



# Welcome

## WELCOME TO MANATEE SURGICAL CENTER

Thank you for choosing Manatee Surgical Center for your procedure. Our expert team will work hard to ensure that you feel at ease and comfortable while you are with us.

Our goal is to provide you with the best, most effective care so that you can return to your normal activities as quickly as possible. If you have any questions or concerns while you are in our care, we encourage you to ask any member of our team. We will be happy to answer your questions or to assist you.

The information contained in this booklet applies to all patients who are here for surgery, endoscopy, or pain relief procedures. We hope that it is helpful in preparing you for your procedure or treatment. If you have specific questions that are not answered here, please ask your physician, or call the preoperative (Pre-Op) nurse at 941 745-2727.

## CONVENIENT PRE-REGISTRATION

Please visit the surgical center one week before your procedure between 9 a.m. and 4:30 p.m. to pre-register. Bring your insurance card and a photo identification card such as your driver's license.

## PREPARATION FOR YOUR PROCEDURE

**Do not eat or drink anything after midnight before your procedure, unless you have been given special instructions by your physician or our Pre-Op nurse.**

This is extremely important. You could have serious complications if your stomach is not empty during surgery. Please ask your physician or call the Pre-Op nurse at Manatee Surgical Center if you have questions about eating and drinking before your procedure.

Children are scheduled as early in the day as possible. If your child is having surgery, please be sure that he or she does not eat or drink anything after midnight. If your child is an infant, our anesthesiologist may have additional instructions for you.

If you or your child are taking medication for heart problems, high blood pressure, or diabetes, our Pre-Op nurse will contact you to discuss proper instructions about taking the medication on the day of surgery.

If you develop any changes in your health between the Pre-Op visit to your physician and the day of the procedure, notify your physician. Please report even minor changes such as an elevated temperature, cough, or cold. If you suspect that you are pregnant, please notify your physician.

**Parents: it's a good idea to bring a change of clothing for your child, and have, if possible, another adult to assist in accompanying your child home.**

## SECURE A DRIVER BEFORE YOUR SURGERY

**IMPORTANT:** For your own safety and protection, you will not be allowed to drive a motor vehicle immediately following your procedure. Please make arrangements to have someone bring you to and escort you home from the surgical center. Verification of the driver will be made prior to any procedure requiring sedation. **Your surgery will be cancelled if you fail to have a responsible driver to take you home.**

## CONTACT BY OUR NURSE BEFORE YOUR PROCEDURE

If our nurse has not contacted you by **4 p.m.** the weekday before surgery, please call 941 745-2727.

## PHOTO ID AND INSURANCE CARD

Bring your insurance card and a photo identification card such as a driver's license with you the day of your procedure.



## EATING BEFORE YOUR PROCEDURE

Unless you receive other instructions from your physician or the Pre-Op nurse, do not eat or drink anything after midnight before your procedure.



## DAY OF YOUR PROCEDURE

Bathe or shower and brush your teeth the morning of your surgery. Do not swallow any water. Nail polish and contact lenses should be removed. Do not use perfumes, colognes, or body lotions.

Wear warm, loose fitting comfortable clothes. Shirts with front buttons or zippers are best. Wear socks to keep your feet warm and sensible shoes to allow safe walking.

Leave valuables at home. There is no safe storage area for these items. Remove all jewelry and body piercing studs before leaving for the center. If your tongue is pierced, remove the stud. In case of an emergency, the stud can be an obstruction for placing lifesaving breathing instruments.

Limit the number of people accompanying you. To maximize the comfort of everyone waiting, we request that only one person come with you.

If you have not pre-registered at the surgical center, be sure to bring your insurance card and a photo identification card such as a driver's license with you the day of your procedure.

Female patients: be prepared to give a urine sample. All female patients who have menstrual periods, regardless of age, will have a urine pregnancy test done prior to beginning any procedure.

It is normal to feel anxious or a little nervous before your procedure.

In the Pre-Op area you will be asked the name of your physician and to state what procedure you are to have. This is done to help ensure that you have been properly informed. If you are unclear about your procedure, this is the time to ask questions. We will be happy to ask your physician to speak to you.

