

Medications

Take all your regular medications except those listed below (unless directed otherwise). This list of medications is not exhaustive and you should check with your doctor if you are unsure about your medications.

Diabetic medications (insulin or oral tablets) generally should be withheld on the morning of the procedure. Metformin should not be taken the day before colonoscopy. Please discuss with your Doctor beforehand. Please bring any diabetic medications with you on the day of your admission. Your blood sugar level will be recorded on admission and again after your procedure

Iron tablets should be stopped 5 days prior to your colonoscopy

Reason distorts the colour of the stool

Blood thinning tablets (anti-coagulants) may need to be stopped as directed, please obtain medical advice prior to ceasing these medications. You may not be able to stop taking them and if that is the case we need to be aware you have continued to take them

Reason Bleeding risk

Anti-Coagulants (Consult with your cardiologist or general practitioner)

- Coumadin
- Marevan
- Warfarin
- Pradaxa

Reason Bleeding risk

Anti-Inflammatory Drugs should be stopped 2 days prior to your procedure (except Prednisone which should be continued)

- Brufen
- Indocid
- Nurofen
- Diuretics
- Ibuprofen
- Orudis
- Feldene
- Naprosyn
- Voltaren

Reason Bleeding risk

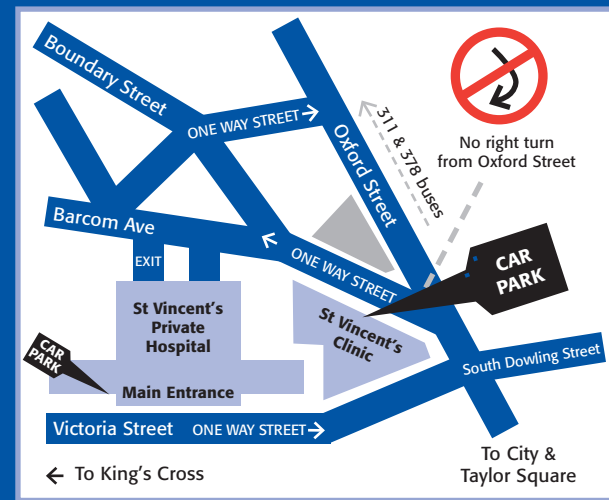
Platelet Inhibitors (Consult with your cardiologist or general practitioner particularly if you have a Cardio-Vascular stent)

- Dindevan
- Persantin
- Reopro
- Clovis
- Iscover
- Plavix
- Ticlid
- Tilodene

Reason Bleeding risk

Aspirin should be stopped 2 days prior to your procedure

Reason Bleeding risk



The DEC's location

We are located on Level 6, Suite 601 of St Vincent's Clinic, on the corner of Victoria and Oxford Streets in Darlinghurst NSW.

Car parking

St Vincent's Clinic car park is located in Barcom Avenue, behind Victoria Street and can be accessed via Boundary Street or from Oxford Street. This is a private car park with associated charges. St Vincent's General Hospital has a privately operated car park. Access is via Victoria Street only.

Bus

Any buses which travel through Darlinghurst are suitable. In particular the 378, or 311 from Central Station to Oxford Street and the 389 from Circular Quay to North Bondi stop in close proximity to St Vincent's Clinic. The State Transit Authority website contains further details. www.statetransit.info

Train

Kings Cross Station on the Eastern Suburbs line, then a short flat walk along Victoria Street toward Oxford Street.

HOURS OF OPERATION

Monday to Thursday 7am until 7pm

Friday 7am until 6pm

In accordance with the Private Health Facilities Regulations 2010, Part 6, this is to certify that

Drs C Bariol, DJ Byrnes, RB Feller, A Stoita, CR Vickers, A Walsh, AR Wettstein and DB Williams are the proprietors of the premises in which the Diagnostic Endoscopy Centre operates. Additionally Drs Bariol, Byrnes, Edwards, Feller, Vickers, Walsh and Wettstein own the Company Votrait No 604 Pty Ltd (ACN 003 914 592), the licensee and operator of the Centre.



