



****PLEASE COMPLETE THIS PACKET
AND BRING IT WITH YOU****

ADVANCED ENDOSCOPY & SURGICAL CENTER, LLC

142 Route 35 Suite 101, Eatontown, N.J. 07724 (732) 935-0031 Fax (732) 935-0032

The Center will call you with your appointment time.

Please arrive (1) one hour early to check in. Thank you!

Dear Patient,

We look forward to the opportunity to provide you with the best possible care during your short stay at our ambulatory surgery center. Please take a moment to read the information contained in our Welcome Packet, which should answer some of your questions, as well as visit our website at www.advancedendoscopy.com to view our facility, staff & physicians. All necessary forms can be downloaded and printed from our website. The Registration & Responsible Adult Companion (RAC) forms need to be filled out & signed. All other forms will be signed electronically and available at the Center.

- Patient Registration Form- (*Please complete & bring with you to the Surgery Center*)
- Responsible Adult Companion (RAC) (*Please complete & bring with you to the Surgery Center*)
- Patient Financial Responsibility (*Please complete & bring with you to the Surgery Center*)
- Physician Office Information & Anesthesiologists Used List
- Insurance Participation List
- Patient Bill of Rights & Responsibilities & Physician Ownership (*Copies available upon check-in*)
- Notice of Privacy Practices (*Copies available upon check-in*)

Please make sure you have updated your physician's office staff with any changes in your current address, phone number (home/work/cell,) your primary care physician and insurance information.

You **MUST** have a ride home after your procedure. Should your means of transportation be by taxi, you **MUST** still be accompanied by an adult companion to and from the Center. The Taxi driver is **NOT** considered to be your responsible adult companion.

You should receive a call 1 to 2 business days before your scheduled procedure from one of our pre-op call nurses to confirm the time of your arrival. **Please note that the time provided by your physician's office is TENTATIVE and may change.** If you need a specific time, please make sure to let the physician's office know, and/or call the surgery center at least 4 days prior to your appointment.

If you have not heard from the Center by **2PM the business day prior to your procedure** to confirm your appointment, please call us at the Center (732) 935-0031.

Federal law requires that a current insurance card and photo ID are provided on the day of your procedure. Your procedure may be cancelled if required identification isn't provided. Copies from your physician's office are not acceptable.

Please be sure to contact you insurance company to verify your benefits. Co-pays and deductibles are a required financial responsibility of the patient. You will receive a call from our billing department to verify your co-pay and deductible amounts to bring with you on the day of your procedure. A financial arrangement can be made during the phone call or by calling the billing department prior to your procedure.

Should your insurance plan require you to have a referral for the Center, you are responsible to bring one with you. Your insurance carrier may receive as many as four (4) bills for your stay with us. They will be billed for your physician's services, our services (facility fee,) anesthesia services and in some cases laboratory services.

You may be responsible for a portion of these charges, either a co-pay or deductible, as directed by your insurance carrier. If you have questions after you speak with them, please call our Center and we will assist you in understanding your bill.

Attached you'll find the names of participating insurance carriers, physicians including anesthesiologists and laboratories.

The goal of our staff is to provide you with quality care, and make sure your stay with us is convenient and pleasant.

Sincerely,

Rowland E. Chavis, MBA
Center Administrator

(Revised 05/07/2019)



ADVANCED ENDOSCOPY & SURGICAL CENTER, LLC

142 Route 35 Suite 101, Eatontown, N.J. 07724 (732) 935-0031 Fax (732) 935-0032

PATIENT INFORMATION

Name: SS#: Birth Date: Age: Sex: [] Male [] Female Marital Status: [] Single [] Married [] Widowed [] Divorced Phone: Work Phone: Cell: Address: Street City State Zip Patient's Employer: Occupation: Employer's Address: Street City State Zip Emergency Contact: Name Phone Relationship

PLEASE BRING YOUR INSURANCE CARDS TO THE CENTER ON THE DAY OF YOUR PROCEDURE

All professional services are charged to the patient. Necessary forms will be completed to help expedite insurance carrier payments. Please be advised that we will submit to your primary and secondary insurance. Any remaining balance after receipt of explanation of benefits from your primary and/or secondary insurance carrier will be billed to you.