Before anything else is done a member of our Pre-Op team will ask you to sign two consent forms. One gives the Manatee Surgical Center your permission to perform the procedure and the other is to allow the anesthesia team to care for you during the procedure.

## AFTER YOUR PROCEDURE

Following your procedure, you will be moved to our fully equipped recovery area. There, you will be closely monitored by our anesthesia and nursing team. The length of stay varies, and many patients are discharged within 30 minutes after their procedure.

We will bring one designated family member to the PACU (recovery room) when the patient is stable. If our nurse is to contact the family member, he or she should remain in the waiting room or on the outdoor benches, NOT in a vehicle in the parking lot.

## AFTER YOU RETURN HOME

Your recovery room nurse will provide you with post-procedure instructions regarding diet, rest, and medication. Plan to have someone stay with you for at least 12 hours following your procedure, and pamper yourself during this time.

Since it is normal to feel drowsy after receiving anesthetic medication, we also recommend that you postpone the following activities for 24 hours after your procedure:

- Driving and operating equipment
- Signing important papers or making significant decisions
- Drinking alcoholic beverages



## ANOTHER DRIVER IS NECESSARY

Your surgery will be cancelled if you fail to have a responsible driver to take you home.

## CONTACTING YOUR PHYSICIAN

If you have questions after your procedure, please contact your physician through his or her office.

## IN CASE OF EMERGENCY

If you have an emergency, please contact the nearest hospital emergency department or call 911 for assistance.



Have your prescriptions filled before your procedure so when you return home, you will have the medication available when you need it.



### WE'RE HERE TO HELP

Our business office team will be glad to assist you in filing the necessary insurance claims.

# Hints

## SOME HELPFUL SUGGESTIONS

If your physician has given you a prescription, have it filled before your procedure. Then, after you return home, you will have the medication available when you need it.

It is not unusual to forget small details, so write down any questions you may have and bring them with you. We will be happy to provide you with appropriate information.

It is a good idea to have someone stay with you for the first 12 hours after you return home. Rest and pamper yourself during this time.



# Finances

## FINANCIAL ARRANGEMENTS

Our business office team will be glad to submit the claim to your insurance company or Medicare for Manatee Surgical Center charges. Standard outpatient procedures are usually covered by your medical insurance or Medicare. You will receive separate bills from the Manatee Surgical Center, your physician, and your anesthesiologist. You may also receive a bill for any laboratory, pathology, or diagnostic services that you receive.

Depending on your coverage, you may be asked for partial payment upon admission to the Center. We make every effort to inform you of this amount prior to your admission. When you arrive for surgery, you should be prepared to pay all co-payments and your deductible if it has not been met.

For your convenience, we accept MasterCard, VISA, American Express, and Discover credit cards. We also accept cash, cashier's checks and money orders. CareCredit is also accepted on the day of your procedure for Manatee Surgical Center charges only; it cannot be used for anesthesia charges. We no longer accept personal checks at the time of registration.

If we need additional insurance information, or if you need to make a payment at the time of your surgery, one of our business office team members will contact you prior to your procedure. He or she will collect necessary insurance information to assist with your registration process.

If you have not heard from us within 48 hours before your procedure, or if you have any questions regarding any of this information, please call us at 941 745-2727.

## ADVANCE DIRECTIVES

Manatee Surgical Center will, to the maximum extent practicable, honor a patient's advance directives. In the unlikely event that a patient's condition deteriorates while at Manatee Surgical Center, resuscitation of the patient will be attempted, with subsequent transfer to Manatee Memorial Hospital where the patient's advance directives will be honored. If the patient refuses to accept this limitation, he or she can be referred to a facility that will honor his or her advance directives.