DIAGNOSTIC ENDOSCOPY CENTRE

PATIENT INFORMATION LEAFLET

Please ensure you read this information as soon as you receive it.

The Diagnostic Endoscopy Centre is an ACHS-accredited Day Hospital



St. Vincent's Clinic
601 / 438 Victoria Street,
Darlinghurst NSW 2010

Phone: 8382 6622 Fax: 8382 6602

www.diagnosticendoscopy.com.au

Information for Patients Being Admitted to the Diagnostic Endoscopy Centre

The following information accompanies this leaflet:

- A letter confirming your appointment
- A Booking Information Form
- Medical History form on which you should record your medical history (CP02)
- Specific instructions for procedure preparation
- Estimation of fees
- Sedation and Our Discharge Policy form

On Discharge (For Your Safety)

You **must** have someone come to the Unit and accompany you home after your procedure. You may not take a taxi home unless you are accompanied by a responsible adult. **Failure to do so may result in your treatment being cancelled.** If your accompanying person wishes to enquire as to the time you will be ready to be picked up, please ask them to ring the Recovery Sisters on 8382-6615 or 8382-6617 one hour after your scheduled admission time for an approximation of your discharge time.

Health Fund Information

The DEC has contractual arrangements with many Private Health Funds for accommodation and theatre fees (Hospital fees). Our reception staff are able to provide you with an estimation of fees prior to your treatment with us.

The Associates of the DEC participate in many No Gap Billing Schemes for doctors' accounts. Please check with our staff to confirm if your doctor participates in this scheme with your fund.

For patients attending from doctors offices outside the DEC please check with their staff regarding their private fees.

Patients who hold Department of Veteran Affairs gold cards will also be fully covered whilst at the DEC. Prior approval must be obtained for all white cardholders.

Accounts Department: 8382 6627

Things to know before the Endoscopy procedure

Please arrive 30 minutes prior to your admission time.

- Please read **ALL** information given to you carefully and as soon as possible
- **Follow the bowel preparation instructions given to you**
- Arrange for a responsible adult to collect you. For your safety you will **NOT** be permitted to leave the Unit unescorted, in a taxi unaccompanied or to drive a car for the rest of the day. **Cancellation of your procedure may take place if these arrangements are not made**
- You can expect to be at the DEC for approximately 2-3 hours
- **Please note this Unit closes at 7pm Mon - Thurs and 6pm Friday and you will need to arrange for your escort to collect before this time**
- It is advisable to wear loose, comfortable clothing and non-slip shoes
- Please complete the Booking Information Form, Medical History form where instructed and provide a list of your medications and return to us with your referral prior to your appointment. If you are unable to ensure these documents reach us before your appointment, please bring them with you on the day
- You must also bring your Medicare Card, Private Health Insurance Card, Pension Card and/or Veteran Affairs Card (if applicable)
- All excesses and co-payments are payable on the day of admission
- We do not send accounts. Payments can be made by cash, EFTPOS or credit card (excluding Diners)
- Please do not bring valuables

Infection Control Statement

All medical equipment used in our Centre undergoes thorough cleaning and disinfection by qualified technicians using state of the art equipment in accordance with regulatory guidelines.

What can you expect?

You can expect staff to confirm with you many times during your treatment, your name, date of birth and address. This is to protect your privacy, safety and ensure you receive treatment appropriate to your medical needs.

On presentation to the Unit

Our reception staff will confirm the information provided to us from you regarding your personal details, Medicare number, DVA card (if applicable) and private health fund details. A medical record will be created for you at this time.

On admission

The admission nurse will check your medical history with you and record your vital signs. If you are a diabetic you will have your blood sugar levels checked at this time. All our nursing staff have extensive knowledge of the treatments provided at the DEC and you are encouraged to address any queries to them.