INSURANCE AUTHORIZATION AND ASSIGNMENT

NAME OF POLICY HOLDER: DATE OF BIRTH:

I request that payment of authorized Medicare/other insurance company benefits be made either to me on my behalf, or to ADVANCED ENDOSCOPY & SURGICAL CENTER, LLC., for any services furnished to me by that third party who accepts assignment/Physician. Regulations pertaining to Medicare assignment of benefits apply.

I authorize any holder of medical or other information about me to release to the Social Security Administration and Health Care Financing Administration or its intermediaries or carriers and information needed for this or a related Medicare claim/other Insurance company claim. I permit a copy of this authorization to be used in place of the original, and request payment of medical insurance benefits either to myself or to the party who accepts assignment. I understand it is mandatory to notify the health care provider of any party who may be responsible for paying for my treatment. (Section 1128B of the Social Security Act and 31 U.S.C. 3801-3812 provides penalties for withholding this information.)

Signature of Patient or Responsible Party Date

I authorize Advanced Endoscopy & Surgical Center, LLC, to have access to my medical records concerning this date of service, and all prior and post medical records relevant to this date of service.

Signature of Patient or Responsibility Party Date

LABORATORY TESTING

During the course of your procedure it may be necessary for your Physician to obtain and send tissue samples, blood samples, or request other laboratory testing. The State of New Jersey now requires clinical laboratories to directly bill patients for their testing services. In other words, they may not present a bill for its services to any person other than the person who is the recipient of the services, or that person's legal representative. Therefore, it is necessary for the Advanced Endoscopy & Surgical Center, to receive authorization from the patient in order for us to allow the laboratory to bill your insurance company for you. If you do not want the laboratory to bill your insurance company, then billing for the services will go directly to you as the patient.

Please complete and sign below so that we may direct this issue in the proper manner.

Thank you for your cooperation with this matter.

- [] Yes, I am giving the laboratory permission to bill my insurance company.
[] No, I do not give the laboratory permission to bill my insurance company. I am aware that I am responsible for the payment of services directly to the laboratory.

Signature of Responsible Party Date

PATIENT LABEL



Preparing for Your Procedure Responsible Adult Companion Policy

Prior to your scheduled procedure your physician will provide you with specific instructions on how to prepare for your upcoming procedure. If you have any questions concerning this preparation, please call your doctor's office. Please arrive on time. Your procedure and subsequent recovery time takes approximately 2 to 3 hours from the time of your arrival to discharge. Our staff will do everything to make your stay as short as possible.

Due to the sedation you will receive prior to your procedure, you will not be permitted to drive yourself home, and you must make plans for someone to accompany you home from the Surgery Center. You will be discharged by the center into the care of your responsible adult companion, (your adult companion must be 18 years or older,) who will have the responsibility to drive you to your home and be available to make sure you have no adverse effects from the anesthesia.

INSTRUCTIONS FOR TRANSPORTATION

On the day of your procedure, a responsible adult companion must be able to drive you home. The responsible adult companion must agree to be with you, and be available to observe that you do not have any adverse effects from the anesthesia. It is recommended that your responsible adult stay with you 12 to 24 hours post procedure. If there is no responsible adult companion to accompany you from the Center, the procedure will be cancelled and must be rescheduled.

PATIENT

I acknowledge that I was informed at the time my procedure was scheduled that I must have a responsible adult companion accompany me from the Surgery Center, and be available to observe me for 6 to 8 hours after my procedure.

The name of my responsible adult is _____ and he/she will be available to bring me home immediately at the time of discharge. If he/she needs to leave the Center while I am undergoing my procedure, they must leave a contact phone number for the Nurse to call them when I am ready for discharge. Their cell number is: _____

I understand that if I do not have a responsible adult companion to take me home, my procedure will be cancelled.