## PHYSICIANS BY SPECIALTY

### **Anesthesiology**

Dwyanne Brown, MD  
Kurt Slotabec, MD

### **Dentistry:**

#### **Cosmetic/Periodontology**

Lindsay Eastman, DDS  
Douglas Jungman, DDS  
Allison O'Brien, DMD

#### **Dentistry: Oral Surgery**

David Christian, DDS  
Charles A. Tomeo, DDS  
Charles C. Tomeo, DDS

#### **Dentistry: Pediatric**

Ronald Acquaro, DDS  
LoanAnh Bui, DDS  
Mounika Falemban, DDS  
Andre Lewis, DDS  
George Meadows, DDS  
Bryan Morgan, DDS  
Ana Vales, DMD

#### **Facial Plastic Surgery**

Mark Checcone, MD  
Robert Hillstrom, MD  
Harry Wright, MD

### **Gastroenterology**

Mark Dawson, MD  
Marie Fazzary, MD  
Mark Kocab, MD  
Malery Shashidhara, MD  
Rosabella Shek, MD

### **General Surgery**

Jose Estigarribia, MD  
Paige Pennebacker, MD  
Adam Phillips, DO  
Paul Toomey, MD

### **Gynecology**

Carla Chapman, MD

### **Neurosurgery**

Kevin Boyer, MD

### **Ophthalmology**

Liaquat Allarakhia, MD  
Margerie Burness, MD  
William McSwain, MD  
Daniel Pope, MD  
Dana Weinkle, MD

### **Orthopedic Surgery**

Patrick Grablin, MD

### **Otolaryngology**

Michael Gurucharri, MD  
Brian Hoban, MD  
Axay Kalathia, MD  
Walter Loch, MD  
Thomas Morrish, MD  
Agnes Nall, MD  
John Shelton, MD

### **Plastic Surgery**

Robin Hamlin, MD  
Jacqueline Royce, DO  
Jeffrey Scott, MD  
William Welsh, MD

### **Podiatry**

Ronald Hadam, DPM  
Mona Welch, DPM

### **Vascular General Surgery**

Jenna Kazil, MD



## ANY QUESTIONS?

If you have any questions regarding your procedure or any of the information in this booklet, please call your physician or Manatee Surgical Center's Pre-Op nurse at 941 745-2727.

## NOTICE OF PHYSICIAN FINANCIAL INTEREST

Manatee Surgical Center is owned by the following physicians.

Liaquat Allarakhia, MD  
Kevin Boyer, MD  
Mark Dawson, MD  
Jose Estigarribia, MD  
Marie Fazzary, MD  
Michael Gurucharri, MD

Robert Hillstrom, MD  
Brian Hoban, MD  
Axay Kalathia, MD  
Mark Kocab, MD  
Thomas Morrish, MD

Agnes Nall, MD  
Daniel Pope, MD  
Malery Shashidhara, MD  
Rosabella Shek, MD  
John Shelton, MD  
Dana Weinkle, MD



Our colorful pediatric recovery room is equipped just for our little ones and decorated and furnished for the comfort of children and their parents.



### IT'S THE LAW

Florida law requires that your health care provider or health care facility recognize your rights while you are receiving medical care. It also requires that you respect the health care provider's or facility's right to expect certain behavior on the part of patients.

### FLORIDA STATUTES SECTION 381.026

Visit our web site at [ManateeSurgicalCenter.com](http://ManateeSurgicalCenter.com) to get a link to a copy of the full text of this law.

# Your Rights

## PATIENT'S RIGHTS AND RESPONSIBILITIES

Better communication between the patient and the health care provider is always a priority to the Manatee Surgical Center team. Section 381.026, Florida Statutes, addresses the Patient's Bill of Rights and Responsibilities. You may link to these statutes at our web site [www.ManateeSurgicalCenter.com](http://www.ManateeSurgicalCenter.com). Below is a summary of your rights and responsibilities.

