

Perry L. Kamel, M.D.
737 North Michigan Avenue, Suite 620
Chicago, Illinois 60611
Fax: 312.573.9636
312.573.9626

COLONOSCOPY INSTRUCTIONS FOR OSMO PREP™ BOWEL PREPARATION
900 NORTH MICHIGAN SURGICAL CENTER

APPOINTMENT DATE: _____ **APPROXIMATE START TIME:** _____

Location and Check-In:

The 900 North Michigan Surgical Center is located at 60 East Delaware (Bloomingdale's Building), 15th floor, Chicago, IL 60611, phone number 312.440.5150. Please arrive at least **1 hour** before your scheduled procedure time to check in. If you are also scheduled to have an **EKG please arrive at least 1 hour and 15 minutes** before your scheduled procedure time to check in. Expect to stay at the 900 North Michigan Surgical Center for approximately 2½ hours.

Parking:

The 900 North Michigan Surgical Center offers parking at the Self-Park Garage with entrance located at **911 N. Rush Street**.

You must bring your ticket with you when you check in to be validated by our receptionist in order to receive a discount. Enter the Delaware Place elevator bank and proceed to the Surgical Center on the 15th floor. The Delaware Place elevator can be accessed from the southeast side of the parking garage.

Completion of Forms:

Please complete the Health History, Patient Information and Financial Policy forms, as soon as possible.

PLEASE FAX THE COMPLETED FORMS TO OUR OFFICE AT 312.573.9636 or MAIL THE FORMS to Dr. Perry Kamel's office at 737 North Michigan Avenue, Suite 620, Chicago, IL 60611-6662.

Colonoscopy:

Colonoscopy is an examination that enables Dr. Kamel to view the lining of the rectum and colon. A colonoscope is a thin flexible tube with a tiny video camera on the end. Complications with colonoscopy are very uncommon. One possible complication of polyp removal is severe bleeding. A tear in the lining of the colon may occur. Both of these complications require hospitalization and, possibly, surgery. Please discuss possible complications with Dr. Kamel.

Preparing for Colonoscopy:

Inform Dr. Kamel if you have an **ICD (implantable cardioverter defibrillator)** and if you are on any of the following medications: **anticoagulants (blood thinners), insulin or oral diabetes medications approximately one week prior to your scheduled procedure.** The dosage of these medications will need to be adjusted or discontinued. Your other medications can be continued. On the day of your colonoscopy, take all of your routine medications with sips of water. Tylenol or acetaminophen is perfectly safe to take prior to your colonoscopy.

Diet: Seven days prior to your colonoscopy, stop eating all seeds, nuts and corn.

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Clear Liquid Diet: *The following diet should be taken for the entire day before--not just 24 hours prior to your exam--and continued up to 2 hours prior to your colonoscopy:* water, coffee/tea (no added sugar, cream and/or milk is **not** allowed), soft drinks, clear fruit juices (such as white cranberry juice, white grape juice, apple and lemonade), popsicles, broth or bouillon. No red or purple (such as grape juice or cranberry juice). **Ingestion of Jell-O, sugar, milk or cream on the day of the test, may cause your procedures to be delayed or cancelled.**

DO NOT EAT OR DRINK ANYTHING DURING THE 2 HOURS PRIOR TO YOUR COLONOSCOPY, INCLUDING SUCKING ON CANDY OR CHEWING GUM.

Taking the Osmo Prep™ Tablets:

First 20 Osmo Prep™ Tablets:

The evening before your colonoscopy, 20 of the OsmoPrep™ tablets will be taken over a 1-hour time period. **Starting at 5 p.m. (you can start earlier or later than 5 p.m.),** take 4 Osmo Prep™ tablets every 15 minutes with at least 1 glass (8 ounces) of clear liquids (water, any clear carbonated drink or clear juice). **It is very important to drink at least 8 ounces of clear liquid when taking the Osmo Prep™ tablets to prevent excessive fluid loss or dehydration.** Do not exceed 20 Osmo Prep™ tablets. You will begin having bowel movements within 1 to 2 hours after finishing the 20 Osmo Prep™ tablets.