Prior to procedure

You will be seen by your Treating Endoscopist who will discuss your procedure and will obtain medical consent from you. It is a legal requirement to obtain a signed consent for medical treatment for each visit.

The Anaesthetist will also consult with you and will administer sedative agents to ease you into a sleep like state. Your vital signs will be monitored throughout your procedure.

After your procedure is completed

You will be wheeled into recovery, where nursing staff will monitor you whilst you sleep. Once the nursing staff are satisfied you have woken to a satisfactory level you will be given refreshments and where appropriate asked to dress. We are required to keep you in recovery for no less than one hour after your procedure has finished. Once you have been deemed recovered your doctor will discharge you.

On discharge

Nursing staff will provide you with instructions on how to care for yourself after your discharge.

You must not drive a motor vehicle, operate any form of machinery, make any important decisions or consume alcohol for the rest of the day.

Patient Rights and Responsibilities

You have the right to:

- An environment that is safe and respects privacy and confidentiality
- To be treated with courtesy and to have your ethnic, cultural and religious practices and beliefs recognised
- An environment that promotes each patient's sense of personal worth and well-being
- A clear, concise and understandable explanation of:
 - Your condition or problem
 - Your planned investigation and
 - Any possible after effects and side effects and any serious risks involved
- To be informed of and give consent to any procedure where consent is required by law. By entering the DEC it is our understanding that you are requesting treatment
- Seek a second opinion
- To know the identity and professional status of any doctor or staff member caring for you
- Prior to the commencement of your procedure an explanation of all costs
- The right to have details of your condition and treatment kept confidential by medical and all other staff at the DEC, unless the law requires that said information be given to the authorities

These rights are consistent with the current national charter of healthcare rights (March 2013).

It is your responsibility to:

- Be as accurate and as honest as possible in providing information about your health in order to plan your appropriate treatment
- Accepting responsibility for your decisions if you refuse medical treatment
- Be considerate of the needs and rights of other patients and staff at the DEC
- Keep appointments as scheduled
- Accept responsibility for payment of all fees generated in your name as a result of your treatment with us

If you wish to express a concern about any aspects of your care you may do so by informing any staff member. Your concern will be given immediate attention. At all times our focus is your care, safety and well-being.

Personal Information Management Policy

The DEC respects and upholds your rights to privacy protection under the Australian Privacy Principles contained in the Privacy Amendment (Enhancing Privacy Protection) Act 2012. This policy describes how we manage any personal information we hold about you.

What information does the DEC hold?

Name, residential, postal and email address, telephone numbers, date of birth, country of birth, language spoken at home, marital status, indigenous status, next of kin, referring doctor and general practitioner details, Medicare, pension/DVA, health insurance numbers, transaction details associated with the services we provided to you, any additional information provided to us by you, any information you have provided to us through patient surveys and comment cards. We will only request information from you that we need to provide a service to you and will at all times seek your approval prior to using your information for any other purpose.

We use your personal information to:

Provide medical treatment and care to you
Assist with any calls you make to us
For our internal administration requirements
Process private health insurance claims
For benchmarking and clinical indicator reporting in a de-identified format
Provide data to state regulatory bodies in compliance with reporting obligations
Provide data in a de-identified format to the Private Hospital Data Bureau
For quality improvement for accreditation purposes with ACHS – The Australian Council on Healthcare Standards

Privacy Statement

- We acknowledge our obligations to you under the *Health Records and Privacy Act 2002 (HRIP Act commencing 1 July 2004)* and the *Privacy Amendment (Enhancing Privacy Protection)*.
- Personal information we collect from you will be used primarily to ensure that you receive optimal care, but may be used for other purposes such as to satisfy Federal and State Health Department reporting requirements or requirements set out by your health fund, or for the purpose of health accreditation.
- The use of your personal information for the above purposes does not require your consent. If we want to use the information for other purposes we will ask for your consent.
- A copy of the *Diagnostic Endoscopy Centre Personal Information Management Policy* is available upon request.