### A PATIENT HAS THE RIGHT TO:

- Be treated with courtesy and respect, with appreciation of his or her dignity, and with protection of privacy.
- Receive a prompt and reasonable response to questions and requests.
- Know who is providing medical services and who is responsible for his or her care.
- Know what patient support services are available, including if an interpreter is available if the patient does not speak English.
- Know what rules and regulations apply to his or her conduct.
- Be given by the health care provider information such as diagnosis, planned course of treatment, alternatives, risks, and prognosis.
- Refuse any treatment, except as otherwise provided by law.
- Be given full information and necessary counseling on the availability of known financial resources for care.
- Know whether the health care provider or facility accepts the Medicare assignment rate, if the patient is covered by Medicare.
- Receive prior to treatment, a reasonable estimate of charges for medical care.
- Receive a copy of an understandable itemized bill and, if requested, to have the charges explained.
- Receive medical treatment or accommodations, regardless of race, national origin, religion, handicap, or source of payment.
- Receive treatment for any emergency medical condition that will deteriorate from failure to provide treatment.
- Know if medical treatment is for purposes of experimental research and to give his or her consent or refusal to participate in such research.
- Express complaints regarding any violation of his or her rights.

### A PATIENT IS RESPONSIBLE FOR:

- Giving the health care provider accurate information about present complaints, past illnesses, hospitalizations, medications, and any other information about his or her health.
- Reporting unexpected changes in his or her condition to the health care provider.
- Reporting to the health care provider whether he or she understands a planned course of action and what is expected of him or her.

- Following the treatment plan recommended by the health care provider.
- Keeping appointments and, when unable to do so, notifying the health care provider or facility.
- His or her actions if treatment is refused or if the patient does not follow the health care provider's instructions.
- Making sure financial responsibilities are carried out.
- Following health care facility conduct rules and regulations.

## HIPAA

More detailed information about Protected Health Information (PHI) is in a separate brochure that all patients receive titled, "Protecting Your Health Information" which complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## FILING A COMPLAINT

- **If you have a complaint against a hospital or ambulatory surgical center**, call the Consumer Assistance Unit Health facility complaint hot line at 1.850.487.3183 or 1.888.419.3456 or write to the Agency for Health Care Administration, Consumer Assistance Unit, 2727 Mahan Drive, Tallahassee, FL 32310.
- **If you have a complaint against a physician**, call the Medical Quality Assurance, Consumer Services office at 1.850.414.7209 or write to Agency for Health Care Administration, Medical Quality Assurance Consumer Services, 2727 Mahan Drive, Tallahassee, FL 32310. Call toll free at 1.888.419.3456 to check the status of complaints.
- **All Medicare beneficiaries may file a complaint** or grievance with the Medicare Beneficiary Ombudsman. Visit the Ombudsman's webpage at: [www.medicare.gov/claims-and-appeals/medicare-rights/get-help/ombudsman.html](http://www.medicare.gov/claims-and-appeals/medicare-rights/get-help/ombudsman.html)