<u>Dose 1</u>	<u>5:00 p.m.</u>	4 tablets with 8 ounces of clear liquids
<u>Dose 2</u>	<u>5:15 p.m.</u>	4 tablets with 8 ounces of clear liquids
<u>Dose 3</u>	<u>5:30 p.m.</u>	4 tablets with 8 ounces of clear liquids
<u>Dose 4</u>	<u>5:45 p.m.</u>	4 tablets with 8 ounces of clear liquids
<u>Dose 5</u>	<u>6:00 p.m.</u>	4 tablets with 8 ounces of clear liquids

****Follow-up the last dose of tablets with an additional 12 ounces of clear liquids.***

Last 12 Osmo Prep™ Tablets: On the **day of your colonoscopy**, the last 12 Osmo Prep™ tablets will be taken over a 30 minute period. At least 3 hours before leaving home, **take 4 Osmo Prep™ tablets every 15 minutes with at least 1 glass (8 ounces) of clear liquids (water, any clear carbonated drink or clear juice).** **It is very important to drink at least 8 ounces of clear liquid when taking the Osmo Prep™ tablets to prevent excessive fluid loss or dehydration.**

<u>Dose 1 (Take at least 3 hours before leaving home)</u>	_____ a.m.	4 tablets with 8 ounces of clear liquids
<u>Dose 2 (Take 15 minutes after Dose 1)</u>	_____ a.m.	4 tablets with 8 ounces of clear liquids
<u>Dose 3 (Take 15 minutes after Dose 2)</u>	_____ a.m.	4 tablets with 8 ounces of clear liquids

****Follow-up the last dose of tablets with an additional 12 ounces of clear liquids.***

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If you cannot tolerate the Osmo Prep™ tablets, or if you are not passing clear yellow liquid after completing the 32 tablets, call Dr. Kamel's office at 312.573.2457, or his answering service after hours at 312.649.2952, to speak to Dr. Kamel.

During the Colonoscopy:

Dr. Kamel will explain the examination and answer any questions you may have. An anesthesiologist will give you pain and sedative medications through an IV to keep you comfortable. The colonoscope will be inserted into your rectum and gently advanced through the colon. The colonoscopy procedure usually lasts 30 minutes and is well tolerated. Any discomfort that takes place usually comes as a bloating feeling when the physician adds air into the colon to expand the folds of the colonic tissue for easier viewing, or a cramping feeling when the colonoscope is advanced around the curves of the large intestine.

After the Colonoscopy:

You will be monitored after the procedure in the recovery area for a minimum of ½ hour. Dr. Kamel will discuss your test results with you. Biopsy results take several days to return, and Dr. Kamel will discuss them with you by telephone. **You absolutely cannot drive until the following day, and an adult must accompany you home. You may not walk, take a taxi, or any public transportation home unless you are accompanied by a responsible adult.**

You may do light activity for the remainder of the day. It is important for you to recognize signs and symptoms that should be reported to your physician, which are: severe abdominal pain, fever (above 100.5°), chills or severe rectal bleeding. Some scant bleeding may occur. Please be aware you will receive written discharge instructions before leaving the Surgical Center.

You can speak to Dr. Kamel if you have any questions or concerns after returning home, either at the office 312.573.2457, or after hours at 312.649.2952.