Patient Signature

Date

Print Name

(Revised 11/2016)



ADVANCED ENDOSCOPY & SURGICAL CENTER, LLC

142 Route 35 Suite 101, Eatontown, N.J. 07724 (732) 935-0031 Fax (732) 935-0032

OUT-OF-NETWORK COMMERCIAL INSURANCE AND SELF-PAY PATIENTS:

Advanced Endoscopy & Surgical Center, LLC. (AESC) will bill your primary and secondary insurance carrier for the services you receive at our Center, in accordance with all applicable laws, rules regarding patient privacy, and security to ensure the confidentiality and safety of our patient's medical records. If AESC is out of network with your carrier, and you do not have secondary coverage with any other carrier and/or Medicare or Medicaid you will be financial responsible for all balances after your insurance carrier(s) has paid.

IN-NETWORK COMMERCIAL INSURANCE:

Please be advised that we participate with Aetna, Amerigroup, Amerihealth, ALL Blue Cross Blue Shield Plans, Cigna, Clover Health, New Jersey Carpenters, NJ Horizon Health, Qualcare, Tri-Care (Humana), Medicaid, Medicare, Railroad Medicare, United/Oxford, US Family Plan and Well Care. You will be billed according to your plan's benefit allowances, i.e. co-insurance/co-pay and or deductible applied. If your insurance policy is a Medicare replacement plan, it is subjected to Medicare guidelines and allowable rates. You will be responsible, and billed for any and all co-insurance/co-pay or deductible applied.

You may also receive a bill from AESC for the **FACILITY FEE** if:

- 1) The coverage is not actually current or payment is denied by your carrier due to pre-existing conditions.
- 2) You do not provide information requested by your insurance carrier after they receive our bill.
- 3) Your policy benefits have been exhausted (i.e. you've reached your benefit maximum.
- 4) Your insurance carrier mailed payment to you rather than AESC, and you did not forward the payment as instructed below.
- 5) We've had no response from your insurance carrier with no resolution.

IN-NETWORK PATIENT RESPONSIBILITY FINANCIAL POLICY:

Please be advised that upon receipt of payment from all of your insurance plans, you will be balanced billed for any additional patient responsibility, co-insurance/co-pay and/ or deductible that was not received at the time the service was rendered. Thirty (30) days after the initial bill has been sent to you, we will make one collection phone call to you, the patient. Next a collection letter will be sent advising that we need a response/contact to discuss the bill for payment arrangements. If we have no response to our attempt in contacting you within 14 days from the date of the letter your account balance will be sent out for OUTSIDE COLLECTION ACTIVITY, and you will be responsible for the balance, along with 30% collection fees added to the bill. You will also be responsible for any and all additional collection fees including court costs, and attorney fees incurred as a result of this debt.

AESC does not participate with all commercial insurance carriers. Payment may be made directly to the patient for the facility fee. **PLEASE DO NOT DEPOSIT THE CHECK.** Endorse the check and forward it with the accompanying explanation of benefits to the address listed above, to the attention of the Billing Office. We will receive confirmation from your insurance that they have forwarded the payment to you. If you do not turn over the check and the explanation of benefits to AESC you will be responsible for the bill IN FULL, plus any additional court fees or attorney's fees incurred in the collection of your account.

ANESTHESIA CHARGES: When procedures are performed at AESC, anesthesia services are provided, and will be billed to your insurance carrier. In the event you receive the payment from the insurance carrier, **DO NOT DEPOSIT THE CHECK.** Please endorse the check on the back & forward the check with the explanation of benefits to the Physician who performed your procedure at their office.

LABORATORY CHARGES: Laboratory services are billed separately through ADH-Pathology Lab, Dianon, ENDO-CDX and Genesis Laboratory.

I have read and understand the above information. I agree to the terms and conditions as noted above:

Patient Signature

Date

PHYSICIAN OFFICE & ANESTHESIOLOGISTS LIST

GASTRO	PHYSICIAN OFFICE ADDRESS & PHONE NUMBERS	ANESTHESIOLOGISTS WHO MAY BE USED
William Basri, MD Mark Cerefice, MD Kenny Hui, MD Steven Schneiderman, MD Sandhya Shukla, MD Matthew Tangorra, DO	Atlantic Coast Gastroenterology & Associates <i>A Division Of Allied Digestive Health</i> 1640 Route 88 West, Suite 202 1944 Cortices Avenue Brick, New Jersey 08724 Neptune, New Jersey 07753 Tel: (732) 458-8300 Tel: (732) 776-9300 Fax: (732) 458-8529 Fax: (732) 776-8059	Michael Vassallo, DO Joseph Gaudio, MD Kaipana Nandiwada, MD Anne Connors, MD Ramesh Shah, MD Sora Yoon, MD Gail Auster, MD Michael Amoroso, MD <i>Anesthesia Billing Office:</i> (732) 222-3805 187 Route 36, Suite 230 West Long Branch, New Jersey 07764
Nadeem Baig, MD Kenneth Belitsis, MD Thomas Fiest, DO Steven Gorcey, MD Lalch Merikhi, MD Rajiv Uppal, MD	Monmouth Gastroenterology <i>A Division of Allied Digestive Health</i> 1912 Highway 35, South, Suite 201, 2nd Floor Oakhurst, New Jersey 07755 Tel: (732) 389-5004 Fax: (732) 508-9721	Michael Vassallo, DO Joseph Gaudio, MD Kaipana Nandiwada, MD Anne Connors, MD Ramesh Shah, MD Sora Yoon, MD Gail Auster, MD Michael Amoroso, MD <i>Anesthesia Billing Office:</i> (732) 222-3805 187 Route 36, Suite 230 West Long Branch, New Jersey 07764
Gagan Beri, MD Howard Guss, DO	Coastal Healthcare 3200 Sunset Avenue, Suite 208 Ocean, New Jersey 07712 Tel: (732) 775-9000 Fax: (732) 775-6660	Ramesh Shah, MD Michael Amoroso, MD Gail Auster, MD Anne Connors, MD Sora Yoon, MD <i>Anesthesia Billing Office:</i> (732) 458-1211 1659 Route 88, Suite 2B Brick, New Jersey 08724
Thaddeus Graboway, MD	Riverview Medical Associates 4 Hartford Drive, Suite 1 Tinton Falls, New Jersey 07701 Tel: (732) 741-3600 Fax: (732) 741-5268	Gail Auster, MD Michael Amoroso, MD <i>Anesthesia Billing Office:</i> (732) 741-3600 4 Hartford Drive, Suite 1 Tinton Falls, New Jersey 07701
Scott Schlachter, DO	Coastal Gastroenterology Associates, P.C. 525 Jack Martin Blvd., Suite 300 Brick, New Jersey 08724 Tel: (732) 840-0067 Fax: (732) 840-3169	Jun Li, MD Sora Yoon, MD Kaipana Dalal, MD Zhaomin Yang, MD <i>Anesthesia Associated PC Billing Office:</i> (848) 863-6051 15 South Main Street, Suite 2 Marlboro, New Jersey 07766
PODIATRY		
Eric Abrams, DPM	Foot & Ankle Affiliates of Central NJ 142 Route 35, Suite 104 1868 Hooper Avenue Eatontown, New Jersey 07724 Toms River, New Jersey 08753 Tel: (732) 542-0777 Tel: (732) 255-2373 Fax: (732) 542-4796 Fax: (732) 864-1252	Gail Auster, MD <i>Anesthesia Billing Office:</i> (732) 542-0777 142 Route 35, Suite 104 Eatontown, New Jersey 07724
Lawrence Menditto, DPM	3200 Sunset Avenue, Suite 201 Ocean, New Jersey 07712 Tel: (732) 531-4545 Fax: (732) 869-1246	Gail Auster, MD <i>Anesthesia Billing Office:</i> (732) 531-4545 3200 Sunset Avenue, Suite 201 Ocean, New Jersey 07712

LABORATORIES USED:

GENESIS LABORATORY: 1912 Highway 35 Oakhurst, NJ 07755 Tel: (732) 389-1530
DIANON SYSTEMS, INC. (LAB CORP): One Forest Parkway Shelton, CT 06484 Tel: (800) 328-2666
ADH Lab: 365 Broad Street, 1 West Red Bank, NJ 07701 Tel: (732) 936-8301,
ENDO CDs: 2 Executive Blvd., Suite 102 Suffern, NY 10901 Tel: (845) 369-7096