## MY NOTES

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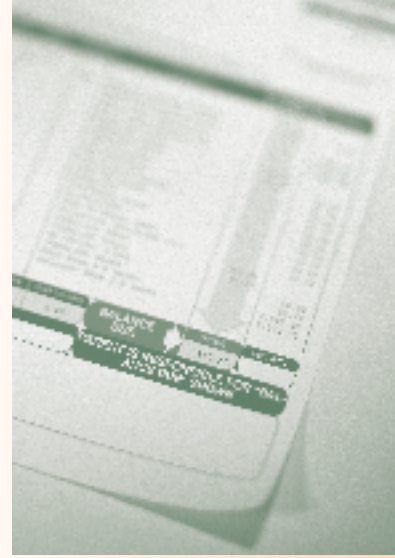
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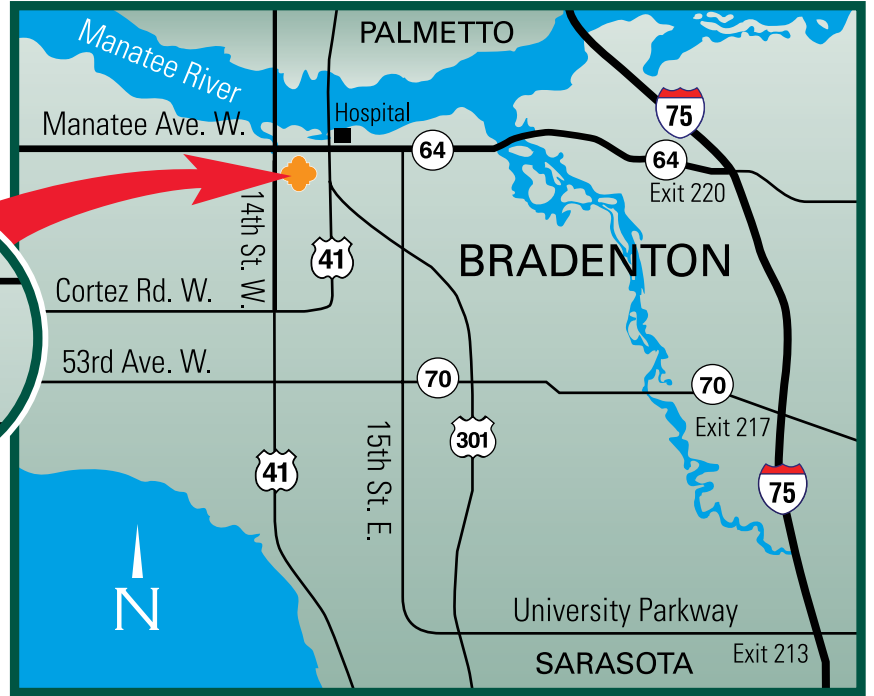
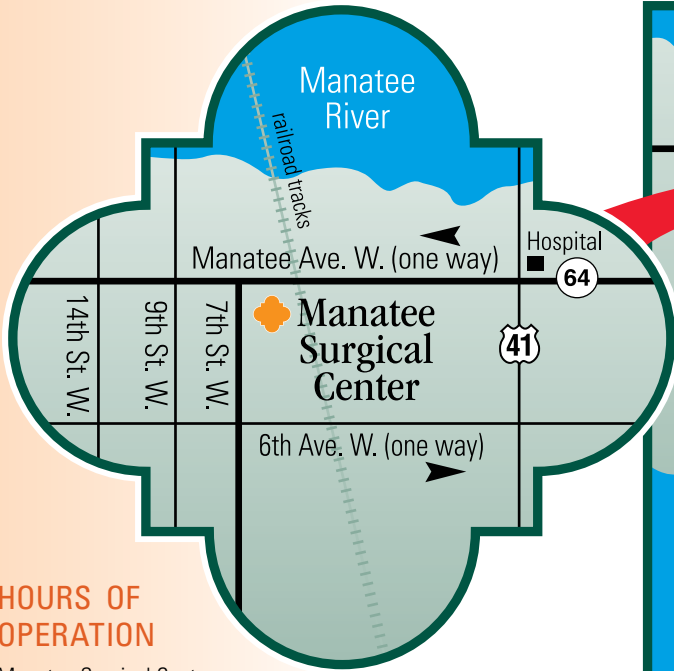
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You have a right to receive prior to treatment, a reasonable estimate of charges for medical care.



All patients have a right to be treated with courtesy and respect, with appreciation of their dignity, and with protection of privacy.



**HOURS OF OPERATION**

Manatee Surgical Center is open Monday-Friday 6 a.m. to 5 p.m.

**IN CASE OF AN EMERGENCY**

Should an emergency arise after you have been discharged, you should contact your physician, go to the nearest hospital emergency department, or call 911.

**HOW TO FIND US:**

We are located in downtown Bradenton on State Road 64 (Manatee Avenue West) and 7th Street West.

**From Interstate 75:** Take Exit 220 west (State Road 64) which becomes Manatee Avenue. Once you cross the US 41/301 intersection, move to the left lane. Cross the railroad tracks and then take the first left (7th Street West).

**From the Beaches:** Take State Road 64 (Manatee Avenue) going east. Turn LEFT at 7th Street West.



Manatee Surgical Center has earned the Joint Commission's Gold Seal of Approval™

PRE-OP APPOINTMENT \_\_\_\_\_

SURGERY APPOINTMENT \_\_\_\_\_

3/17 BG



**941 745-2727**

601 MANATEE AVENUE WEST  
BRADENTON, FLORIDA 34205  
FAX 941 745-2112