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HEALTH HISTORY FORM

Name: _____ Social Security No: _____
Date: _____ Birthdate: _____

Reason for Visit: _____

Symptoms: Please check the symptoms you currently have or had in the past year:

General: Fever ____ Chills ____ Weight Gain ____ Weight Loss ____ Fatigue ____
Loss of Appetite ____
Eyes: Glaucoma ____ Retinopathy ____
ENT: Sinus Drainage ____ Hoarseness ____ Sore Throat ____
Heart: High Blood Pressure ____ Heart Attack ____ Chest Pain ____ High Cholesterol ____
History of Heart Valve Infection ____ Artificial Valve ____
Pulmonary: Shortness of Breath ____ Cough ____ Asthma ____ Emphysema/Bronchitis ____
GI: Abdominal Pain ____ Nausea ____ Vomiting ____ Heart Burn ____
Difficulty Swallowing ____ Change in Bowel Habits ____ Constipation ____
Diarrhea ____ Rectal Pain ____ Rectal Bleeding ____
GU: Male Blood in Urine ____ Urinary Frequency ____ Nocturnal Urination ____
Female Blood in Urine ____ Burning ____ Incontinence ____ Mammogram ____
Pelvic Exam and PAP Smear ____ Hormone Replacement Therapy ____
Joints/Muscle: Back Pain ____ Joint Pain ____ Joint Swelling ____
Skin: Rashes ____ Cancer ____
Neurologic: Stroke ____ Seizures ____ Headache ____
Psychiatric: Depression ____ Anxiety ____
Endocrine: Diabetes ____ Thyroid ____
Hematologic: Anemia ____ Swollen Glands ____ Easy Bruising ____

Medical History: Please list significant current and past medical problems:

1) _____ 2) _____ 3) _____
4) _____ 5) _____ 6) _____

Surgical History: Please list prior surgeries and date of operation:

1) _____ 2) _____ 3) _____

Medications: Please list medications you are currently taking, dose and frequency:

1) _____ 2) _____ 3) _____
4) _____ 5) _____ 6) _____

HEALTH HISTORY FORM (Cont'd.)

Name: _____

Social Security No: _____

Date: _____

Birthdate: _____

Allergies: Please list medications you are allergic to and type of reaction:

1) _____ 2) _____ 3) _____

Health Habits: Please check the substances you use and describe how much you use:

Tobacco _____ Alcohol _____ Caffeine _____ Drugs _____

Social History: Married ____ Divorced ____ Single ____ Widow ____ Partner ____

Children: _____ Occupation: _____

Family History: Please fill in your family's health information:

	Age	Health Conditions	Age at Death	Cause of Death
Father	_____	_____	_____	_____
Mother	_____	_____	_____	_____
Brothers	_____	_____	_____	_____
	_____	_____	_____	_____
Sisters	_____	_____	_____	_____
	_____	_____	_____	_____

Any significant gastrointestinal illnesses in family members? Please list:

1) _____

2) _____

I certify that the above information is correct to the best of my knowledge. I will not hold the doctor, or any members of his staff, responsible for any errors or omissions that I may have in the completion of this form.

Signature

Date

Reviewed By

Date

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Our office policy requires payment for all medical services at the time of visit, unless other arrangements have been made with the business manager.

_____ Date

PATIENT INFORMATION (PLEASE PRINT)

NAME: _____ DATE OF BIRTH: _____
 ADDRESS: _____ HOME# () _____
 CITY: _____ STATE: _____ ZIP _____ WORK# () _____
 SOCIAL SECURITY # _____ SEX: _____ CELL# () _____
 REFERRED BY: _____ MARITAL STATUS: S M D W SEP PART

PATIENT'S EMPLOYMENT INFORMATION

EMPLOYER: _____ OCCUPATION: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

SPOUSE/PARTNER'S INFORMATION

SPOUSE/PARTNER'S NAME: _____ SS# _____
 EMPLOYER: _____ WORK# () _____

ADDITIONAL INFORMATION

YOUR PHARMACY: _____ PHONE# () _____
 RESPONSIBLE PARTY: SELF SPOUSE PARENT PARTNER NAME _____

INSURANCE INFORMATION

ALL INFORMATION MUST BE COMPLETED OR WE CANNOT SUBMIT YOUR FEE TO YOUR INSURANCE COMPANY

PRIMARY INSURANCE	SECONDARY INSURANCE
Policy Holder: _____	Policy Holder _____
Relationship to Patient: _____ DOB _____	Relationship to Patient: _____ DOB _____
Insurance Co. Name: _____	Insurance Co. Name: _____
Address: _____	Address: _____
City: _____ State _____ Zip _____	City: _____ State _____ Zip _____
ID# _____ Group# _____	ID# _____ Group# _____