Advanced Endoscopy & Surgical Center, LLC

Payer	Participating Products	Excluded Products	Applicable Affiliates/Networks
Aetna	All managed and non-managed products, all Medicare Advantage products*	Aetna Better Health Medicaid HMO *Excludes Aetna Medicare Prime	Coventry/First Health, Meritain
AmeriGroup	Yes	Medicaid HMO and Medicare HMO products	
AmeriHealth	All managed and non-managed products, all Medicare Advantage products, all ACA Exchange products		Independence BC
Cigna	All managed and non-managed products		
Clover Health	Yes	All products	
Consumer Health Network (CHN)	None	All products	
Empire BCBS of New York	See Horizon BCBS of New Jersey		
Horiozn BCBS of New Jersey	All managed and non-managed products, all Medicare Advantage products, all ACA Exchange products, Horizon Casualty Worker's Compensation & No Fault products, out-of-state BC plans (if suitcase logo is on card)	Horizon NJ Health Medicaid (including Total Care SNP)	
Magnacare/Brighton Health Plan Solutions Medicare	None All products	All products	
MultiPlan/PHCS/Beechstreet	None		
QualCare	All products	All managed and non-managed products, all Worker's Compensation products	Emblem/GHI (if QualCare logo is on card), OSCAR
Railroad Medicare	All products		
Tricare (Humana)	Limited Products**		
United Healthcare & Oxford Health Plans	All managed and non-managed products, all Medicare Advantage products, United Community Plan Medicaid HMO and Medicare HMO products (including Dual Complete SNP)		UMR, Sierra Health and Life
US Family Health Plan	All products		
WellCare	Medicaid HMO and Medicare HMO products		
World Trade Center Health Program	None	All products	

**ACCEPT AS LONG AS THAT TRICARE BENEFIT PLAN PROVIDES THE MEMBER BENEFIT FOR OUR PROVIDERS SERVICE(LIMITED PLANS)

A Patient's Bill of Rights & Responsibilities, Including Notification of Physician Ownership

Every patient has the right to be treated as an individual, and to actively participate in and make informed decisions regarding his/her care. Advanced Endoscopy & Surgical Center and the medical staff have adopted the following patient rights and responsibilities, which are communicated to each patient or to the patient's representative/surrogate prior to the procedure/surgery.

PATIENT'S BILL OF RIGHTS:

Every patient has the right to be treated as an individual with his/her RIGHTS respected. Advanced Endoscopy & Surgical Center and the medical staff have adopted the following list of patient's rights:

PATIENT'S RIGHTS: NJAC 8:43A-16.2

1. To be informed of these rights, as evidenced by the patient's written acknowledgement, or by documentation by the staff in the medical record, that the patient was offered a written copy of these rights and given a written or verbal explanation of these rights, in terms the patient could understand. Advanced Endoscopy & Surgical Center shall have a means to notify patients of any rules and regulations it has adopted governing patient conduct in the facility;
2. To be informed of services available in the facility, of the names and professional status of the personnel providing and/or responsible for the patient's care, and of fees and related charges, including the payment, fee, deposit, and refund policy of Advanced Endoscopy & Surgical Center, and any charges for services not covered by sources of third-party payment or not covered by the facility's basic rate;
3. To be informed if Advanced Endoscopy & Surgical Center has authorized other health care and educational institutions to participate in the patient's treatment. The patient also shall have a right to know the identity and function of these institutions, and to refuse to allow their participation in the patient's treatment;
4. To receive from the patient's physician(s) or clinical practitioner(s), in terms that the patient understands, an explanation of his or her complete medical/health condition or diagnosis, recommended treatment, treatment options, including the option of no treatment, risk(s) of treatment, and expected result(s). If this information would be detrimental to the patient's health, or if the patient is not capable of understanding the information, the explanation shall be provided to the patient's next of kin or guardian. This release of information to the next of kin or guardian, along with the reason for not informing the patient directly, shall be documented in the patient's medical record;
5. To participate in the planning of the patient's care and treatment, and to refuse medication and treatment. Such refusal shall be documented in the patient's medical record;
6. To be included in experimental research only when the patient gives informed, written consent to such participation, or when a guardian gives such consent for an incompetent patient in accordance with law, rule and regulation. The patient may refuse to participate in experimental research, including the investigation of new drugs and medical devices;
7. To voice grievances or recommend changes in policies and services to Advanced Endoscopy & Surgical Center's personnel, the governing authority, and/or outside representatives of the patient's choice either individually or as a group, and free from restraint, interference, coercion, discrimination, or reprisal;
8. To be free from mental and physical abuse, free from exploitation, and free from use of restraints unless they are authorized by a physician for a limited period of time to protect the patient, or others from injury. Drugs and other medications shall not be used for discipline of patients or for convenience of Advanced Endoscopy & Surgical Center's personnel;
9. Confidential treatment of information about the patient.
 - a. Information in the patient's medical record shall not be released to anyone outside Advanced Endoscopy & Surgical Center without the patient's approval, unless another health care facility to which the patient was transferred requires the information, or unless the release of the information is required and permitted by law, a third-party payment contract, or a peer review, or unless the information is needed by the Department for statutorily-authorized purposes.
 - b. Advanced Endoscopy & Surgical Center may release data about the patient for studies containing aggregated statistics when the patient's identity is masked;
10. To be treated with courtesy, consideration, respect, and recognition of the patient's dignity, individuality, and right to privacy, including, but not limited to, auditory and visual privacy. The patient's privacy shall also be respected when Advanced Endoscopy & Surgical Center's personnel are discussing the patient;
11. To not be required to perform work for Advanced Endoscopy & Surgical Center, unless the work is part of the patient's treatment and is performed voluntarily by the patient. Such work shall be in accordance with local, State, and Federal laws and rules;
12. To exercise civil and religious liberties, including the right to independent personal decisions. No religious beliefs or practices, or any attendance at religious services, shall be imposed upon any patient;
13. To not be discriminated against because of age, race, religion, sex, nationality, or ability to pay, or deprived of any constitutional, civil, and/or legal rights solely because of receiving services from the facility; and
14. To expect and receive appropriate assessment, management and treatment of pain as an integral component of that person's care in accordance with N.J.A.C. 8:43E-6.

PATIENT RIGHTS: AAHC

1. To be treated with respect, consideration, and dignity.
2. To be provided with personal privacy.
3. To receive care in a safe setting.
4. To be free from all forms of abuse or harassment.
5. To be free from any act of discrimination or reprisal.
6. To voice grievances regarding treatment or care that is (or fails to be) furnished.
7. To be fully informed about a treatment or procedure and the expected outcome before it is performed.
8. To be provided information concerning their diagnosis, evaluation, treatment, and prognosis. When it is medically inadvisable to give such information to a patient, the information is provided to a person designated by the patient or to a legally authorized person.
9. To be given the opportunity to participate in decisions involving their health care, except when such participation is contraindicated for medical reasons.
10. If a patient is adjudged incompetent under applicable state laws by a court of proper jurisdiction, the rights of the patient are exercised by the person appointed under state law to act on the patient's behalf.
11. To be informed of their right to change providers if other qualified providers are available.

PATIENT RESPONSIBILITIES:

1. Provide complete and accurate information to the best of his/her ability about his/her health, any medications, including over-the-counter products and dietary supplements, and any allergies or sensitivities.
2. Follow the treatment plan prescribed by his/her provider and participate in his/her care.
3. Provide a responsible adult to transport him/her home from Advanced Endoscopy & Surgical Center, and remain with him/her for 24 hours, or required by his/her provider.
4. Accept personal financial responsibility for any charges not covered by his/her insurance.
5. Be respectful of all the health care professionals and staff, as well as other patients.

Please Note:

- If you believe the care provided to you in the surgery center by a doctor was improper, you may file a complaint with the Board of Medical Examiners. However, because the regulation of surgery centers are under the jurisdiction of the New Jersey Department of Health and Senior Services (DHSS), if you believe you received improper care at a hospital, you should contact the DHSS Complaint section at (800) 792-9770.

If You Need An Interpreter:

If you will need an interpreter, please let us know prior to your procedure, and one will be provided for you.

If you have someone who can translate confidential, medical and financial information for you, please make arrangements to have them accompany you on the day of your procedure.

