchers to conduct medical research. In most such circumstances, we would be required to get your written authorization before doing so.
- **To avoid harm.** In order to avoid a serious threat to the health or safety of a person or the public, we may provide PHI to law enforcement personnel or persons able to prevent or lessen such harm. We may also use or disclose your PHI to an authorized public or private entity to assist in disaster relief efforts.
- **For specific government functions.** We may disclose PHI of military personnel and veterans in certain situations. And we may disclose PHI for national security purposes, such as protecting the President of the United State or conducting intelligence operations.
- **For workers' compensation purposes.** We may provide PHI in order to comply with workers' compensation laws.

The examples of permitted uses and disclosures listed above are not provided as an all-inclusive list of the ways in which PHI may be used. They are provided to describe in general the types of uses and disclosures that may be made.

Permitted and Required Uses and Disclosures That May Be Made With Your Authorization or Opportunity to Object

We may use and disclose your protected health information in the following instances. You have the opportunity to agree or object to the use or disclosure of all or part of your protected health information. If you are not present or able to agree or object to the use or disclosure of the protected health information, then your physician may, using professional judgment, determine whether the disclosure is in your best interest. In this case, only the protected health information that is relevant to your health care will be disclosed.

- **Others Involved in Your Healthcare.** If you agree or do not object, we may disclose to a member of your family, a relative, a close personal friend or any other person you identify, your protected health information that directly relates to that person's involvement in your health care or payment for your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment.

Your rights in relation to protected health information

You have the following rights with respect to your PHI:

- **The right to request limits on uses and disclosures of your PHI.** You have the right to ask that we limit how we use and disclose your PHI. We will consider your request but are not legally required to accept it. If we accept your request, we will put any limits in writing and abide by them except in emergency situations. You may not limit the uses and disclosures that we are legally required or allowed to use.
- **The right to choose how we send PHI to you.** You have the right to ask that we send information to you to an alternate address (for example, sending information to your work address rather than your home address) or by alternate means (for example, email instead of regular mail). We must agree to your request so long as we can easily provide it in the format that you requested.
- **The right to see and get copies of your PHI.** In most cases, you have the right to look at or get copies of your PHI that we have, but you must make the request in writing. If we don't have your PHI but we know who does, we will tell you how to get it. We will respond to you within 30 days after receiving your written request. In certain situations, we may deny your request. If we do, we will tell you, in writing, our reasons for the denial and explain your right to have the denial reviewed.
- If you request copies of your PHI, we will charge you \$.50 for each page. Instead of providing the PHI you requested, we may provide you with a summary or explanation of the PHI as long as you agree to that and to the cost in advance.
- The right to get a list of the disclosures we have made (except disclosures made for treatment, payment or health care operations, disclosures authorized by you, and other disclosures accepted by federal regulation).
- You have the right to get a list of instances in which we have disclosed your PHI for a period of up to six years prior to the date of the request, but not before April 14, 2003 when the federal privacy rule took effect.
- We will respond within 60 days of receiving your request. The list will include the date of disclosure to whom PHI was disclosed (including the address if known), a description of the information disclosed, and the reason for disclosure. We will provide the list to you at no charge, but if you make more than one request in the same year, we will charge you a reasonable fee to cover our cost.
- **The right to correct or update your PHI.** If you believe that there is a mistake in your PHI or that a piece of important information is missing, you have the right to request that we correct the existing information or add the missing information. You must provide the request and your reason for the request in writing. We will

respond within 60 days of receiving your request. We may deny your request in writing if the PHI is (i) correct and complete in the judgment of your treating healthcare provider, (ii) not created by us, (iii) not allowed to be disclosed, or (iv) not part of our records. Our written denial will state the reasons for the denial and explain your right to file a written statement of disagreement with the denial. If you do not file one, you have the right to request that your request and our denial be attached to all future disclosures of your PHI. If we approve your request, we will make the change to your PHI, tell you that we have done it, and tell others that need to know about the change to your PHI.