I hereby authorize Perry L. Kamel, M.D., S.C. to furnish information to my insurance carriers concerning my treatments and illness, and I hereby assign to the doctor all payments for medical services rendered to myself or my dependants. **I understand that I am responsible for any amount not covered by my insurance(s).**

SIGNATURE _____ DATE _____
 (Patient and/or guardian, if minor)

Please complete this registration form and fax or mail back with a copy of the front and back of your insurance card as soon as possible. Discounted parking is available at the Self-Park Garage with entrances located at 120 E. Walton Street and 911 N. Rush Street. Please bring your ticket with you to the 900 North Michigan Surgical Center. The validation provided is good for 3 hours of free parking. After three hours the validated ticket will provide a \$14.00 credit toward parking fees incurred. You pay at the parking garage, but you need to bring your ticket with you to the office to be stamped.

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FINANCIAL POLICY

Your insurance statement consists of two parts--a patient portion and an insurance portion. When an insurance company is responsible for medical services, you are responsible only for the patient portion. However, when an insurance carrier delays, or withholds payment, both the insurance and the patient portion become your responsibility.

In the absence of insurance carrier payment, our office policy is to bill your credit card for payment in full. We will do our best to work with all insurance carriers.

When your account has gone beyond a 90-day limit, it is extremely important that you speak with your insurance carrier concerning payment. If the insurance carrier eventually pays for medical services, we will refund the charges we have made on your credit card.

Send To: Perry L. Kamel, M.D., S.C.
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Credit Card Information (please print):

Name of Card Holder: _____
Last First MI

Name of Patient: _____
Last First MI

Name of Card: ___ VISA ___ MASTERCARD ___ DISCOVER ___ AMERICAN EXPRESS

Card Number: _____

Expiration Date: Month (00) _____ 20_____

Authorized Signature: _____

Home Billing Address: _____

Billing Address (if different): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

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PERRY L. KAMEL, M.D., S.C., FINANCIAL POLICY

ILLINOIS STATE LAW requires insurance carriers to pay claims within 30 days of receipt. Insurance carriers who fail to comply with these state standards are subject to additional requirements and penalties. Many, in fact most, insurance carriers have been very slow in reimbursing physicians for medical services and are therefore not in compliance with these regulations.

Perry L. Kamel, M.D., S.C., has instituted a policy addressing unpaid charges which have been submitted to your carrier. If your account is three (3) months or more past due, it may become your responsibility to pay the remaining portion, which will appear on your patient account statement. We will contact you prior to making a charge to your personal credit card for outstanding balances beyond three months.

If your insurance company forwards payment after you have paid your balance, we will gladly credit your account.

We suggest that you monitor your personal account with us very closely and follow the balance as it ages beyond thirty days, at which time you should call your insurance company and request a "claim status report".

Keep in mind the following points when speaking with the insurance claim manager:

- Identify the date of service for the unpaid claim
- Record and retain the date that you called the insurance company
- Record and retain the name of contact with the insurance company
- Identify and correct the problem causing payment delay
- Verify that the insurance company has the appropriate billing information including:
 - Full name of insured
 - Full address of insured
 - Guarantors name of policy
 - Social security number for the guarantor
 - Correct billing address for your policy
 - Insurance policy number

Ask the claims manager when you can reasonably expect a reimbursement and correction of the problem.

Follow up periodically with the same person to ensure activity occurs on your personal account.

Please complete the credit card information sheet in order to ensure proper continuity of care within our practice. When your insurance carrier is holding or denying payment for medical services rendered, it is best if you call them directly with your concerns and questions.