Statement of Nondiscrimination:

Advanced Endoscopy & Surgical Center, complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Advanced Endoscopy & Surgical Center, cumple con las leyes federales de derechos civiles aplicables y no discrimina por motivos de raza, color, nacionalidad, edad, discapacidad o sexo.

Advanced Endoscopy & Surgical Center, 遵守通用的聯邦民權法律規定，不因種族、膚色、民族血統、年齡、殘障或性別而歧視任何人。

Advance Directives:

An "Advance Directive" is a general term that refers to your instructions about your medical care in the event you become unable to voice these instructions yourself. Each state regulates advance directives differently. STATE laws regarding Advanced Directives are found in New Jersey Statutes § 26:2H-53 through 78. In the state of New Jersey, all patients have the right to decide what medical treatment they want or do not want to receive. They can decide in advance what treatment they would want, and put that decision in writing, or they may name someone else who understands and shares their values, to exercise that right for them. Under New Jersey Law, there are three kinds of Advance Directives: Proxy, Instruction Directive ("Living Will") or Combined Directive. http://www.state.nj.us/health/advanceddirective/documents/njsa_26.2h.53.pdf

You have the right to informed decision making regarding your care, including information regarding Advance Directives and this facility's policy on Advance Directives. Applicable state forms will also be provided upon request. A member of our staff will be discussing Advance Directives with the patient (and/or patient's representative) prior to the procedure being performed. Patients are asked to bring copies of their Advance Directives with them to the surgery center. Advanced Endoscopy & Surgical Center, respects the right of patients to make informed decisions regarding their care. The Center has adopted the position that an ambulatory surgery center setting is not the most appropriate setting for end of life decisions. Therefore, it is the policy of this surgery center that in the absence of an applicable properly executed Advance Directive, if there is deterioration in the patient's condition during treatment at the surgery center, the personnel at the center will initiate resuscitative or other stabilizing measures. The patient will be transferred to an acute care hospital, where further treatment decisions will be made.

If the patient has Advance Directives which have been provided to the surgery center that impact resuscitative measures being taken, we will discuss the treatment plan with the patient and his/her physician to determine the appropriate course of action to be taken regarding the patient's care.

Complaints/Grievances:

If you believe the care provided to you by this surgery center and/or by a doctor was improper, you may file a complaint with the Board of Medical Examiners. However, because the regulation of the surgery center is under the jurisdiction of the New Jersey Department of Health and Senior Services (DHSS) if you believe you received improper care at this surgery center, you should contact the DHSS Complaint section at (800) 792-9770.

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 contact(s), Rowland Chavis, Center Administrator and/or Tara Delnero, Director of Nursing at (732) 935-0031. We will not retaliate against you for filing a complaint.

State Website: <http://www.state.nj.us/ps/ca/bme/bmeform.htm>

Medicare beneficiaries may also file a complaint with the Medicare Beneficiary Ombudsman. Medicare Ombudsman Web site: <http://www.medicare.gov/claims-and-appeals/medicare-rights/get-help/ombudsman.html>

Medicare: www.medicare.gov or call 1-800-MEDICARE. (1-800-633-4227)

Office of the Inspector General: <http://oig.hhs.gov>

Advanced Endoscopy & Surgical Center is accredited by the Accreditation Association for Ambulatory Health Care (AAAH). Complaints or grievances may also be filed through:

AAAH

5250 Old Orchard Road, Suite 200
Skokie, IL 60077

Phone: 847-853-6060 or email: info@aaaahc.org

Physician Ownership:

Physician Financial Interest and Ownership: The center is owned, in part, by the physicians. The physician(s) who referred you to this center and who will be performing your procedure(s) may have a financial and ownership interest. Patients have the right to be treated at another health care facility of their choice. We are making this disclosure in accordance with federal regulations.

According to the State of New Jersey Senate No. 787, under the Codey Law, "practitioners are permitted to refer patients to certain surgical practices, and ambulatory care facilities in which they have a financial interest. The practitioner shall provide the patient with a written disclosure form stating their ownership, in addition to informing the patient whether the services provided at the practitioner's licensed ambulatory surgical facility, and reimbursed at, an "out-of-pocket" level by the patient's insurance carrier or other third party payer."

