



Dear Patient,

The safety and security of our patients, families, caregivers and visitors is our top priority. This includes ensuring that we maintain a COVID-19 safe environment for everyone who enters our facility. We have implemented many processes to provide the safest environment for our patients, caregivers and physicians in response to COVID-19.

Enhanced Screening

- We are screening everyone for COVID-19 before entering our facility through daily temperature, signs and symptoms checks.

Masks for All Visitors

- Everyone who enters our facility will be required to wear a mask. If you have a mask at home, please wear it to your visit. Otherwise, we will provide one for you and your visitor to wear.

Infection Prevention

- Hand hygiene is always a priority for us. Hand sanitizer and handwashing stations are available throughout our facility.
- We have removed frequently touched items such as magazines, toys, vending machines, coffee and snacks.

Heightened Disinfection

- We have increased the cleaning frequency of patient rooms, public and common areas, restrooms, waiting areas and any commonly touched surfaces.
- Strict infection control practices remain in place including cleaning and sterilizing equipment, cleaning and disinfecting patient care areas and terminal cleaning at the end of each day.
- Our disinfectants are effective in killing the virus that causes COVID-19 and other pathogens.

Personal Protective Equipment for Colleagues

- We have an adequate supply of PPE for all of our colleagues and physicians. This helps protect you and our team from COVID-19 transmission.

Enhanced Patient Safety Policy

- We are adhering to social distancing, and our lobby is marked, so you will know where to stand and sit. This will also be factored in throughout all phases of care during your stay. If visitors prefer to wait in their cars, they are welcome to do so.
- To reduce overall exposure, we are currently limiting visitors to one per patient. For pediatric patients, two visitors may come to the facility.

Following Safety Protocols

- We are following Centers for Disease Control and Prevention (CDC), Centers for Medicare & Medicaid Services (CMS) and appropriate state guidelines for performing COVID-19 safe surgeries.

We are committed to providing the highest level of healthcare for each of our patients and ensuring that you remain safe at all times.

Please feel free to reach out to us should you have any questions about your procedure. Thank you for entrusting us with your care. We are privileged to serve you.

Sincerely,

Scott Vinsant: 404-252-3074

Administrator: Atlanta Outpatient Surgery Center

Atlanta Outpatient Surgery Center

To our valued patient,

Thank you for choosing Atlanta Outpatient Surgery Center (AOSC) for your upcoming procedure. We are committed to making your experience while in our care as positive as possible.

In an effort to ensure the highest care delivery we ask you to visit our website www.atlantaoutpatientsurgerycenter.com and complete your clinical history. Simply go to the Home Page, click on Pre-Registration and complete the requested information. Getting this information to us as quickly as possible helps us to prepare for your procedure.

If your upcoming procedure is less than 7 days away, we ask you to visit our website and complete your clinical history immediately.

If you do not have internet access, please fill out the enclosed clinical history form and fax to 1-866-283-1886. This is a secure email inbox.

Please plan on having an adult with you on the day of your procedure. An adult must sign you out once your procedure is finished and you have recovered.

Lastly, if you need to cancel your procedure for **any** reason, please contact your physician immediately and not AOSC directly. Only your physician can cancel your procedure.

Questions regarding your paperwork? We are happy to help. Please call us at (404) 252-3074.

Thank you in advance for the opportunity to be of service.

Sincerely,

Atlanta Outpatient Surgery Staff

5730 Glenridge Drive, Suite 400
Sandy Springs, Georgia 30328
Phone: (404) 303-9301
Fax: (404) 257-1844

Atlanta Outpatient Surgery Center-COVID-19 Safe Environment

We are taking an abundance of caution to ensure the safety of our patients, families, caregivers and visitors.



Enhanced Screening

We are screening everyone for COVID-19 before entering our facility through daily temperature, signs and symptoms checks.



Masks for All Visitors

Everyone who enters our facility will be required to wear a mask. If you have a mask at home, please wear it to your visit. Otherwise, we will provide one for you and your visitor to wear.



Infection Prevention

We have removed frequently touched items such as magazines, toys, vending machines, coffee and snacks.



Heightened Disinfection

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Social Distancing

We are adhering to social distancing, and our lobby is marked, so you will know where to stand and sit. This will also be factored in throughout all phases of care during your stay. If visitors prefer to wait in their cars, they are welcome to do so.



Personal Protective Equipment for Colleagues

We have an adequate supply of PPE for our colleagues and physicians. This helps protect you, the patient, and our team from COVID-19 transmission.



Hand Hygiene

Hand hygiene is always a priority for us. Hand sanitizer and hand washing stations are available throughout our facility.



Visitors

To reduce overall exposure, we are currently limiting visitors to one per patient. For pediatric patients, two visitors may come to the facility.