- **The right to get this notice by email.** You have the right to get a copy of this notice by email. Even if you have agreed to receive notice via email, you also have the right to request a paper copy of this notice.
- **The right to opt out of Fundraising Communications.** You have the right to opt out of receiving any fundraising communications from us.
- **The right to restrict communications with your Health Plan.** You have the right to request that we not disclose to your Health Plan your PHI related to any health care item or service if you paid out-of-pocket in full for it.
- **Breach notification.** We will notify you if there has been a breach in the privacy of your PHI.

Complaints

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our privacy officer of your complaint. We will not retaliate against you for filing a complaint. You may contact the Director of CEC, 60 Commercial St., Ste 201, Concord, NH 03301, 603-415-9450 or the Practice Manager at GI Associates of NH, 60 Commercial St., Ste 404, Concord, NH 03301, 603-228-1763. The state agency to which grievances may be sent regardless of whether a grievance is filed with Concord Endoscopy Center is:

State of New Hampshire

Department of Health & Human Services

Bureau of Health Facilities Administration
3345

129 Pleasant Street, Concord, NH 03301-3857

(603) 271-4592 or NH toll free (800) 852-

www.medicare.gov/ombudsman.resources.asp

Effective Date

This notice first published and effective on April 14, 2003, has been revised and is effective in its current form as of June 28, 2017.

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Effective June 2017

CEC Reviewed 2015,2017, 2018



One Corporate Center at Horseshoe Pond
Suite 201 • 60 Commercial Street, Concord, NH 03301
Phone: (603) 415-9450 • Fax: (603) 415-9455

CONCORD ENDOSCOPY CENTER

FINANCIAL DISCLOSURE AND BILLING INFORMATION

- Concord Endoscopy Center is a joint venture between CGI Endoscopy, Mary Hitchcock Memorial Hospital, and Concord Hospital. CGI Endoscopy physicians are not employees of Concord Endoscopy Center, Mary Hitchcock Memorial Hospital or Concord Hospital.
- We are required by Federal law to notify you that some physicians hold financial interests or ownership in Concord Endoscopy Center. The following physicians have a financial interest in Concord Endoscopy Center: Robert Thomson, MD, Samuel Somers, MD, and Robert Chehade, MD.
- Concord Endoscopy Center is licensed by the State of New Hampshire, accredited by the Accreditation Association for Ambulatory Healthcare (AAAHC) and certified by Medicare.
- Concord Gastroenterology is the scheduling and billing agent for Concord Endoscopy Center and will bill your insurance company for you.
- You are responsible for co-pays and insurance deductibles by your contract with your insurance company. You will receive a bill for the facility, which includes medications, nursing care, and use of equipment and facility services. You will receive a separate bill for the physician's services. In addition, if there are any specimens taken for laboratory analysis, you will receive separate billing for outside lab services and lab analysis.
- Please bring your current insurance cards and a government issued photo ID (Driver's license, military ID, etc) with you at the time of your appointment. Starting in 2009, federal laws now require us to photocopy your ID when you register for your procedure to prevent fraud for you and your insurance company. If you have any questions about your insurance co-pays, insurance deductibles, or questions about the billing process, please call Concord Gastroenterology at (603) 228-1763.
- Credit card payments and/or payment plans for deductibles and co-pays for the Concord Endoscopy Center are managed by Concord Gastroenterology. Financial assistance is available for qualifying individuals according to NH state guidelines. Concord Endoscopy Center honors NH Health Access cards and financial aid previously approved by Concord Hospital.

Concord Endoscopy Center is open Monday through Friday and is closed on most major holidays. Appointments are scheduled in the center by GI Associates of New Hampshire (Phone 603-228-1763).

Should you have any questions or concerns about the care you will be receiving at Concord Endoscopy Center, please feel free to contact GI Associates of NH (603-228-1763) or call one of the Concord Endoscopy Center Registered Nurses at 603-415-9450.