**Advanced Endoscopy & Surgical Center is owned and operated by:
*Jersey ASC Ventures, LLC. and the Physicians of AESC:***

THE FOLLOWING PHYSICIANS HAVE A FINANCIAL INTEREST IN ADVANCED ENDOSCOPY & SURGICAL CENTER:

<i>Eric Abrams, DPM</i>	<i>Mark Cerefice, MD</i>	<i>Kenny Hui, MD</i>	<i>Sandhya Shukla, MD</i>
<i>Nadeem Baig, MD</i>	<i>Thomas Fiest, DO</i>	<i>Lawrence Menditto, DPM</i>	<i>Matthew Tangorra, DO</i>
<i>William Basri, MD</i>	<i>Steven Gorcey, MD</i>	<i>Lateh Merikhi, MD</i>	<i>Rajiv Uppal, MD</i>
<i>Kenneth Belitsis, MD</i>	<i>Thaddeus Grabowy, MD</i>	<i>Scott Schlachter, DO</i>	
<i>Gagan Beri, MD</i>	<i>Howard Guss, DO</i>	<i>Steven Schneiderman, MD</i>	

Advanced Endoscopy & Surgical Center, LLC.
142 Route 35, Suite 101
Eatontown, New Jersey 07724
Tel: (732) 935-0031 Fax: (732) 935-0032

Advanced Endoscopy & Surgical Center, LLC.

142 Route 35, Suite 101 Eatontown, New Jersey 07724

Tel: (732) 935-0031 Fax: (732) 935-0032

HIPAA NOTICE OF PRIVACY PRACTICES

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.

This Notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or healthcare operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

1. Uses and Disclosures of Protected Health Information:

Uses and Disclosures of Protected Health Information

Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your health care bills, to support the operation of the physician's practice, and any other use required by law.

Treatment: We will use and disclose your protected health information to provide, coordinate or manage your healthcare and any related services. This includes the coordination or management of your health care with a third party. For example, we would disclose your protected health information, as necessary, to a home health agency that provides care to you. For example, your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

Payment: Your protected health information will be used, as needed, to obtain payment for your healthcare services. For example, obtaining approval for a hospital stay may require that your relevant protected health information be disclosed to the health plan to obtain approval for the hospital admission.

Healthcare Operations: We may use or disclose, as needed, your protected health information in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of medical students, licensing and conducting or arranging for other business activities. For example, we may disclose your protected health information to medical school students that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your physician. We may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment.

We may use or disclose your protected health information in the following situations without your authorization. These situations include: as Required by Law, Public Health issues as required by law, Communicable Diseases: Health Oversight: Abuse or Neglect: Food and Drug Administration requirements: Legal Proceedings: Law Enforcement: Coroners, Funeral Directors, and Organ Donation: Research: Criminal Activity: Military Activity and National Security: Workers' Compensation: Inmates: Required Uses and Disclosures: Under the law, we must make disclosure to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500.

Other Permitted and Required Uses and Disclosures, will be made only with your consent, authorization or opportunity to object, unless required by law.

You may revoke this authorization, at any time, in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

Your Rights: Following is a statement of your rights with respect to your protected health information.

You have the right to inspect and copy your protected health information. Under federal law, however, you may not inspect or copy the following records: psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil criminal or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information.

You have the right to request a restriction of your protected health information. This mean you may ask us not to use or disclose any part of your protected health information for the purpose of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your case or for notification purposed as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply.

Your physician is not required to agree to a restriction that you may request. If physician believe it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted. You then have the right to use another Healthcare Professional.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice alternatively, i.e., electronically.

You may have the right to have your physician amend your protected health information. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to you statement and will provide you with a copy of any such rebuttal.

You have the right to receive an accounting of certain disclosure we have made, if any, of your protected health information.

We reserve the right to change the terms of this notice and will inform you by mail of any changes. You then have the right to object or withdraw as provided in this notice.

Complaints:

You may complain to us or to the Secretary of Health of Human Services if you believe your privacy right have been violated by us. You may file a complaint with us by notifying our privacy contact(s) Rowland Chavis, Center Administrator, or Tara Delnero, Director of Nursing at (732) 935- 0031.

We will not retaliate against you for filling a complaint.