Following Safety Protocols

We are following Centers for Disease Control and Prevention (CDC), Centers for Medicare & Medicaid Services (CMS) and appropriate state guidelines for performing COVID-19 safe surgeries.

404-252-3074

ATTENTION ALL PATIENTS!



**YOUR RIDE/DRIVER MUST BE PRESENT IN THE SURGERY
CENTER AND MUST BE PREPARED TO STAY FOR THE
DURATION OF YOUR PROCEDURE!**

THERE ARE NO EXCEPTIONS!



**PLEASE REMEMBER TO BRING YOUR PHOTO ID AND
INSURANCE CARD!**

Patient Financial Responsibility at our Surgery Center

What is the process for determining my financial responsibility?

1

Your surgeon's office calls center to schedule surgical procedure(s) using the designated CPT®* code(s) they expect to perform

2

Surgery center performs verification of your insurance benefits for the scheduled surgical procedure(s)

3

The amount you owe is determined by the insurance coverage you have

4

Your insurance benefits then establish your co-payment*, deductible*, and co-insurance* for the surgical procedure

5

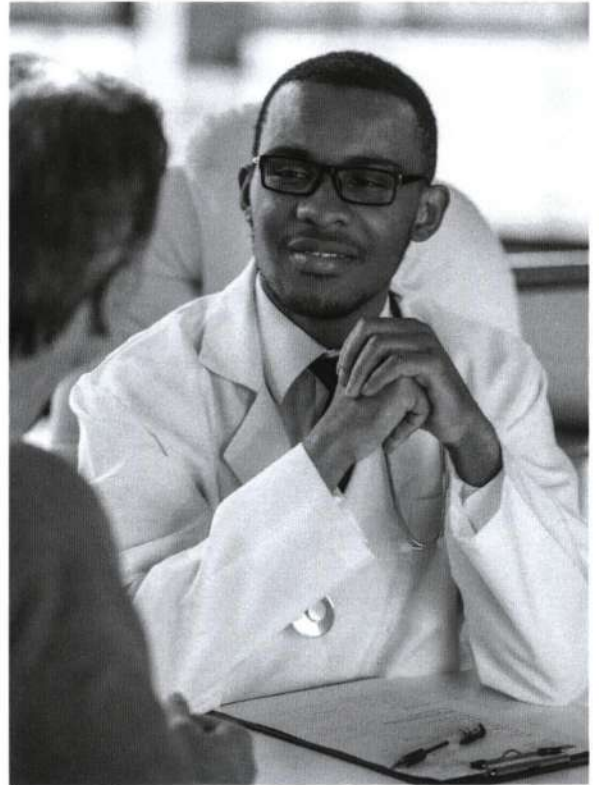
Your financial responsibility is determined and communicated with you prior to your procedure

What are the potential additional costs?

Physician fees
Anesthesia
Pathology
Surgical implants and/or certain supply items
Change of surgical procedures
Radiology
Durable medical equipment
Post-op medications

What are my payment options?

Credit Card, CareCredit®, Money Order,
Other (contact center for details)



* **CPT®**: AMA's Current Procedural Terminology code is uniformly recognized by the medical community to describe a medical procedure

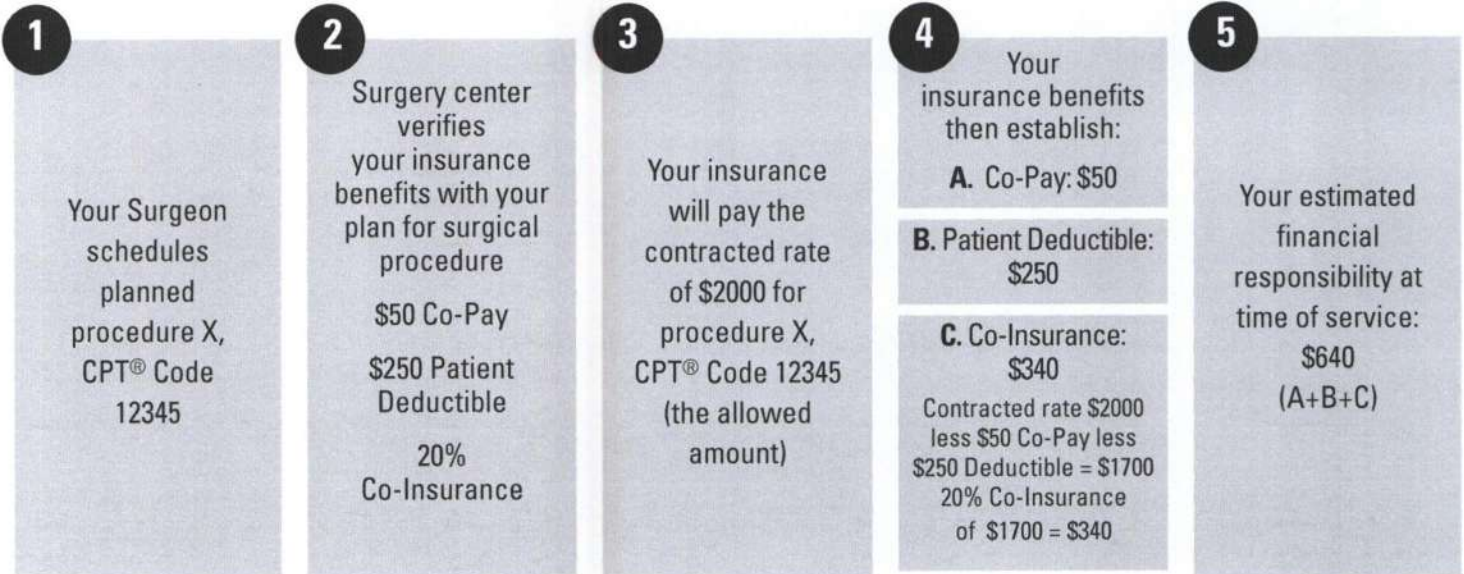
* **Deductible**: A fixed amount of money owed by the insured patient before the insurance plan determines its payment obligation

* **Co-Insurance**: The percentage of a procedure's allowable amount that the patient is required to pay after the deductible is met

* **Co-Payment**: A fixed amount that the patient is required to pay for treatment at a surgery center

Patient Financial Responsibility at our Surgery Center

EXAMPLE: Ambulatory Surgery Procedure X



Atlanta Outpatient Surgery Center provides the best in patient-focused, quality healthcare. In recognition of our commitment to each patient, we strive to deliver cost effective care in our community. We proudly offer up-to-date technologies and equipment, creating a safe and comfortable environment for our patients. Above all else, our team of physicians, nurses, and office staff have one goal: to provide our patients with the best experience possible. We look forward to assisting you!



**We look forward to the opportunity to care for you.
Feel free to call with any questions!
404-303-9301**

Financial Information

Our Payment Policy is as follows:

Please contact the Surgery Center prior to surgery to make financial arrangements or ask questions and be sure you are pre-admitted. In most cases, we should be able to estimate the cost of your surgery beforehand. Our staff will help you finalize your financial arrangements before your surgery. We require that all payments be made before your surgery. to avoid delays in processing your account, bring copies of your insurance cards and/or referrals.

Patients with verified insurance will be required to pay the estimated portion on or before the day of surgery.

Uninsured and/or cash patients will be required to pay for services on or before the admission date.

We accept Checks, Cash, Money Orders, Mastercard, Visa, Discover, American Express and Care Credit.

The Surgery Center will bill your insurance company as a courtesy, however, the balance due is the patient's responsibility and payment will be requested from you on the date of service.

If you have any questions regarding your bill, please call 404-303-9301.

Atlanta Outpatient Surgery Center

We are privileged to have the opportunity to serve you with your upcoming healthcare needs.

In order to assist with a smooth surgical process all patients are required to complete their health history on One Medical Passport before your scheduled surgery/procedure.

- One Medical Passport may be completed online at:
www.atlantaoutpatientsurgerycenter.com
- Click On Pre-Registration and then click on Pre-Register online
- Fill out your health history and press FINISH or SUBMIT
- This information will be reviewed by an Anesthesiologist prior to the day of your surgery/procedure and will help prevent the potential of a delayed or canceled appointment

Again we look forward to serving your healthcare needs.

Thank you,

Atlanta Outpatient Surgery Staff

Patient Registration Guide

Physician Name: _____ Procedure Date: _____

In order to provide you with excellent care and minimize long phone interviews and paperwork, Atlanta Outpatient Surgery Center asks that you complete a Medical Passport, an online registration form that allows patients to provide complete, accurate medical information to their healthcare team in order to provide a safe and optimal patient-care experience. *You may also receive a phone call, email, or text from One Medical Passport directing you to complete your medical history.*

How to Complete Your Medical Passport Online

Start on the homepage: www.atlantaoutpatientsurgerycenter.com/

Then click the "Pre-Registration" link to go to the Medical Passport registration page.

First Time Users Only:

Click the green '**Register**' button to create a Medical Passport. Choose the state and location at which your procedure is scheduled.

Answer the questions on each page, then click '**Save & Continue.**' Once complete, click '**Finish**' to submit your information to us. The information you provide is kept on a secure site, is password protected by you, and is never shared with anyone other than your healthcare team.



Returning Users Only:

If you've previously created a Medical Passport and are having another procedure at the same or a different surgical facility, you will need to verify and/or update your information. Enter your original username and password in the 'Welcome Back' area and click '**Sign In.**'

Note the username and password you select:

Username: _____ Password: _____

Need Help Completing a Medical Passport?

Each page has a **Help** link you may click for assistance. If you are unable to complete your medical history online, a pre-admission nurse from our facility will contact you by phone close to the date of your procedure to complete your history with you.



Please Note:

Questions regarding arrival/procedure time, billing/co-pays, pre-procedure instructions or medical concerns/test results must be directed to your physician's office or the facility directly.

IMPORTANT INSTRUCTIONS: Please go online to complete your clinical history

atlantaoutpatientsurgerycenter.com

click on "pre-registration", and then click on "complete your medical history online"

You will receive a call from a pre-op nurse with your surgery time and other instructions

Call (404) 303-9301 for further questions.

Be sure to follow your pre-operative instructions.

How to Find Us

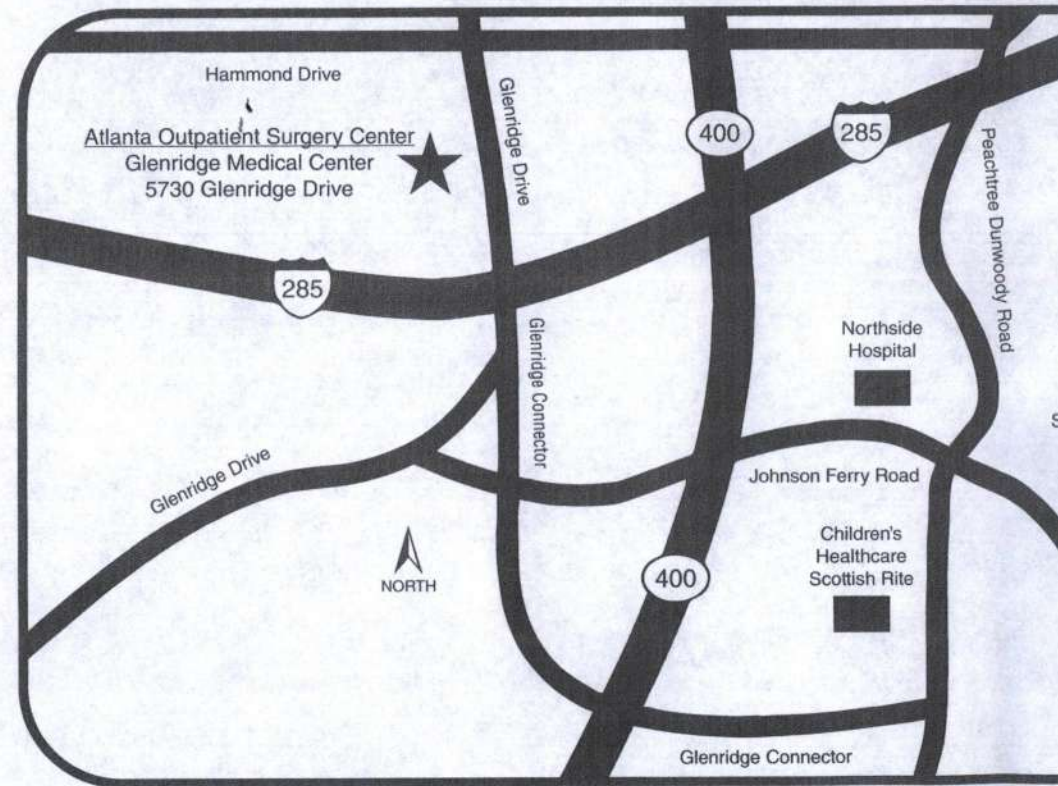
If heading East on 285, take Exit 26 (Glenridge Drive) and turn left onto Glenridge Drive. Proceed under the 285 overpass and the Glenridge Medical center will be immediately on the left.

If heading West on 285, take Exit 28 (Peachtree-Dunwoody Road) and turn right onto Peachtree Dunwoody. At the second traffic light, turn left onto Hammond Drive. Continue on Hammond Drive for approximately one half mile and turn left onto Glenridge Drive. Just past the second traffic light, turn right into Glenridge Medical Center (just before you reach the I-285 West ramp).

If heading South on Georgia 400, take exit 4C (Hammond Drive) and turn right onto Hammond Drive. At the second traffic light, turn left onto Glenridge Drive. Just past the second traffic light, turn right into Glenridge Medical Center (just before you reach the I-285 West ramp).

If heading North on Georgia 400, take exit 4A (Glenridge Connector) and turn left onto Glenridge Connector. Proceed under the 285 overpass and turn immediately left into the Glenridge Medical Center.

Note: Stay in the far left lane for easier access to the entrance to Glenridge Medical Center.



(GI Center-Located at Glenridge Medical Center, 3rd |
5730 Glenridge Drive, Suite 305 **Phone: (404**
Sandy Springs, Georgia 30328 **Fax: (404**